

TOWN OF OYEN
BYLAW NUMBER
#940-26

BEING A BYLAW TO ESTABLISH THE POSITION AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER FOR THE TOWN OF OYEN IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the **Municipal Government Act**, Council must establish by bylaw the position of Chief Administrative Officer (CAO);

AND WHEREAS Council wishes to clearly define the powers, duties, and responsibilities of the Chief Administrative Officer to ensure effective and accountable municipal administration;

NOW THEREFORE the Council of the Town of Oyen, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

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

2. DEFINITIONS

In this Bylaw:

CAO means the Chief Administrative Officer appointed by Council pursuant to this Bylaw.

Council means the duly elected Council of the Town of Oyen

Municipality means the Town of Oyen

MGA means the **Municipal Government Act**, RSA 2000, c. M-26, as amended.

3. APPOINTMENT

3.1 Council shall appoint a Chief Administrative Officer by resolution.

3.2 The CAO reports directly to Council and is accountable to Council for the administration of the Municipality.

3.3 Council may appoint an Acting CAO during temporary absences of the CAO.

4. GOVERNANCE STRUCTURE

4.1 Council is responsible for establishing municipal policy and strategic direction.

4.2 The CAO is responsible for implementing Council policies and managing the administration and operations of the Municipality.

4.3 No member of Council shall direct or supervise municipal employees.

4.4 All direction from Council to Administration shall be provided through the CAO.

4.5 Municipal employees are accountable to the CAO or their delegated supervisor.

5. GENERAL AUTHORITY OF THE CAO

The CAO has general authority over the administrative operations of the Municipality and shall:

- a. direct and supervise all employees of the Municipality;
- b. organize and manage the administrative structure of the Municipality;
- c. establish operational procedures and administrative policies;
- d. ensure efficient and effective delivery of municipal services;
- e. ensure compliance with municipal bylaws, policies, and legislation.

6. STATUTORY DUTIES UNDER THE MGA

Pursuant to Section 207 of the Municipal Government Act, the CAO shall:

- a. ensure that the policies and programs of Council are implemented;
- b. advise and inform Council on the operation and affairs of the municipality;
- c. ensure that all duties and responsibilities of the municipality are carried out;
- d. ensure that the powers, duties and functions of the municipality are appropriately carried out;
- e. carry out other powers, duties and functions as directed by Council.

7. ADMINISTRATIVE RESPONSIBILITIES

The CAO shall:

- 7.1 Provide overall leadership and direction to municipal administration.
- 7.2 Establish and maintain an effective organizational structure for the Municipality.
- 7.3 Recruit, supervise, evaluate, and if necessary discipline or terminate municipal employees in accordance with municipal policy.
- 7.4 Develop administrative policies and procedures for efficient operations.
- 7.5 Ensure compliance with all applicable federal, provincial, and municipal legislation.
- 7.6 Ensure municipal records are properly maintained.
- 7.7 Ensure effective internal communication within the municipal organization.

8. FINANCIAL ADMINISTRATION

The CAO shall:

- 8.1 Prepare and present the annual operating and capital budgets to Council.
- 8.2 Ensure sound financial management practices.
- 8.3 Monitor municipal expenditures and revenues.
- 8.4 Ensure appropriate financial controls are in place.
- 8.5 Ensure compliance with municipal financial policies and provincial legislation.

9. STRATEGIC PLANNING AND POLICY SUPPORT

The CAO shall:

- 9.1 Provide professional advice and recommendations to Council.
- 9.2 Assist Council in the development of strategic plans and municipal priorities.
- 9.3 Provide reports and information to assist Council in decision making.
- 9.4 Monitor implementation of Council-approved strategic initiatives.

10. ECONOMIC DEVELOPMENT

The CAO shall support and facilitate economic development within the Municipality by:

- 10.1 Promoting the Municipality as a desirable place to live, work, and invest.
- 10.2 Encouraging business retention, expansion, and attraction.
- 10.3 Collaborating with regional partners, provincial agencies, and local businesses.
- 10.4 Identifying opportunities for economic diversification.
- 10.5 Supporting tourism and community development initiatives.
- 10.6 Seeking grants and funding opportunities to support economic growth.

11. INTERGOVERNMENTAL RELATIONS

The CAO shall:

- 11.1 Represent the Municipality in dealings with other municipalities, government agencies, and organizations when authorized.
- 11.2 Maintain cooperative working relationships with regional and provincial partners.
- 11.3 Support Council in advocacy efforts with provincial and federal governments.

12. COMMUNICATION AND PUBLIC RELATIONS

The CAO shall:

- 12.1 Ensure effective communication between Council, administration, and the public.
- 12.2 Ensure that information about municipal programs and services is available to residents.
- 12.3 Support transparency and accountability in municipal operations.

13. EMERGENCY MANAGEMENT

The CAO shall:

- 13.1 Ensure the Municipality maintains an Emergency Management Program.
- 13.2 Coordinate administrative resources during emergencies.
- 13.3 Support the Municipal Emergency Management Agency.

14. DELEGATION OF AUTHORITY

- 14.1 The CAO may delegate administrative duties to municipal employees.
- 14.2 Delegation does not relieve the CAO of overall responsibility

15. LIMITATIONS

15.1 The CAO shall not exercise powers reserved exclusively to Council under the Municipal Government Act.

15.2 The CAO shall act in accordance with all municipal bylaws and policies.

16. REPEAL

All previous bylaws relating to the position of Chief Administrative Officer are hereby repealed.

17. EFFECTIVE DATE

This Bylaw shall come into force upon third and final reading.

Read a first time this 12th day of March 2026.

Read a second time this 14th day of April 2026.

Read a third and passed this 14th day of April 2026.

Signed this 23rd day of April 2026.



MAYOR



CAO

