

Policy No.:	169.23	Council Approval Resolution No.: 091/23
Policy Title:	Policy Governance Framework	
Department:	Council/Office of the CAO	Date: March 28, 2023
Reviewed:		
Revised:		
Supersedes Policy/Bylaw:		

1. Policy Statement

1.1 Policies are created to set out a standard of performance or to address a discretionary duty the Town will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service to which the Town will perform. The Town of Blackfalds Policies will be developed and approved using two (2) separate tiers of authority as set out in the CAO's Bylaw.

2. Reason for Policy

2.1 To establish and provide a framework for developing and classifying Town Policies into either Council Policies or Administrative Policies.

3. Related Information

3.1 This Policy applies to Council, CAO, and all Town of Blackfalds employees.

3.2 All Policies and Procedures shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town Bylaws and Policies.

3.3 Policies and Procedures shall be drafted in a consistent format acceptable to the CAO.

3.4 This Policy was created in reference to comparable municipalities' policy framework and development.

4. Definitions

4.1 "**Administrative Policy**" means a Policy that is written direction of the CAO that focuses on how the Town does business within its own operations: These Policies:

- 4.1.1 Are inward facing and internal in nature.
- 4.1.2 Deal strictly with administrative matters.
- 4.1.3 Relate directly to the operations of the Town.
- 4.1.4 Are a guide of principles that are applied when making administrative decisions.
- 4.1.5 Generally impact only Town employees.
- 4.1.6 Are approved by the Chief Administrative Officer.

4.2 "**Administrative Procedure**" means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.

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- 4.2 **“Council Policy”** means a Policy that by resolution focuses on Town residents, business and the public and their relation to the Town or Town facilities or standards Council sets for itself. These Policies:
- 4.2.1 Relate to areas of governance.
 - 4.2.2 Outline services and/or programs performed by the Town.
 - 4.2.3 Set long-term visions for the organization.
 - 4.2.4 Provide strategic direction.
 - 4.2.5 Generally impact the Town as a whole.
 - 4.2.6 Are approved by Council.
- 4.3 **“Management”** means the CAO, Directors, and Managers.
- 4.4 **“Policy”** means a document that dictates a specific position and related course of action for the Town to follow. Policies provide a framework for the delegation of decision-making authority and a clear direction and a consistent approach to making those decisions.
4. **“Town”** means the municipal corporation of the Town of Blackfalds in the Province of Alberta.

5. Responsibilities

- 5.1 Municipal Council:
- 4.1.1 Must approve by resolution this Policy and any amendments.
 - 4.1.2 Must approve Council Policies by resolution that addresses issues within the realm of governance.
 - 4.1.3 Must provide directions for carrying out Council’s strategic plan, priorities, and the goals of the Blackfalds Municipal Sustainability Plan.
 - 4.1.4 May provide direction to the Chief Administrative Officer for the development or amendment of Council Policies.
- 5.2 Chief Administrative Officer must:
- 5.2.1 Recommend proposed Council Policies to Council.
 - 5.2.2 Recommend proposed amendments to Council Policies to Council.
 - 5.2.3 Circulate Council Policies to the Management team for input prior to submission to Council.
 - 5.2.4 Ensure all approved Council Policies are implemented and adhered to by staff.
 - 5.2.5 Ensure all approved Council Policies are communicated to the public.
 - 5.2.6 Develop, approve and implement Administrative Policies and Procedures dealing with administrative and operational matters and internal administration.

- 5.2.7 Circulate Administration Policies and Procedures to the Management team for input prior to CAO approval.
- 5.2.8 Ensure all approved Administrative Policies and Procedures are implemented and adhered to by staff.
- 5.2.9 Act as the final authority to designate a policy as either a Council Policy or an Administrative Policy.
- 5.2.10 Ensure Council and Administrative Policies are reviewed and reported on accordingly with the review date.

