

Bylaw No. 1505-25

A Bylaw of the Town of Three Hills, in the Province of Alberta, to establish the position of Chief Administrative Officer; to define the powers and duties of the Chief Administrative Officer; to provide for the appointment of the Chief Administrative Officer as a Designated Officer; and to delegate powers, duties and functions to the Chief Administrative Officer.

WHEREAS Section 205(1) of the *Municipal Government Act* R.S.A. 2000, c.M-26 provides that Council must by bylaw establish the position of Chief Administrative Officer;

AND WHEREAS Sections 207 and 208 of the *Municipal Government Act* prescribe the responsibilities and major administrative duties of the Chief Administrative Officer;

AND WHEREAS Council wishes to delegate certain powers to the Chief Administrative Officer in accordance with Section 203 of the *Municipal Government Act*;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF THREE HILLS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

- 1) This Bylaw shall be referred to as the "Chief Administrative Officer Bylaw".

DEFINITIONS

- 2) In this Bylaw:

- a) "Act" shall mean the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended from time to time.
- b) "Council" shall mean the Council of the Town of Three Hills acting as a duly assembled meeting thereof.
- c) "Town" shall mean the Municipal Corporation of the Town of Three Hills.
- d) "CAO" shall mean the Chief Administrative Officer of the Town of Three Hills.

APPOINTMENTS

- 3) The position of Chief Administrative Officer is hereby created, and the person appointed shall have the title CAO. The CAO shall carry out any and all of the executive and administrative powers, duties and functions assigned to the CAO under the Act, or any other enactment or any and all powers, duties and functions delegated by Council.
- 4) Council by resolution shall appoint one person to serve as CAO and prescribe the conditions



and terms of employment.

- 5) The CAO may in accordance with section 209 of the Act, delegate any of the powers, duties and functions assigned to the CAO to any employee of the Town.
- 6) The Municipality will indemnify the CAO, provided the CAO acts in the course and scope of his/her employment and acts in good faith to comply with an applicable resolution, bylaw, statute, policy, procedure, regulation or enactment.
- 7) The CAO may appoint an acting CAO to act during the absence of the CAO for up to four (4) weeks.
- 8) Council may, by resolution, appoint and prescribe the duties of an acting CAO, where an absence of greater than four (4) weeks may prevent the CAO from performing his/her duties, or where there is a vacancy in the position.

RESPONSIBILITY AND AUTHORITY

- 9) The CAO is responsible to Council for the overall administration of municipal operations of the Town in accordance with objectives, policies and plans approved by Council. In carrying out these responsibilities, the CAO shall work in close liaison with the Council and supervise the Town's administrative personnel and service contracts in the performance of their duties and responsibilities.
- 10) In addition to the powers, duties and functions generally assigned and delegated under this bylaw, the Act or by Council, the CAO shall:
 - a) Coordinate and direct presentations by administrative staff to Council on policy proposals and ongoing municipal operations, making recommendations thereon where appropriate.
 - b) Ensure the Council receives such information and reports as it requires to make effective policy decisions and monitor the effectiveness of administrative operations.
 - c) Attend, or be represented by a delegate, all meetings of Council and Council Committees and provide advice, guidance and consultation as required by Council.
 - d) Report to the Council on the effectiveness of its policies and programs and recommend changes thereto to achieve Council's objectives.
 - e) Coordinate, direct and supervise the implementation of the policies and programs of the Council, reporting regularly of the progress thereon to Council.

- f) Communicate with the Mayor and Councillors in preparation of agendas for Council meetings.
- g) Enforce or cause to be enforced all bylaws and resolutions of the Council.
- h) Catalogue the policies of the Council and ensure that information concerning these policies is distributed to and understood by affected administrative personnel.
- i) Review the Town's organization and departmental structure regularly and advise Council of changes made to improve operational effectiveness or efficiency.
- j) Cause the development of satisfactory procedures concerning budget preparation and financial reporting of the Town's revenues and expenditures, including:
 - i) Preparation and submission to Council of annual budgets.
 - ii) Quarterly reports to the Council of operating and capital revenues and expenditures with explanations of significant variations and account reallocations.
 - iii) Reports to Council on any other matter either administrative or financial, that relates to the Town operations as may be requested by Council or which, in the opinion of the CAO, should be reported to Council.
- k) Liaise with other local governments and the provincial and federal government when required.
- l) Ensure the prompt and proper handling by the administration of all requests, inquiries, and complaints by residents of the Town, including the development of policies and procedures for dealing with complaints.
- m) Keep informed of the transactions of all committees, boards and commissions authorized by Council and to further provide coordination with committees outside of the scope of Council legislative power pertinent to the daily operations of the Town's business.
- n) Keep informed about governmental and community affairs and ensure that the Council and the Town employees are made aware of significant trends.
- o) Perform other duties as may be required by Council.
- p) Exercise such natural person powers under the Act as may be consistent with or required to implement the powers, duties and functions assigned.



