



TOWN OF WESTLOCK

Chief Administrative Officer Bylaw

BYLAW NO. 2020-13

EFFECTIVE DATE – May 25, 2020

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

AMENDMENT BYLAW

DATE OF ADOPTION

EFFECTIVE DATE

(If different from Date of Adoption)

Bylaw No. 2025-15

September 22, 2025

**BEING A BY-LAW OF THE TOWN OF WESTLOCK IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF ESTABLISHING THE POSITION, POWERS, AND DUTIES
OF THE CHIEF ADMINISTRATIVE OFFICER**

WHEREAS under the provisions of the *Municipal Government Act*, c. M.26, RSA 2000, as amended, provides that Council must establish by Bylaw a position of Chief Administrative Officer;

WHEREAS under the provisions of the *Municipal Government Act* provides that Council may by bylaw delegate any of its powers, duties or functions;

WHEREAS under the provisions of the *Municipal Government Act* the mandatory statutory responsibilities and major administrative duties of the chief administrative officer are set forth;

WHEREAS the *Access to Information Act (ATIA)* requires Council to designate a head of the local public body; and

WHEREAS the *Highway Traffic Act* allows Council to delegate to the Chief Administrative Officer the power to enforce said provisions of the *Highway Traffic Act* within the municipality;

NOW THEREFORE the Council of the Town of Westlock, in the Province of Alberta, enacts as follows:

PART I: TITLE AND DEFINITIONS

Bylaw Title

1. This Bylaw may be cited as the “Chief Administrative Officer Bylaw.”

Definitions

2. In the Bylaw, words shall have the same meanings as in the *Municipal Government Act* except as otherwise defined below:
 - (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended;
 - (b) “Administration” means the general operation of the Municipality, including all personnel, financial, and other related resources as permitted by the Act;
 - (c) “Chief Administrative Officer” or “CAO” means the person appointed as chief administrative officer of the Town of Westlock;
 - (d) “Council” means the municipal council of the Town of Westlock; and
 - (e) “Town” means the municipal corporation of the Town of Westlock in the Province of Alberta.

PART II: APPOINTMENT, TERMS, AND CONDITIONS

3. The position of Chief Administrative Officer is established and shall be described by that title in all bylaws and resolutions of Council.
4. Council will, by resolution, appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of the CAO's employment.
5. Except for the purpose of an official inquiry, Council shall deal with the administration and the control thereof solely through the CAO.

Subdelegation

6. The Chief Administrative Officer is authorized to further delegate, and to authorize further delegations of any powers, duties and functions delegated to the CAO by Council under this, or any other bylaw, to a designated officer or an employee of the Town.

PART III: GENERAL POWERS

Powers of the Chief Administrative Officer

7. The Chief Administrative Officer:
 - (a) has all the powers and functions given to a CAO under the Act or any other enactment;
 - (b) must carry out all of the duties and functions of a CAO as required by the Act or any other Act or Regulation;
 - (c) has all the powers, duties and functions given to a designated officer under the Act or any other enactment;
 - (d) has all the powers, duties and functions as delegated to the CAO by Council by this or any other bylaw; and
 - (e) may exercise such other powers, duties and functions as may be required by Council or a Council committee from time to time.

PART IV: COUNCIL/ADMINISTRATION RELATIONSHIP

Accountability

8. The Chief Administrative Officer is accountable to Council for the exercise of all of the CAO's powers, duties, and functions.

Powers, Duties, Functions

9. In addition to the statutory powers, duties and functions prescribed in the Act, the Chief Administrative Officer shall:
- (a) co-ordinate, direct, supervise, and review the performance of employees of the Town;
 - (b) provide corporate leadership in ensuring that all the Town's policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
 - (c) advise, inform, and make recommendations to Council regarding:
 - (i) the operations of the Town;
 - (ii) the financial condition of the Town;
 - (iii) Council policies, procedures, and programs as may be necessary or desirable to carry out the powers, duties and functions of the Town; and
 - (iv) governmental and community affairs.
 - (d) prepare and submit, annually or as otherwise directed by Council, annual operating and capital budgets;
 - (e) prepare and submit to Council such reports and recommendations as may be required by Council;
 - (f) attend all meetings of Council and meetings of such Council committees, boards, authorities, and other bodies as are required by Council; and
 - (g) appoint an acting Chief Administrative Officer during absences of the CAO.

Authority

10. The Chief Administrative Officer is authorized to:
- (a) establish the structure of the Administration, including establishing, merging, dividing, and eliminating departments, and establishing a managerial hierarchy, provided that the CAO has informed Council of any proposed changes to the structure of the Administration and that Council approves the said changes to the organizational structure within the operational budget;
 - (b) subject to any applicable legislation and any contract or agreement binding on the Town;
 - (i) hire, appoint, transfer, or promote any employee of the Town,
 - (ii) evaluate, discipline, suspend, demote, or remove any employee of the Town, and
 - (iii) determine salaries, benefits, hours of work and other working conditions;

- (c) establish and implement all policies, procedures, standards, and guidelines for all matters within the powers of the CAO;
- (d) conduct audits, investigations, and studies of Administration as the CAO deems necessary, subject to the right of Council to direct audits, investigations, and studies;
- (e) prepare administrative consolidations of bylaws; and
- (f) correct clerical, typographical and grammatical errors in the minutes for Regular Council or Committee of the Whole meetings, as well as any bylaw of the Town.

PART V: FINANCIAL POWERS/ CONTRACTS AND AGREEMENT

11. The Financial Powers/ Contracts and Agreements are referenced within the following existing Town of Westlock policies that may be amended from time to time:

- (a) Signing Authorities Policy
- (b) Procurement Policy

PART VII: OTHER RESPONSIBILITIES

12. The Chief Administrative Officer is authorized to:

- (a) carry out inspections, remedies, enforcement or actions pursuant to section 542 of the Act where the Act or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- (b) make determinations and issue orders pursuant to the Act or any other statute, enactment or bylaw which the Town is authorized to enforce, in accordance with sections 545 and 546 of the Act;
- (c) exercise the powers of Council under Sections 553.1 and 553.2 hereby delegated;
- (d) temporarily close, in whole or in part to traffic, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard, as authorized by the Act or any other enactment and cause such Highway to be marked;
- (e) prescribe where traffic control devices are to be located, including traffic control devices restricting the speed of vehicles, in accordance with municipal bylaws;
- (f) provide a liaison between the Town and the Commanding Officer of the R.C.M.P. Detachment for Westlock.

13. There shall be a separate contract of employment approved by Council and executed by the Mayor on behalf of the Town and the Chief Administrative Officer on his or her behalf which shall contain the terms and provisions negotiated and agreed upon between Council and the CAO which shall govern the employment of the CAO with the Town unless and until amended by mutual agreement in writing signed by both parties.

PART IX: ENACTMENT

14. The provisions of this Bylaw shall prevail in any case where there is a conflict between this Bylaw and any previous resolution of bylaw of Council.
15. Bylaw No. 2008-05 and any amendments, and any Bylaw regarding the establishment and appointment of a Chief Administrative Officer are hereby repealed.
16. This Bylaw shall come into full force and effect upon third and final reading.

READ a first time this 25th day of May, 2020

READ a second time this 25th day of May, 2020

Unanimous consent for third and final reading this 25th day of May, 2020

Read a third time and passed this 25th day of May, 2020

Signed by Mayor and CAO this 25th day of May, 2020

Mayor Ralph Leriger

CAO Simone Wiley