

---

---

A By-Law of the County of St. Paul #19 in the Province of Alberta to establish the position of Chief Administrative Officer of the municipality.

---

---

1. DEFINITIONS

- 1.1 "Chief Administrative Officer" means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
- 1.2 "Council" shall mean the Council of the County of St. Paul No. 19.
- 1.3 "Municipality" shall mean the County of St. Paul No. 19. 2.

CHIEF ADMINISTRATIVE OFFICER

- 2.1 Council hereby established the position of Chief Administrative Officer and the individual appointed to that position will have the title "County Administrator".
- 2.2 Council will by resolution appoint an individual to the position of Chief Administrative officer.
- 2.3 The Chief Administrative officer is authorized to further delegate, and to authorize further delegation of any matter delegated to the Chief Administrative Officer by Council under this by-law, to any employee of the municipality.
- 2.4 In addition to the powers, duties and functions given to the Chief Administrative Officer under the Municipal Government Act or any other act, the Chief Administrative Officer will:
- a) establish the structure of the administration of the municipality, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy and an administrative and reporting policies and procedures;
  - b) establish policy and procedures for hiring all employees of the municipality to carry out the powers, duties and functions delegated to those employees;
  - c) ensure that the policies and programs of the municipality are implemented;
  - d) advise and inform Council in the operations and affairs of the municipality;
  - e) supervise, direct, hire, fire, discipline, terminate, demote, transfer and direct all employees of the municipality;
  - f) direct, supervise and review the proponents of all departments of the municipality;
  - g) prepare and submit to the budget committee of Council estimates of revenue and expenditures and capital programs annually, or as required by Council;
  - h) monitor and control municipal spending within the budgets established by Council;

- i) advise Council and make recommendations about the financial condition of the municipality and the policies and programs as may be necessary or desirable to carry out the powers, duties and functions of the municipality;
- j) attend all meetings of Council and committees of Council and meetings of such boards, authorities and other bodies as are required by Council;
- k) prepare and submit to Council such reports and recommendations as may be required by Council or Council committees;
- l) appoint an Acting Chief Administrative Officer to act during absences of the Chief Administrative Officer which has all the powers, duties and functions of a Designated Officer as required under the Municipal Government Act or any other act;
- m) ensure all minutes of council meetings are recorded in the English language, without note or comment;
- n) ensure the names of the Councillors present at council meetings are recorded;
- o) ensure the minutes of each council meeting are given to Council for adoption at a subsequent Council meeting;
- p) ensure the by-laws and minutes of council meetings and all other records and documents of the municipality are kept safe;
- q) ensure the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begin;
- r) ensure the corporate seal, if any, is kept in the custody of the Chief Administrative Officer;
- s) ensure the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- t) ensure all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
- u) ensure the accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid;
- v) ensure accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based on the things included in the definition of debt for the municipality;
- w) ensure the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- x) ensure money invested by the municipality is invested in accordance with Section 250 of the Municipal Government Act;
- y) ensure assessments, assessment rolls and tax rolls for the purpose of Part 9 and 10 of the Municipal Government Act are prepared;
- z) ensure public auctions held to recover taxes are carried out in accordance with part 10 of the Municipal Government Act;

- aa) to act as the clerk of the Assessment Review Board having jurisdiction in the municipality;
- bb) to review all requests of any person to obtain information in possession of the municipality and to provide such information in accordance with the Municipal Government Act;
- cc) authorize for the entering into of contracts and/or the expenditure of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise;
- dd) ensure all contracts and agreements are signed with any other person authorized by Council to sign them;
- ee) conduct a census as when required by Council and submit population affidavits in accordance with requirements of the Municipal Government Act;
- ff) ensure that the sufficiency of all petitions to Council be determined as set out in the act;
- gg) accept service of all notices and documents on behalf of the municipality;
- hh) provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the Municipal Government Act;
- ii) ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meeting;
- jj) ensure that all by-laws are signed in conjunction with the Chief Elected Official;
- kk) ensure that by-laws of the municipality are consolidated as authorized by Council;
- ll) exercise such other powers, duties and functions as may be required by Council from time to time.

### 3. ACCOUNTABILITY

3.1 The Chief Administrative Officer is accountable to Council for the exercise of all powers, duties and functions.

### 4. REPEAL OF BY-LAWS

4.1 By-law No. 1246 and all amendment is hereby repealed.

### 5. EFFECTIVE DATE

5.1 The effective date of this by-law is the 13<sup>th</sup> day of June, 1995

READ a first time in Council this 13<sup>th</sup> day of June, A.D. 1995  
READ a second time in Council this 13<sup>th</sup> day of June, A.D. 1995  
READ a third time in Council this 13<sup>th</sup> day of June, A.D. 1995

*Note: Refer to Original for Signatures*