

AGENDA

**SPECIAL MEETING OF COUNCIL TO BE HELD
VIRTUALLY ON MAY 30, 2022
COMMENCING AT 7:00 PM**

GoToMeeting

Public Access Code: 738-393-413

ITEM	SOURCE
1.	Call to Order
2.	Adoption of Agenda
3.	Bylaws or Policies a) Bylaw #2022-07 Chief Administrative Officer Bylaw (Information) b) Policy #2019-07 Designated Officers Bylaw (Information)
4.	New Business a) CAO Appointment
5.	Adjournment

**TOWN OF CALMAR
BYLAW #2022-07**

A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 205 of the Municipal Government Act, S.A 2000, Chapter M-26, and amendments thereto, provides that Council must, by bylaw, establish the position of Chief Administrative Officers;

NOW THEREFORE the council of the Town of Calmar, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw shall be referred as the “Chief Administrative Officer Bylaw.”

Definitions:

2. In this Bylaw:

- a) “Act” shall mean the Municipal Government Act, S.A. 2000, c M-26, and amendment thereto.
- b) “Council” shall mean the Council of the Town of Calmar acting as a duly assembled meeting thereof.
- c) “Designated Officer” shall mean a designated officer within the meaning of the Municipal Government Act.
- d) “Directors” shall mean designated officers appointed, pursuant to designated officer bylaw, to enforce the provisions of the Act or any other enactment or bylaw.
- e) “Town” shall mean the Municipal Corporation of the Town of Calmar.

Appointments:

3. The position of Chief Administrative Officer is hereby established and the individual appointed to that position shall have the title “Chief Administrative Officer.”

4. Council shall, by resolution, appoint the person to serve as Chief Administrative Officer and prescribe the terms and conditions of employment.

5. The Chief Administrative Officer shall appoint an Acting Chief Administrative Officer to act during absences of the Chief Administrative Officer.

6. The Chief Administrative Officer may, pursuant to Section 209 of the Act, designate any of the powers, duties and functions of the Chief Administrative Officer, under the Act or any other enactment or bylaw, to a designated officer or an employee of the Town.

7. Council may, by resolution, appoint and prescribe the duties of an Acting Chief Administrative Officer where there exists a vacancy in the position.

Responsibility and Authority:

8. The Chief Administrative Officer shall carry out any and all of the executive and administrative powers, duties and functions assigned to the Chief Administrative Officer under the Act, or any other enactment or bylaw and any and all powers, duties and functions delegated by Council.

9. The Chief Administrative Officer is responsible to Council for the overall administration of Municipal operations of the Town in accordance with objectives, strategies, polices, and plans approved by Council and shall:

- a) Co-ordinate and direct presentations by Directors to Council on policy proposals and municipal operations making recommendations thereon where appropriate,
- b) Ensure that Council receives such information and reports as it requires to make effective policy decisions,
- c) Attend, or be represented by a delegate, at all meetings of Council or Council Committees and assist in the decision-making process by providing advice, guidance and consultation as required.
- d) Report to Council, when directed on the effectiveness of its policies and programs and recommend changes thereto to achieve Council's objectives,
- e) Co-ordinate, direct and supervise the implementation of the policies and programs of the Council,
- f) Communicate with the Mayor and Directors in the preparation of agendas for Council meetings,
- g) Enforce or cause to be enforced all bylaws and resolution of the Town,
- h) Maintain a manual of the policies of the Town and ensure that information concerning these policies are distributed to understood by affected personnel,
- i) Review the Town's organizational and departmental structure, annually, and if required, recommend to Council changes to improve operational effectiveness on efficiency,
- j) Cause the development of procedures concerning budget preparation and financial reporting of the Town's revenues and expenditures and ensure that appropriate explanations and substantiating information is provided to Council when necessary,
- k) Liaise with other local governments and provincial government when required,
- l) Ensure the prompt and proper handling by administration of all requests, enquiries, and complaints by residents of the Town,
- m) Represent the Town at Boards, Commissions, Authorities, and other outside bodies when required,
- n) Perform other duties as may be required by Council.

Personnel Administrative:

10. The Chief Administrative Officer shall have the authority to appoint, hire, promote, transfer, suspend, discipline, and dismiss any and all Directors, Designated Officers and employees of the Town.

11. All Directors, Designated Officers, employees, and agents of the Town are subject to the supervision and control of the Chief Administrative Officer.

12. The Chief Administrative Officer shall administer all employment policies and programs in regard to compensation and benefits for employees within adopted salary and wage grids and with consideration given to approved annual budgets.

13. Council shall provide the Chief Administrative Officer with an annual written performance evaluation pursuant to Section 205.1 of the Act.

14. The Chief Administrative Officer shall provide a written annual performance evaluation of all Directors of the Town and shall ensure that each Director provides an annual written evaluation for all subordinate employees within their department.