PERSONNEL ADMINISTRATION

- 11) All department heads, employees and agents of the Town are subject to the supervision and control of the CAO. The CAO shall develop an organizational chart outlining the departments of the Town.
- 12) The CAO shall develop for approval of Council, a Human Resources Policy covering governance-level directives of Council.
- 13) The CAO shall develop operational procedures dealing with personnel and has the authority to hire, appoint, promote, transfer, discipline and dismiss any employee.
- 14) The CAO shall determine the rates of remuneration for any employee within salary and wage ranges and with consideration given to approved budget appropriations.

EXPENDITURE AUTHORITY

- 15) The CAO shall be the Town's Chief Purchasing Agent and shall have the authority to expend funds and arrange the purchase of goods and services as required, as per the approved budget.
- 16) The CAO shall ensure that any and all goods and services are purchased as per the Purchase and Procurement Policy.
- 17) The CAO is authorized to write off bad debt owed by an individual or business under \$5,000 if uncollectible after two (2) years. The CAO is to provide a yearly report to Council outlining any bad debt that has been written off.

CONTRACTS AND AGREEMENTS

- 18) The CAO is authorized to:
 - a) Retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Town, subject to the *MGA* and notification of Council provisions.
 - b) Negotiate and settle all actions, claims, or demands against or by the Town and complete all related documentation.
 - c) Negotiate and conclude all agreements and contracts and issue all documents incidental to the authority granted to the Town under the *MGA*, provided the expenditure does not exceed the amount approved by Council in its annual budget.
 - d) Act alone in the signing of all orders, contracts, agreements, documents and certificates that may be required under any agreement, contract, bylaw, policy or enactment.

- e) Award all tenders and enter into all agreements and contracts required for the completion of such tenders following approved policies, subject to the expenditure being included in a Council-approved budget and the tender being subject to a competitive process.
 - f) Sign grant funding agreements.
 - g) Within spending authority, along with the Mayor or any other person authorized by Council, sign any cheque and other negotiable instrument to be executed on behalf of the Town.
 - h) Sign minutes of Council meetings, Council committee meetings, bylaws and policies.
- 19) The CAO shall, subject to the directions and approval of Council, negotiate all collective agreements with Municipal employees.
- 20) The CAO's signature and the signature of any employee delegated signing authority may be printed or otherwise reproduced, including electronic or digital signatures.

CODE OF ETHICS

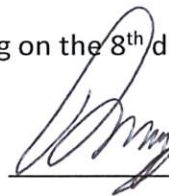
- 21) The Code of Ethics of the International City/County Management Association is hereby adopted as reference as Appendix "A" attached hereto, revised from time to time by ICMA, with the express intent that this shall be the code of professional behaviour expected of the CAO.
- 22) Bylaw 1433-19 is hereby repealed in its entirety.
- 23) This Bylaw shall come into effect upon final passing thereof.

Presented for and given first reading on the 8th day of September, 2025.

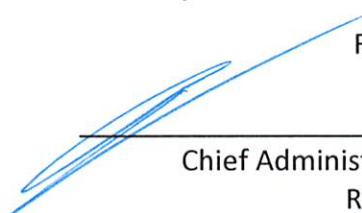
Given second reading on the 8th day of September, 2025.

Unanimous consent of third reading given on the 8th day of September, 2025.

Given third and final reading on the 8th day of September, 2025.



Mayor
Ray Wildeman



Chief Administrative Officer
Ryan Leuzinger

ICMA CODE OF ETHICS

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. We believe professional management is essential to effective, efficient, equitable, and democratic local government.
2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of all community members.
5. Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
6. Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Continually improve professional capabilities and those of others while fostering growth and development through ethical leadership and effective management practices.
9. Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.
10. Oppose efforts to interfere with professional responsibilities by consistently executing official duties, policies, and processes with an unwavering commitment to unbiased public service.
11. Manage all personnel matters with fairness and impartiality.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in May 2025.

ICMA