

MUNICIPAL DISTRICT OF BIGHORN NO. 8

BYLAW NO. 17/18

A BYLAW OF THE MUNICIPAL DISTRICT OF BIGHORN No. 8 FOR THE PURPOSE OF APPOINTING A CHIEF ADMINISTRATIVE OFFICER PURSUANT TO THE MUNICIPAL GOVERNMENT ACT BEING CHAPTER M-26.1 R.S.A. 1998 AND AMENDMENTS THERETO:

WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000 as amended, Council must by by-law establish the position of Chief Administrative Officer; and appoint one or more persons to carry out the powers, duties, and functions of the Chief Administrative Officer;

NOW THEREFORE, the Municipal Council of the Corporation of the Municipal District of Bighorn No. 8 in the Province of Alberta, duly assembled, hereby enacts as follows:

THAT Robert M. Ellis is hereby appointed to the above-named position, effective January 1st, 2019;

THAT the powers, duties and functions are as contained in the Chief Administrative Officer Job Description attached hereto and forming part of this Bylaw;

THAT the powers, duties and functions of the Chief Administrative Officer may be changed by resolution of the Municipal Council subject of course to this or any other enactment; and

THAT Bylaw No. 06-01 is hereby repealed, effective January 1st, 2019.

READ A FIRST TIME THIS 27th DAY OF NOVEMBER, 2018.

READ A SECOND TIME THIS 27th DAY OF NOVEMBER, 2018.

READ A THIRD TIME THIS 27th DAY OF NOVEMBER, 2018.



REEVE



EXECUTIVE ASSISTANT

POSITION DESCRIPTION

SCHEDULE "A" TO BYLAW 17-18



Position Title: **CHIEF ADMINISTRATIVE
OFFICER (CAO)**

Reports to: **Council**

Direct Reports:

Director of Planning Services, Director of Operations, Director of Finance, Executive Assistant, Bylaw Enforcement/Safety Codes Officer, Ghost District Chief, Exshaw District Chief, Jamieson District Chief

Summary of Functions:

Directs the overall planning, coordination and control of all municipal operations in accordance with the objectives, policies and plans approved by Council. Ensures Municipal Government's compliance with applicable statutory regulations.

General Summary of Duties:

1. Recommends objectives, policies and programs to Council. Directs the implementation and monitors progress of those policies and programs approved by Council; evaluates same and recommends improvement as required.
2. Coordinates departmental activities; recommends to Council any necessary changes in duties, responsibilities or authority of department heads, approves and reports to Council any changes involving other positions. Assigns work equitably and in a manner designed to achieve the required results. Ensures that adequate staff are available to carry out functions.
3. Directs the development of a comprehensive personnel program. Recommends an annual salary administration program to Council as well

CAO... cont.

initials

POSITION DESCRIPTION

- as salary adjustments for Municipal staff. Ensures discipline procedures are administered equitably in accordance with approved policy.
4. Hires, trains, develops and evaluates direct report employees and supervises their activities. Recommends to Council the hiring, or firing of team leaders.
 5. Acts as the senior staff member in charge of the municipality's financial resources. Directs the development of policies and procedures involving budget expenditures, financial controls and personnel.
 6. Directs the preparation of capital and operating budgets and submits same to Council with supporting documentation.
 7. Coordinates the prompt and proper handling of all requests, enquiries and complaints by the public. Delegates to appropriate department/program area.
 8. Authorizes payments of accounts within established guidelines.
 9. Directs the execution of all documents, agreements or contracts approved by Council, including Purchasing contracts. Ensures the safekeeping of all official documents and correspondence. Maintains a comprehensive record keeping system.
 10. Attends all regular and special meetings of Council and other meetings as requested by Council; provides advice on relevant matters.
 11. Acts as liaison with representatives externally, such as agents, boards, commissions, consultants; and provide advice to Council committees as requested.
 12. Keeps informed about governmental and community affairs and advises Council and Municipal employees of significant trends, grant programs, legislation changes, etc.
 13. Performs other duties as required by Council.
 14. Acts as Economic Development Officer.
 15. Acts as staff liaison to the Finance & Economic Development Committee.

POSITION DESCRIPTION

CAO... continued

16. Acts as Secretary to the Emergency Services Committee and the Subdivision/Development Appeal Board.
17. Acts as Deputy Director of Emergency Management.
18. Acts as Secretary/Administration Liaison to the Bighorn Corridor Environment Committee.

Qualifications:

- Formal education, proven knowledge and extensive experience with municipal administration/management
- Minimum 10 years Municipal Government experience
- Demonstrated passion for municipal government
- Visionary leader who can successfully develop and implement the shared vision, goals and action plans
- Outstanding management skills
- Strong administrator
- Entrepreneurial spirit
- Successful track record working with a governing board
- Experience/awareness and willingness to become involved with the local community

POSITION DESCRIPTION

Approvals

Job Title: Chief Administrative Officer	Department: Administration
Hours per Week: 37.5	Wage Grid / Level:
Approved by: Dene Cooper Title: Reeve Signature:  Date Approved: November 28 th , 2018	Reviewed by: _____ Title: _____ Signature: _____ Date Approved: _____
Approved by Incumbent: Robert Ellis Signature:  Date Approved: November 26 th , 2018	Reports to: M.D. Council Direct reports: Director of Finance Director of Operations Director of Planning Services Executive Assistant Exshaw District Chief Ghost District Chief Jamieson District Chief Bylaw Enforcement/Safety Codes Officer