Expenditure Authority:

15. The Chief Administrative Officer shall have the authority to expend funds pursuant to Section 248 of the Act and this authority shall include an expenditure for an emergency.

16. Individual general ledger account budgets may be exceeded provided that:

- a) The overall Departmental budget and the overall Municipal budget is not exceeded, or
- b) Council approves an expenditure for goods or services that was not included in the adopted budget.

17. Bylaw #2008-13 and amendments thereto are hereby repealed.


18. This Bylaw shall come into effect on the date it is passed,

Read a first time this 7th day of February 2022

Read a second time this 7th day of February 2022

Read a third time this 7th day of February 2022



Mayor

Chief Administrative Officer

TOWN OF CALMAR

BYLAW 2019-07

A Bylaw of the Town of Calmar, in the Province of Alberta, to establish the positions of designated officers.

WHEREAS, Section 210 of the Municipal Government Act provides that a Council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer, and

WHEREAS, Council wishes to exercise its authority, pursuant to the Municipal Government Act, by establishing the positions of designated officers,

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

1. TITLE:

1.1 This bylaw is cited as the "Designated Officers Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, the following terms shall have the following meanings:

- a) "Bylaw" mean this Designated Officer Bylaw,
- b) "CAO" means the chief administrative officer for the Town appointed by Council pursuant to the CAO Bylaw and as defined in the Municipal Government Act,
- c) "Council" means the municipal council of the Town,
- d) "Designated Officer" means individuals appointed to designated positions under the Municipal Government Act,
- e) "FOIP" means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 and amendments thereto and the regulations thereunder,
- f) "Municipal Government Act" (MGA) means the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto and the regulations thereunder,
- g) "Qualified person" means a Town employee who holds the credentials required, if any, to perform the powers, duties and functions of a designated officer,
- h) "Town" means the municipal corporation of the Town of Calmar.

2.2 Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.

2.3 The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

3. DESIGNATIONS

3.1 The following positions are hereby designated officers of the Town:

- a) CAO, with the exception of where the designated officer must have certified qualifications,
- b) Director of Finance,
- c) Director of Operations and Land Development,
- d) Development Officer,
- e) Community Peace Officer,

- f) Municipal Assessor,
- g) Assessment Review Board Clerk,
- h) Subdivision and Development Appeal Board Clerk

4. CHIEF ADMINISTRATIVE OFFICER:

- 4.1 The CAO shall be given the title "Town Manager" pursuant to the CAO Bylaw.
- 4.2 The CAO shall have all of the powers, duties and functions of a designated officer, with exceptions pursuant to section 3.1 a) of this Bylaw, as set out in the Municipal Government Act.
- 4.3 Without limiting the generality of section 4.2 of this Bylaw, the CAO is the head of the Town within the meaning of FOIP.
- 4.4 The CAO, if certified, may be appointed by Council to act as the designated officer as the Clerk of the Assessment Review Boards and Subdivision and Development Appeal Board having jurisdiction in the Town of Calmar.
- 4.5 The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Town employee.
- 4.6 The CAO is authorized to appoint an Acting CAO and delegate the CAO's powers, duties and functions to that Acting CAO and to authorize that Acting CAO to act as the CAO during absences of the CAO.

5. DIRECTOR OF FINANCE:

- 5.1 The Director of Finance shall have all the powers, duties and functions of a designated officer for the purposes of the following sections of the MGA:
 - a) Section 213 – Signing or authorization of municipal documents,
 - b) Section 270 – Municipal accounts,
 - c) Section 334(1)(e) – Contents of tax notice,
 - d) Section 336(1) – Certification of date of sending tax notice,
 - e) Section 343(2) – Application of tax payment,
 - f) Section 350 – Tax certificates,
 - g) Section 420 – Right to possession,
 - h) Section 436(11) – Right to possession of a manufactured home,
 - i) Section 612 – Certified copies.
- 5.2 The Director of Finance shall have all the powers, duties and functions as assigned by the CAO or as assigned as Acting CAO.

6. DIRECTOR OF OPERATIONS AND LAND DEVELOPMENT

- 6.1 The Director of Operations and Land Development shall have all the powers, duties and functions of a designated officer for the following purposes of the MGA and other applicable Bylaws:
 - a) Section 642(2) – Permitted and discretionary uses,
 - b) Land Use Bylaw 2017-07 and amendments thereto.
- 6.2 The Director of Operations and Land Development shall have all the powers, duties and functions as assigned by the CAO or as Acting CAO.



7. DEVELOPMENT OFFICER

- 7.1 The Development Officer shall have all the powers, duties and functions of a designated officer for the following purposes of the MGA and other applicable Bylaws:
- a) Section 642(2) – Permitted and discretionary uses,
 - b) Land Use Bylaw 2017-07 and amendments thereto.

