

CITY OF ST. ALBERT

STANDING COMMITTEE ON CAO MATTERS BYLAW 11/2011

A Bylaw to establish and define the functions of
the Standing Committee on CAO Matters.

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions;

AND WHEREAS Council wishes to establish a council committee to review and make recommendations on the salary, benefits, car allowance and benchmarking of the City Manager;

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the "Standing Committee on CAO Matters Bylaw".

Definitions

2. In this Bylaw:

- (a) "CAO" means the chief administrative officer of the City of St. Albert;
- (b) "City" means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City;
- (b) "City Manager" means the chief administrative officer of the City of St. Albert;
- (c) "Committee" means the Standing Committee on CAO Matters established by this Bylaw; and
- (d) "Council" means the municipal council of the City of St. Albert.

Establishment

3. A council committee is hereby established. The name of the council committee shall be the Standing Committee on CAO Matters.

Membership

4. The Committee shall consist of three (3) members, including the Mayor and two other members of Council.
5. At its triennial Inaugural Meeting, Council will, by resolution, appoint the members of the Committee.
6. The term of the appointment of all Committee members will end upon the subsequent appointment of members at the following Inaugural Meeting of Council.
7. If an appointed Committee member resigns his or her position on the Committee, ceases to be a member of Council, or for any reason, is unable to complete the term of their appointment, Council may, by resolution, appoint another member of Council to the Committee.

Quorum, Meetings and Rules of Procedure

8. A quorum at any Committee meeting shall be two (2) of the appointed members.
9. At its first meeting after being appointed, the members of the Committee shall designate one (1) member as Chair.
10. Except as otherwise provided in this Bylaw, the Committee shall establish its own rules of operational procedure.

Committee Roles and Responsibilities

11. The Committee shall review the CAO's salary, benefits and job performance.
12. The Committee's review shall consider the topics listed in section 11 within the context of the City Manager Bylaw, all Council Policies and Procedures related to the duties of the CAO, the employment contract between the CAO and Council, and any other relevant data and material available.
13. The Committee shall annually provide a report to Council, which may include recommendations related to the topics listed in section 11.
14. The Committee shall submit its report to Council at the time and in the manner prescribed by Council.

READ a first time this 17th day of January, 2011.

READ a second time this 17th day of January, 2011.

READ a third time this 17th day of January, 2011.

SIGNED AND PASSED this _____ day of _____, 2011.

MAYOR

CHIEF LEGISLATIVE OFFICER