

**CITY OF COLD LAKE
BYLAW NO. 851-AD-24
CHIEF ADMINISTRATIVE OFFICER BYLAW**

A BYLAW OF THE COUNCIL OF THE CITY OF COLD LAKE TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS the *Municipal Government Act*, R.S.A. 2000 c.M-26, provides that Council must establish the position of Chief Administrative Officer;

AND WHEREAS Council wishes to establish the position of Chief Administrative Officer and to give the position of the City of Cold Lake Chief Administrative Officer the title of "Chief Administrative Officer";

AND WHEREAS Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any or all of its executive and administrative duties and powers;

NOW THEREFORE the Council of the City of Cold Lake in the Province of Alberta, in council duly assembled hereby enact as follows:

SECTION 1 - TITLE

- 1) This bylaw shall be cited as the "Chief Administrative Officer Bylaw".

SECTION 2 – DEFINITIONS AND GENERAL

- 2) In this bylaw:

- a) "Act" means *Municipal Government Act* of the Province of Alberta;
- b) "Chief Administrative Officer" means the Chief Administrative Officer ("CAO) of the City of Cold Lake;
- c) "City" means the City of Cold Lake; and
- d) "Council" means the Council of the City of Cold Lake;

SECTION 3 - APPOINTMENT

- 3) The position of CAO for the City is established.
- a) The Council, by resolution, shall appoint the person who will serve as the CAO and prescribe the duties, functions, and responsibilities for the position.
 - b) The Council may appoint an Acting Chief Administrative Officer to act during the illness, absence, or other incapacity of the CAO.
 - c) The CAO may appoint an Acting Chief Administrative Officer during an absence, if the CAO determines it to be in the best interests of the City.

SECTION 4 - ROLES, TERMS, AND CONDITIONS

- 4) The CAO shall be the principal advisor to Council.
- 5) In all instances the CAO shall act as coordinator of all City divisions to the extent allowed by the Act.
- 6) The CAO is accountable to Council for the exercise of all powers, duties, and functions delegated to the CAO.
- 7) Except for the purpose of an official enquiry, Council shall deal with civic administration and the control thereof through the CAO. Council shall as normal practice require that Council directives be carried out through the office of the CAO.

SECTION 5 - AUTHORITY, FUNCTIONS, POWERS, AND RESPONSIBILITIES

- 8) The CAO shall have the following duties, functions, powers, and responsibilities:
- a) Those duties, functions, powers, and responsibilities set forth in the job description attached as Schedule "A";
 - b) Those duties, functions, powers, and responsibilities given to a CAO under the Act, or any other statute or regulation;
 - c) Enforce or cause to be enforced all bylaws and resolutions of the City.

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SECTION 6 – ENACTMENT/REPEAL

9) This bylaw shall come into full force and effect immediately upon the date of its final passage.

10) The City of Cold Lake Bylaw No. 169-AD-04 is hereby repealed.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 10th day of December, 2024 A.D. on motion by Councillor Richardson.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 14th day of January, 2025 A.D. on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

THIRD READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 14th day of January, 2025 A.D. on motion by Councillor Richardson.

**CARRIED
UNANIMOUSLY**

Executed this 4th day of February, 2025

CITY OF COLD LAKE

MAYOR



CHIEF ADMINISTRATIVE OFFICER

**CITY OF COLD LAKE
BYLAW NO. 851-AD-24
SCHEDULE "A" – JOB DESCRIPTION**

JOB DESCRIPTION

Job Classification: Out of Scope

Position: Chief
Title: Administrative
Officer (CAO)

Department: Corporate Services

Council Approval

Approved By: Mayor and Council

Signature:

Location: City Hall

Initials:

Date:

PRIMARY FOCUS

The Chief Administrative Officer (CAO) provides professional leadership and direction to the management team of the City of Cold Lake. Responsibilities include general supervision of various departments, as well as the development of policies and programs for the approval of Council. As the administrative head of the City, the CAO is responsible for the overall operation of the City in accordance with the objectives, plans, programs and policies approved by Council and in accordance with Provincial and Federal statutes.

JOB CONTEXT

Leads the development of a long-range plan for the operation and continued success of the City. Plans, directs, and coordinates the day-to-day activities required to implement the plan and achieve the goals and objectives approved by Council. Provides scheduled "report card" communication program toward annual and long-term goals, as well as emerging issues or opportunities. Recommends new initiatives, programs, policies and plans for Council discussion and approval.

