



County of Wetaskiwin No. 10 BYLAW 2026/01

A Bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta, to establish the position, powers, and duties of the Chief Administrative Officer.

WHEREAS the Municipal Government Act requires that a Council must, through bylaw, establish the position of Chief Administrative Officer.

AND WHEREAS the Municipal Government Act and other provincial statutes provide for certain duties, functions and powers of a Chief Administrative Officer that are independent of Council.

AND WHEREAS the Municipal Government Act further provides that a Council may assign additional duties, functions, and powers, within municipal jurisdiction, to a Chief Administrative Officer.

AND WHEREAS the Municipal Government Act further provides that, where an enactment or bylaw requires or authorizes a municipality to do something but does not specify who in the municipality may do it, or when a municipality wishes to exercise its natural person powers, then the thing may be done, or the natural person powers may be exercised by the Chief Administrative Officer unless Council specifies otherwise.

NOW THEREFORE Council of the County of Wetaskiwin No. 10, duly assembled, enacts as follows:

PART 1 - TITLE

1. This Bylaw shall be cited as the "Chief Administrative Officer Bylaw" or the "CAO Bylaw".

PART 2 - DEFINITIONS

2. "Act" means the *Municipal Government Act* (MGA) of the Province of Alberta, RSA 2000, Chapter M-26.
3. "Chief Administrative Officer" means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or Statute.
4. "Council" shall mean the Council of the County of Wetaskiwin No. 10.
5. "Municipality" shall mean the County of Wetaskiwin No. 10.

PART 3 - CHIEF ADMINISTRATIVE OFFICER

6. Council hereby establishes the position of Chief Administrative Officer and the individual appointed to that position will have the title "CAO".
7. Council will by resolution appoint an individual to the position of CAO and establish the terms and conditions of the CAO's employment.
8. The CAO is authorized to further delegate, and to authorize further delegation of any matter delegated to the CAO by Council under this bylaw, to any employee as per the approved Organizational Chart.
9. The CAO shall appoint one or more members of the Senior Leadership Team as Acting Chief Administrative Officer to act during the absence of the Chief Administrative Officer, each having all the powers, duties, and functions of a Designated Officer as required under the Municipal Government Act or any other applicable enactment.
10. In addition to the powers, duties and functions given to the CAO under the Municipal Government Act or any other act, the CAO will:
 - 10.1 establish procedures for hiring all employees of the municipality to carry out the powers, duties and functions delegated to those employees;
 - 10.2 ensure that the policies and programs of the municipality are implemented;
 - 10.3 advise and inform Council in the operations and affairs of the municipality;
 - 10.4 supervise, direct, hire, fire, discipline, terminate, demote, transfer and direct all employees of the municipality;
 - 10.5 direct, supervise and review the proponents of all departments of the municipality;
 - 10.6 prepare and submit to Council estimates of revenue and expenditures and capital programs annually, or as required by Council;
 - 10.7 monitor and control municipal spending within the budgets established by Council;





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- 10.8 advise Council and make recommendations about the financial conditions of the municipality and the policies and programs as may be necessary or desirable to carry out the powers, duties and functions of the municipality;
- 10.9 attend and provide administrative support to all meetings of Council, Authorities, Commissions, Committees, Boards, etc. as requested.
- 10.10 prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees;
- 10.11 ensure all minutes of Council meetings are recorded in the English language, without note or comment;
- 10.12 include the names of the councillors present at the council meeting;
- 10.13 ensure minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
- 10.14 ensure minutes are recorded in the manner and to the extent required when a public hearing is held;
- 10.15 ensure the bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
- 10.16 ensure the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begin;
- 10.17 ensure Council is advised in writing of its legislative responsibilities;
- 10.18 ensure the corporate seal is kept securely by the office of the CAO;
- 10.19 ensure the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- 10.20 ensure all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
- 10.21 ensure the accounts for authorized expenditures are paid;
- 10.22 ensure accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for the municipality;
- 10.23 ensure the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- 10.24 ensure all municipal investments are properly authorized;
- 10.25 ensure assessments, assessment rolls and tax rolls are prepared;
- 10.26 ensure public auctions held to recover taxes are carried out;
- 10.27 to review all requests of any person to obtain information in possession of the municipality and to provide such information as required;
- 10.28 authorize for the entering into of contracts and/or the expenditure of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise;
- 10.29 ensure all contracts and agreements are signed with any other person authorized by Council to sign them;
- 10.30 conduct a census as when required by Council and submit population affidavits;
- 10.31 ensure that the sufficiency of all petitions to Council be determined;
- 10.32 accept service of all notices and documents on behalf of the municipality;
- 10.33 provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required;
- 10.34 ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meeting;
- 10.35 ensure that all bylaws are signed in conjunction with the Chief Elected Official;
- 10.36 ensure that bylaws of the municipality are consolidated as authorized by Council;





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- 10.37 authorize a temporary closure of whole or part of any road at any time that a construction or maintenance project on or adjacent to the road may create a hazard;
- 10.38 authorize the placement from time to time of traffic control devices, including traffic control devices restricting the speed of vehicles, at any locations considered necessary for controlling roadways subject to the direction, management and control of the municipality and provide for a record of all locations to be kept, which shall be open to public inspection during normal business hours;
- 10.39 exercise such other powers, duties and functions as may be required by Council from time to time;
- 10.40 ensure that the costs incurred in an order are added to the tax roll
- 10.41 the CAO may enter into an agreement, on behalf of the municipality, with the owner of a parcel of land shown on its tax arrears list.

PART 4 - ACCOUNTABILITY

11. The CAO is accountable to Council for the exercise of all powers, duties and functions.

PART 5 - REPEAL CLAUSE

12. That Bylaw 2019/05, being the "County of Wetaskiwin Chief Administrative Officer" Bylaw is hereby repealed.

PART 16 - EFFECTIVE DATE

13. This Bylaw shall come into force and take effect upon the date of Third and Final Reading.

READ for the FIRST TIME this	<u>13th</u>	day of	<u>January</u>	, A.D.,	<u>2026</u>
READ for the SECOND TIME this	<u>13th</u>	day of	<u>January</u>	, A.D.,	<u>2026</u>
READ for a THIRD and FINAL time this	<u>13th</u>	day of	<u>January</u>	, A.D.,	<u>2026</u>

Original Signed

REEVE

Original Signed

CAO

