



STAFF REPORT

Title: Bylaw No. 851-AD-24 - Chief Administrative Officer Bylaw

Meeting Date: November 19, 2024

Executive Summary:

Council requested Administration review and provide a refresh of Bylaw No. 169-AD-04, Chief Administrative Officer Bylaw which had not been amended since its passing in 2004. Bylaw No. 851-AD-24, Chief Administrative Officer Bylaw is presented to replace Bylaw No. 169-AD-04. The new bylaw includes an update to the responsibilities, powers, and functions of the City of Cold Lake's Chief Administrative Officer.

Bylaw No. 851-AD-24 is presented to the Corporate Priorities Committee of Council for their feedback.

Background:

Bylaw No. 169-AD-04 was passed on April 13th, 2004, and there have been no amendments to Bylaw No. 169-AD-04 since its inception.

Bylaw No. 851-AD-24 Chief Administrative Officer Bylaw is presented to provide a current and updated overview of the role, duties, responsibilities, and powers of the Chief Administrative Officer of the City of Cold Lake.

This new bylaw more accurately and clearly describes what role the Chief Administrative Officer has, who the Chief Administrative Officer will report to, their responsibilities, and establishes their authority to do carry out their job. The role, responsibilities, and tasks of the Chief Administrative Officer are clearly and succinctly presented in Schedule "A" of the proposed Bylaw No. 851-AD-24, Chief Administrative Officer Bylaw.

The update to Bylaw No. 851-AD-24 reflects the current role of the Chief Administrative Officer as the role is practiced. Nothing in the proposed Bylaw would change the status quo.

Alternatives:

The Corporate Priorities Committee may wish to:

1. Direct Administration to bring Bylaw No. 851-AD-24, Chief Administrative Officer Bylaw to a regular meeting of Council for first reading, as presented.
2. Direct Administration to bring Bylaw No. 851-AD-24, Chief Administrative Officer Bylaw to a future Corporate Priorities Committee meeting for further discussion.



Recommended Action:

Direct Administration to bring Bylaw No. 851-AD-24, Chief Administrative Officer Bylaw to a regular meeting of Council for first reading, as presented.

Budget Implications (Yes or No):

No.

Submitted by:

Kevin Nagoya, Chief Administrative Officer