Develops and implements a process for preparation of annual operating and capital budget. Monitors, controls, and authorizes spending within the limits of the approved budget. Presents expenditures in excess of budget and any new budget items, with supporting documentation for Council approval.

GENERAL ACCOUNTABILITIES

- Holds regularly scheduled meetings with all Department management to review operations, communicate expectations, and share information of general interest to the team.
- Directs the preparation of, and approves, all Council meeting agenda packages, ensuring issues requiring the attention of Council are brought forward in a timely manner and that all background information and documentation is available to facilitate informed decision making.
- Prepares and presents a monthly report to Council regarding City operations. Recommends appropriate action or requests ratification for action taken to deal with matters requiring Council approval.
- Attends all meetings of Council or Committee of the Whole, as well as other Committee meetings as appropriate to provide information, advice, and administrative support.
- Establishes and maintains effective working relationships with all Federal/Provincial agencies, boards, and commissions that interrelate with the City.
- Recruits, mentors, and evaluates all Management staff. Approves the appointment, demotion, transfer, or dismissal of City employees, as well as compensation administration with personnel policies and budget guidelines. Ensures the City has a comprehensive Human Resource Management plan to attract and retain qualified staff members.
- Instructs the City Solicitor to commence, defend, or otherwise conduct any legal proceedings in the interest of the City. Coordinates activities in support of such proceedings and advises Council on progress and costs.
- Establishes and maintains an open and public system for contracting goods and services by the City. Ensures procurement complies with all legislative requirements, bylaws and policies of Council. Reviews and recommends acceptance or rejection of properly submitted tenders, quotations and proposals.
- Responds to public enquiries, media requests for information or complaints relating to department activities, following approved policies and procedures.
- Fulfills all obligations of the Municipal Government Act and other relevant legislation, performs other related duties as may be requested by Council.

REPORTING RELATIONSHIPS

- Reports to:** The Body of Council
Direct Reports: Senior Leadership Team
Indirect Reports: All Staff and Service Contracts
Other Working Relationships: General Public, Inter-Municipal Government

KNOWLEDGE / SKILLS & EXPERIENCE REQUIREMENTS

- University or College graduate in Business Administration, Commerce, Engineering, Planning, or a related field.
- Post-secondary education in disciplines such as Management, Leadership, or Human Resources Management is desirable.
- Eight (8) to ten (10) years of progressively more responsible experience in a municipal environment.
- Demonstrated Knowledge of the Municipal Government Act, related statutes, and municipal Council operations.
- Practical knowledge and experience in computer systems for business applications.

BEHAVIOURAL COMPETENCIES

- Integrity and Trust – Seen as a direct, truthful individual, widely trusted and adheres to a strong set of core values.
- Command Skills – Demonstrated leadership and team building skills, effectively communicates expectations and provides direct, timely and appropriate feedback of performance, willing to hold others accountable for their actions and commitments.
- Interpersonal Skills – Relates well to all individuals inside and outside the organization; uses diplomacy and tact to diffuse tense situations; makes people feel important and valued.
- Action Oriented – Can be counted on to accomplish objectives; energetic with a bias for action; makes sound decisions in a timely manner.
- Composure – Cool under pressure; can handle stress; is a settling influence in a crisis.
- Planning and Organization – Can marshal resources to accomplish objectives and tasks, uses resources effectively and efficiently; sets clear expectations; designs practical processes and procedures.
- Communications – Able to speak and write clearly; able to get the desired message across to a variety of audiences.
- Problem Solving – Uses rigorous logic and methods to investigate; looks beyond the obvious, able to develop practical and innovative solutions.
- Management Diversity – Fosters an equitable and inclusive workplace which values diversity and encourages respect for the dignity, ideas, and contributions of all individuals.
- Political Savvy – Can manoeuvre through complex political situations effectively and quietly, anticipates sensitive issues and plans an appropriately strategy.

The contents of this job description are not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties, others may be assigned and the actual duties the jobholder performs may differ from those outlined in this job description. This is not an employment contract and the City reserves the right to change the job description. All City employees are required to respond to City emergencies and other work as needed or required. Employees are required to perform all other duties which are not set out in this job description as required and assigned. The City reserves the right to change assigned job duties from time to time.

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