6. Exclusions

N/A

7. Special Situations

- 7.1 Development of Policies may include consultation and participation of other departments, staff, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.
- 7.2 Council Policies will be posted on the Town of Blackfalds website and otherwise be routinely available to the public on request.
- 7.3 Administrative Policies and Procedures will be made available to Council upon request to the CAO.

8. Appendix

- 8.1 Appendix A - CAO's Bylaw 1170/14

9. End of Policy

10. Approval

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date



TOWN OF BLACKFALDS BYLAW 1170/14

A BYLAW OF THE TOWN OF BLACKFALDS TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER AND PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER AS A DESIGNATED OFFICER.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M-26.203 of the Revised Statutes of Alberta 1994 and amendments thereto, to rescind Bylaw 717/92 establishing the position of the Chief Administrative Officer.

WHEREAS:

1. Section 205(1) of the Municipal Government Act, RSA 2000, Chapter M-26, as amended (hereinafter referred to as the "Act") allows a Council to establish by by-law a position of chief administrative officer;
2. Section 205(2) of the Act, every council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer;
3. Municipal Council deems it necessary and expedient to rescind Bylaw 717/92.

NOW THEREFORE the Municipal Council of the Town of Blackfalds, duly assembled, enacts as follows:

1. SEVERABILITY

If any provision of this bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this bylaw or any documents which form part of the bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

2. DEFINITIONS

In this Bylaw:

- (a) "Act" means the Municipal Government Act, RSA 2000, Chapter M-26 as may be amended from time to time or any legislation which replaces the Act and includes any regulation to the Act or to any replacement legislation;
- (b) "CAO" means the Chief Administrative Officer;
- (c) "Council" means the Council of the Town of Blackfalds;
- (d) "Director" means those positions in the second line level as set out in the current organizational chart;
- (e) "Town" means the municipal corporation known as the Town of Blackfalds.

3. TITLE

This Bylaw may be referred to as the "CAO's Bylaw".

4. ESTABLISHMENT OF THE POSITION OF CAO

- (a) Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer;
- (b) Council by Bylaw shall appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer.

5. APPOINTMENT

- (a) There shall be for the Municipality, a CAO who shall be appointed by bylaw of Council, and who shall carry out any and all of the administrative duties and other duties as Council has the power to delegate as set out in the Act and such other



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administrative duties as may have priority to this Bylaw or hereafter from time to time be vested, conferred, or delegated in, upon and to the CAO by Bylaw of Council;

- (b) The Council may, by Bylaw, appoint an acting CAO, and prescribe the duties, who shall act during illness, absence or other incapacity that may prevent the CAO from performing the duties of his or her office;
- (c) The CAO shall designate an Acting CAO in planned absences from the office for any period longer than one day and equal to or less than 30 days.

6. RESPONSIBILITY/AUTHORITY

- (a) The CAO is responsible to the Council for the overall administration of municipality in accordance with objectives, policies and plans approved by Council. In carrying out these responsibilities, the CAO shall work in close liaison with the Mayor and supervise administrative personnel in the performance of their duties. He or she shall direct, control, and coordinate the activities of the various departments.

7. PERSONNEL ADMINISTRATION

(a) Responsibilities and Criteria in the Hiring Process

- a. The Chief Administrative Officer will be responsible for coordinating the advertising of job positions in the organization;
- b. Oversee the final screening of applications for municipal competitions and be part of the final screening of those applications for which he/she is responsible;
- c. All employees of the Municipality shall be appointed or engaged for employment on the basis of qualifications, experience and merit.

(b) Responsibilities Relating to Discipline and Discharge

- a. The Chief Administrative Officer is responsible for the direction, coordination and administration of all matters pertaining to personnel in accordance with the personnel policy provisions adopted by council;
- b. The Chief Administrative Officer will discipline and discharge Employees under his/her supervision in accordance with the Discipline and Discharge provision in the Municipalities Personnel Policy. In any event, the CAO will have the power to recommend the termination of Department Heads to Council. Council must ratify such recommendations.