8. COMMUNITY PEACE OFFICER

- 8.1 The Community Peace Officer shall have all the powers, duties and functions of a designated officer for the following purposes of the MGA:
- a) Section 542 – Municipal inspections and enforcement,
 - b) Section 545 – Order to remedy contraventions,
 - c) Section 546 – Order to remedy dangers and unsightly property.
- 8.2 The Community Peace Officer shall have all the powers, duties and functions of a designated officer to perform and exercise all powers and duties as assigned by the CAO.

9. MUNICIPAL ASSESSOR:

- 9.1 The position of assessor is hereby established as a designated officer of the Town.
- 9.2 The assessor shall be given the title “Municipal Assessor”.
- 9.3 The Municipal Assessor is the designated officer for the purposes of carrying out the duties and responsibility of an “assessor” pursuant to Section 284 of the MGA.
- 9.4 The Council shall appoint a qualified person to the designated officer position of Municipal Assessor.
- 9.5 The Municipal Assessor is the designated officer for the following sections of the MGA:
- a) Section 482: Admissible evidence at a hearing; and
 - b) Section 525(2): Admissible evidence at a hearing.
- 9.6 The powers, duties and functions assigned to the Municipal Assessor by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by the CAO to the Municipal Assessor.
- 9.7 The Municipal Assessor is authorized to delegate and to authorize further delegations of any of the Municipal Assessor’s powers, duties or functions under an enactment or bylaw to an employee of the Town.

10. CLERK OF THE ASSESSMENT REVIEW BOARDS:

- 10.1 The designated officer position of Clerk of the Assessment Review Boards is established by Bylaw.
- 10.2 The Council shall appoint a qualified person to the designated officer position of Clerk of the Assessment Review Board pursuant to Section 456 of the MGA.
- 10.3 The Clerk of the Assessment Review Board shall exercise the powers, and perform the duties and functions imposed on a Clerk of the Assessment Review Board by the MGA and Town bylaw.

11. CLERK OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD:

- 11.1 The designated officer position of Clerk of the Subdivision and Development Appeal Board is established by Bylaw.



- 11.2 The Council shall appoint one or more persons to the designated officer position of Clerk of the Subdivision and Development Appeal Board pursuant to Section 627(1) of the MGA.
- 11.3 A Clerk of the Subdivision and Development Appeal Board shall exercise the powers, and perform the duties and functions imposed on a Clerk of the Assessment Review Boards by the MGA and Town Bylaw.

12. GENERAL:

- 12.1 Each provision of the Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 12.2 This Bylaw shall take effect on the date of the third and final reading.

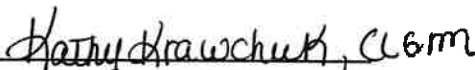
READ A FIRST TIME THIS 18th DAY OF NOVEMBER, 2019

READ A SECOND TIME THIS 18th DAY OF NOVEMBER, 2019

READ A THIRD TIME, BY UNANIMOUS CONSENT, THIS 18th DAY OF NOVEMBER, 2019



Mayor Yachimetz



Town Manager Krawchuk

This Bylaw Signed this 18th day of November, 2019

PRESS RELEASE

THE TOWN OF CALMAR FINDS A NEW CAO CLOSE TO HOME AND CLOSE TO OUR HEARTS

Adventure awaits for the Town of Calmar's new Chief Administrative Officer! After a lengthy and wide search and review process for a dynamic CAO bearing the grit, tenacity, and passion needed to roll up their sleeves and get to work implementing exciting new projects, the Town of Calmar is thrilled to announce the hiring of Sylvain Losier — a rare find from our own backyard!

Born and raised on the East coast, Sylvain moved from New Brunswick to Leduc with his wife Julie and his daughter Emilie in 2009. Since then, they have welcomed their son Simon, and most recently, a young Sheepadoodle named Pepper.

Adept in building effective, efficient budgets and high functioning teams, as well as providing guidance to the strategic planning process in the implementation of community objectives, policies and programs, Sylvain holds a Master's in Planning and Regional Development from Laval University, and brings to the Town more than 20 years of experience acquired within various levels of local government. Prior to joining our community, Sylvain worked more than three years with Leduc County, and for the last decade, the City of Leduc as part of their extended leadership team. With the City, he served as the Planning and Economic Development Director for the past two years.

An honourable and hardworking, salt-of-the-earth individual straight after our own hearts, Sylvain values family, friendship, and open communication. As Calmar's new CAO, he will put his finely honed communication, customer service, and leadership skills to good use; helping to guide Council and Administration in the implementation of Calmar's new strategic direction and ambitious vision.

With a start date of Monday, May 30, please get ready to warmly welcome Sylvain and his family to our community, and show them why the Town of Calmar truly is the Real Deal...

