

CITY OF COLD LAKE
BYLAW #169-AD-04

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

WHEREAS subsection 205(1) of the *Municipal Government Act*, R. S.A. 2000 c.M-26, provides that Council, by bylaw, establish the position of Chief Administrative Officer and subsection 205(4) of that Act provides that Council may give the position of Chief Administrative Officer any title Council considers appropriate; and

WHEREAS Council now wishes to establish the position of Chief Administrative Officer and to give the position of Chief Administrative Officer the title of "Chief Administrative Officer";

NOW THEREFORE, the Council of Cold Lake, in council duly assembled, hereby enacts as follows:

1. The position of Chief Administrative Officer shall be established pursuant to subsection 205(1) of the *Municipal Government Act*, S.A. 1994 c.M-26.1.
2. The Chief Administrative Officer shall have the title of "Chief Administrative Officer" (also known as CAO) and shall be described by that title in all ByLaws and resolutions of Council.
3. Council shall be at liberty from time to time by way of resolution to appoint an individual as Chief Administrative Officer and prescribe the duties and functions and responsibilities.
4. The Chief Administrative Officer shall have the following powers, duties, functions and responsibilities:
 - (a) Those powers, duties and functions and responsibilities set forth in the job description attached hereto as Schedule "A";
 - (b) Those powers, duties, functions and responsibilities given to a Chief Administrative Officer under the *Municipal Government Act*, R. S. A. 2000 c.M-26.1 or under any other Act or Regulation;
 - (c) Those powers, duties and functions delegated to the Chief Administrative Officer by ByLaw of Council under section 203 of the *Municipal Government Act* (supra).
6. Any reference in any ByLaw, resolution, policy, agreement or regulation to the "Chief Administrative Officer" which has been passed, adopted or entered into prior to the passage of this ByLaw shall be deemed for all purposes to refer to the position of Chief Administrative Officer established under this ByLaw.
7. This ByLaw shall come into full force and effect immediately upon the date of third and final reading.

207


8. This ByLaw shall replace ByLaw #010-AD-97 of the City of Cold Lake.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 13th day of April, A.D. 2004, on motion by Councillor Eger.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 13th day of April, A.D. 2004, on motion by Deputy Mayor Jordan.

**CARRIED
UNANIMOUSLY**

CONSENT TO THIRD AND FINAL READING granted on motion by Councillor Belcourt.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 13th day of April, A.D. 2004, on motion by Councillor Barnes.

**CARRIED
UNANIMOUSLY**

CITY OF COLD LAKE



MAYOR



INTERIM CHIEF ADMINISTRATIVE OFFICER

CITY OF COLD LAKE

POSITION DESCRIPTION

POSITION TITLE:	CHIEF ADMINISTRATIVE OFFICER
REPORTS TO:	MAYOR & COUNCIL
REVISION DATE:	MAY 2004

POSITION SUMMARY

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 C.A.O. 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 the various Provincial or Federal statues and the municipal by-laws.

PRIMARY ACCOUNTABILITIES

1. 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 Council with a quarterly "report card" communicating progress 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.

Key Performance Measures:

- ✓ Planning Process, measured by timeliness and completeness of the plan
- ✓ Communications, measured by the timeliness and completeness of reports or information to Council.
- ✓ Operational Effectiveness, measured by service standards for each municipal department.

20



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

Key Performance Measures:

- ✓ Budget Process, measured by timeliness and completeness of budget presentation to Council.
- ✓ Budget Variance, measured in dollars and percentage over or under.

GENERAL ACCOUNTABILITIES

3. Chairs regularly scheduled meetings with all department heads to review operations; communicate expectations; advise on policy or procedure changes; and to share information of general interest to the team.
4. 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 or documentation is available to facilitate informed decision-making.
5. 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.
6. 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.
7. Establishes and maintains an effective working relationship with all agencies, boards and commissions that inter relate with the City.
8. Recruits, develops and evaluates all management staff. Approves the appointment, demotion, transfer or dismissal of City employees, as well as all compensation administration, within established personnel policy and budget guidelines. Ensures the City has a comprehensive human resource management plan to attract, develop and retain qualified staff.


217

9. Instructs the City Solicitor to commence, defend or otherwise conduct any legal proceeding in the interest of the City. Coordinates activities in support of such proceedings and advises Council on progress and costs.
10. Establishes and maintains an open and public system for contracting goods and services by the City. Ensures the system complies with all legislative requirements, by-laws and policies of Council. Reviews and recommends acceptance or rejection of properly submitted tenders, quotations and proposals.
11. Responds to public enquiries, media requests for information or complaints with regard to department activities, following approved policy and procedure.
12. Establishes and maintains positive relationships with Federal or Provincial government departments and neighboring municipalities with respect to matters of interest to the City.
13. Fulfills all obligations of the Municipal Government Act and other relevant legislation. Performs other related duties as may be requested by Council.

TECHNICAL COMPETENCIES

- ✓ University or Community College graduation in business administration, commerce, engineering, planning or a related field.
- ✓ Post-secondary education in disciplines such as administrative management, leadership, or human resource management is desirable.
- ✓ Eight to ten years of progressively more responsible experience in a municipal environment.
- ✓ Demonstrated knowledge of the Municipal Government Act and related statutes.
- ✓ Practical knowledge and experience in computer systems for business applications.

At the discretion of Council, a combination of related course work and experience may be deemed suitable.



BEHAVIOURAL COMPETENCIES

- ✓ Integrity & 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; doesn't hold back anything that needs to be said; lets people know where they stand; willing to hold others accountable for their actions and commitments.
- ✓ Interpersonal Skills Relates well to all kinds of people 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 get things done; energetic, with a bias for action; makes good decisions in a timely manner.
- ✓ Composure Cool under pressure; can handle stress; is a settling influence in a crisis.
- ✓ Planning & Organizing Can marshal resources to get things done; 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 and solve problems; excellent at analysis; looks beyond the obvious; able to develop practical and innovative solutions.
- ✓ Managing Diversity Deals effectively with all races, cultures, nationalities, disabilities and genders equitably. Supports equal and fair treatment/opportunity for all people.
- ✓ Political Savvy Can maneuver through complex political situations effectively and quietly; anticipates sensitive issues and plans an appropriate strategy.

