

**BYLAW 7-2025
OF THE
TOWN OF VERMILION
(hereinafter referred to as the "Municipality")
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF VERMILION FOR THE PURPOSE
SPECIFIED IN SECTION 205 OF THE MUNICIPAL GOVERNMENT ACT TO
ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER**

WHEREAS, the Council of the Town of Vermilion deems it necessary to establish a Bylaw to deal with services provided by or on behalf of the municipality;

AND WHEREAS the Council of the Town of Vermilion deems it necessary to establish the position of Chief Administrative Officer;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, as amended from time to time, the Council of the Town of Vermilion, in the Province of Alberta, duly assembled enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw shall be cited as the Chief Administrative Officer Bylaw.

2. DEFINITIONS

- 2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 3.1. Except where specific authority is reserved to Council in the Bylaw, the administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer.
- 3.2. Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may carry out anything required for the administration of this Bylaw, including but not limited to the following:
- 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the Town;
- 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
- 3.2.3. establish any forms required for the administration of this Bylaw.

4. RESPONSIBILITIES

- 4.1. The Chief Administrative Officer shall:
- 4.1.1. Be the administrative head of the municipality;
- 4.1.2. Ensure that the policies and programs of the municipality are implemented;
- 4.1.3. Advise and inform Council on the operation and affairs of the municipality;
- 4.1.4. Perform the duties and functions and exercises the powers assigned to a Chief Administrative Officer by this and other enactments or as assigned by Council;
- 4.1.5. Ensure that all minutes, bylaws and other records and documents of the Municipality are accurate and kept safe;
- 4.1.6. Confirm that the Minister is sent a list of all the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins; and
- 4.1.7. Ensure the Council is advised in writing of its legislative responsibilities under the Municipal Government Act (MGA).

5. PERFORMANCE APPRAISAL

- 5.1. Council shall provide the Chief Administrative Officer with an annual written performance evaluation of the results the Chief Administrative Officer has achieved with respect to fulfilling the Chief Administrative Officer's responsibilities as per the MGA.
- 5.2. The performance appraisal shall be completed annually prior to the anniversary date of the Chief Administrative Officer's original start date.
- 5.3. Every six (6) months between the annual performance appraisal, Council shall complete a mid-

year check in to discuss the performance of the Chief Administrative Officer with the Chief Administrative Officer.

- 5.4. The performance appraisal shall be provided in written form and include details on the Chief Administrative Officer's responsibilities and expectations on meeting those responsibilities as outlined in Section 207 of the MGA.

6. REMUNERATION

- 6.1. The Chief Administrative Officer shall be remunerated based on percentile in accordance with the market trends of the following similar comparable municipalities:
- 6.1.1. Town of Wainwright;
 - 6.1.2. Town of Bonnyville;
 - 6.1.3. Town of St. Paul;
 - 6.1.4. Town of Vegreville;
 - 6.1.5. Town of Barrhead;
 - 6.1.6. Town of Carstairs;
 - 6.1.7. Town of Didsbury; and
 - 6.1.8. Town of Stettler.
- 6.2. Council shall determine the percentile at which the Chief Administrative Officer falls based on merit and performance and the Chief Administrative Officer salary will be adjusted during the annual budgeting process accordingly.
- 6.3. The Chief Administrative Officer shall be provided with the cost-of-living increase adjustment every year as determined for the organization by Council.
- 6.4. If Council does not feel that the Chief Administrative Officer is performing at the percentile designated and that the Chief Administrative Officer does not merit an increase in any given year, Council must provide the Chief Administrative Officer with a detailed written development plan including:
- 6.4.1. Detail of what expectations aren't being met;
 - 6.4.2. Specific actions required in order to meet expectations; and
 - 6.4.3. Timeline to meet those expectations.

7. GENERAL PROVISIONS

- 7.1. The Chief Administrative Officer may delegate powers, duties, or responsibilities to another employee of the Town, provided that the Chief Administrative Officer maintains the overall responsibility to ensure that the power, duty or function is properly exercised or carried out.

8. NUMBER AND GENDER REFERENCES

- 8.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

9. SEVERABILITY

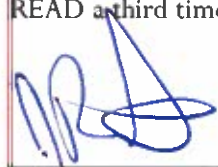
- 9.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

This Bylaw shall come into force and effect upon the final passing thereof.

The following Bylaws and all amendments thereto are hereby repealed:

- Bylaw 9-2017

INTRODUCED AND READ a first time this 16 day of September, 2025, A.D.
 READ a second time this 16 day of September, 2025, A.D.
 READ a third time this 16 day of September, 2025 A.D.


 Deputy Mayor


 Chief Administrative Officer

BYLAW NO. 7-2025**SCHEDULE "A"****Definitions**

Town	The Town of Vermilion and the area contained within the corporate boundaries of the Town.
Chief Administrative Officer	Employee of the Town appointed to a position under Section 205 of the Municipal Government Act.
Council	The municipal Council of the Town of Vermilion.
MGA	The Municipal Government Act Chapter RSA 2000, c. M-26, as amended from time to time.