8. DELEGATION OF CAO

- (a) It is expressly implied that Council authorizes the CAO to delegate such responsibility as herein assigned to his or her office for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be Directors, Managers, and officials of the municipality provided that it is in keeping with provisions of this Bylaw, and is not inconsistent with the Act or any other Act of the Province of Alberta. In all instances, Council shall hold the CAO responsible for his or her duties;
- (b) To the extent that it is necessary to bring to bear on a given subject several disciplines, the CAO is hereby authorized to establish committees of employees for the proper and efficient administration of the municipal business. Such committees may be used for coordination of daily operations as well as for the furnishing of full information to Council upon inquiry.

9. ORGANIZATION

- (a) The organization chart, as approved by Council from time to time, shall indicate the reporting and responsibility structure of the municipality;



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- (b) Except for the purpose of official inquiry, and emergency, the Council shall deal with and control the administrative service through the CAO and the Council shall as normal practice require that its directives be carried out through the offices of the CAO.

10. POWERS AND DUTIES

- (a) Without limiting the Administrative powers of the CAO, the CAO shall:
- (i) hire as per approved budget, appoint, promote, suspend, demote or remove any employee from any position in the Town with notice to Council (preferably prior notice);
 - (ii) determine salaries, benefits, hours of work and other working conditions of Town employees;
 - (iii) ensure that performance reviews are completed for all employees on an annual basis;
 - (iv) develop and recommend, for Councils' approval, bylaws and policies dealing with non-administrative matters as directed by Council;
 - (v) implement all policies and programs of the Town;
 - (vi) develop, approve, and implement policies, procedures, and practices dealing with administrative matters;
 - (vii) prepare and submit to Council, draft budgets for annual operating and capital programs, after working with department heads in order to meet his or her understanding of Council guidelines;
 - (viii) monitor and report on the operating and capital budgets;
 - (ix) advise and inform Council or Council Committees on the operation and affairs of the Town, through direct communication;
 - (x) prepare and submit such reports and recommendations as may be required by Council or Council committees;
 - (xi) subject to Council approval;
 - (a) create or eliminate any Town departments
 - (b) negotiate any collective agreements or similar documents
 - (xii) provide quasi or initial legal advice within areas of expertise; and/or hire or retain legal counsel on behalf of the Town;
 - (xiii) participate as a prominent member of the team for economic development within the Town;
 - (xiv) provide public relations and generally promote the image of the municipality with the public and industry, including but not limited to dealing with the press and ensuring a positive image is presented by all employees;
 - (xv) Act as the Head of the Local Public Body for the purposes of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 and amendments thereto.
- (b) The CAO or delegate shall attend all meetings of Council and Council Committees as required, or those that are considered advisable to attend, unless excused there from;



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- (c) The CAO shall perform such other duties and functions and exercise such other powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements and transactions required for the effective operation of the Town provided that no action requires an expenditure of money that has not been included in an approved operating or capital budget or otherwise authorized by Council. Any reallocation, reassignment or adjustment of dollars from the operating or capital budget must be taken back to Council for approval;
- (d) Unless otherwise specified in a bylaw creating a position of Designated Officer, the CAO shall be deemed to be appointed a designated officer under any statute or bylaw which permits or requires the Town to appoint a designated officer. The CAO may delegate any of the powers, duties, or functions given to the CAO position by Bylaw, the Act, or any other enactment to any employee of the Town. The CAO is responsible to ensure that any re-delegation of power, duty or function is properly exercised and carried out;
- (e) The CAO may take whatever actions or measures are necessary to respond to an emergency.

This Bylaw shall come into effect upon the date on which it is finally read and passed.

READ for a First time this 30th day of JANUARY, A.D., 20 14.

(RES NO. 15/14)



Mayor Melodie Stol



Acting CAO Sean Barnes

READ for a Second time this 30th day of JANUARY, A.D., 20 14.

(RES NO. 16/14)



Mayor Melodie Stol



Acting CAO Sean Barnes

READ for a Third and Final time this 30th day of JANUARY, A.D., 20 14.

(RES NO. 18/14)



Mayor Melodie Stol



Acting CAO Sean Barnes