



**TOWN OF HINTON  
BYLAW NO. 1147**

A BYLAW OF THE TOWN OF HINTON TO PROVIDE FOR THE ESTABLISHMENT OF THE CHIEF ADMINISTRATIVE OFFICER (CAO) OVERSIGHT COMMITTEE, AND TO ASSIGN POWERS, DUTIES, AND FUNCTIONS TO THAT COMMITTEE

**WHEREAS**, the *Municipal Government Act* provides that a Council may pass Bylaws in relation to services provided by or on behalf of the Municipality;

**WHEREAS**, the Council of the Town of Hinton values full and transparent public involvement in major Municipal decision making;

**AND WHEREAS**, a Committee to be known as the Chief Administrative Officer Oversight Committee, hereafter referred to as the "Committee" be established;

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

**1.0 SHORT TITLE**

1.1 This Bylaw is to be referred to as the "CAO Oversight Committee Bylaw."

**2.0 TERMS OF REFERENCE**

2.1 This Committee is hereby established as per the Terms of Reference attached as Schedule A.

**3.0 DUTIES AND RESPONSIBILITIES**

3.1 This Committee is tasked with:

3.1.1 Finding a suitable candidate for the position of CAO for the Town of Hinton;  
and

3.1.2 Ensuring performance reviews are done in a timely and consistent manner that is based on clear expectations, accountability, and open communications.

**4.0 DEFINITIONS**

4.1 **Act:** the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended.

4.2 **Chief Administrative Officer/CAO:** the person appointed by Council to the

position of chief administrative officer of the Town of Hinton, or their designate.

4.3 **Council:** the Municipal Council of the Town of Hinton, including the Mayor and six Councillors.

4.4 **Councillor:** a duly elected member of the Town of Hinton Council.

4.5 **Mayor:** the Chief Elected Official of the Town of Hinton.

4.6 **Terms of Reference:** a standalone document that may be updated as required through Council motion without the need for amendments to this Bylaw.

4.7 **Town:** the municipal corporation of the Town of Hinton.

## 5.0 RELATED DOCUMENTS

5.1 Council Committee Bylaw #1070-4.

5.2 Council Code of Conduct Bylaw No. 1124.

5.3 CAO Recruitment Policy No. 1109.

5.4 CAO Performance Evaluation Policy No. 1108.

5.6 CAO Oversight Committee Terms of Reference.

5.7 CAO Bylaw No. 1159.

## 6.0 ENACTMENT

6.1 Bylaw will come into force and effect when it receives a third reading and is duly signed.

## 7.0 REPEAL

7.1 Bylaw #1131 and all former versions hereby repealed.

## 8.0 ENACTMENT

8.1 This Bylaw will come into force and effect when it receives third reading and is duly signed.

READ a First time this 7<sup>th</sup> day of September 2021.

READ a Second time this 7<sup>th</sup> day of September 2021.

READ a Third time this 7<sup>th</sup> day of September 2021.



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MAYOR



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CHIEF ADMINISTRATIVE OFFICER



**CHIEF ADMINISTRATIVE OFFICER OVERSIGHT COMMITTEE**  
**SCHEDULE A**  
**TERMS OF REFERENCE**  
**September 7, 2021**

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**1.0 PURPOSE**

- 1.1 The purpose of the Chief Administrative Officer Oversight Committee (CAO Committee) is to lead the recruitment process when there is a Chief Administrative Officer (CAO) vacancy and to conduct CAO performance evaluations.

**2.0 OBJECTIVE**

- 2.1 To facilitate Council in making an informed decision regarding the hiring of the best candidate for CAO with qualifications and experience which will further the interests of the community and align with Town Council priorities and vision.
- 2.2 To conduct regular and meaningful performance evaluations to ensure the CAO appropriately performs the duties and functions of, and exercises the powers assigned to, the CAO as established in the CAO Bylaw No. 1159.

**3.0 DELIVERABLES**

3.1 Council Shall:

- 3.1.1 Direct, via a motion, the Committee to start the recruitment process as required.

3.2 The Committee shall:

- 3.2.1 Lead the recruitment process for any CAO vacancy which may arise; and  
3.2.2 Conduct the CAO Performance Review as per CAO Performance Review Policy No. 1108, as may be amended from time to time.

**4.0 COMPOSITION**

- 4.1 The appointed members of the CAO Committee shall be:

- 4.1.1 The Mayor as Committee Chair; and
- 4.1.2 Two (2) appointed Town Council representatives.

4.2 Members must be appointed by Council, as per the Council Committees Bylaw #1070-4, as may be amended from time to time.

## **5.0 MEETINGS**

5.1 Regarding CAO recruitment:

- 5.1.1 Committee members will decide together when and how long meetings will be held; and
- 5.1.2 Committee meetings are considered closed to the public in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIP).

5.2 Regarding CAO Performance Review:

- 5.2.1 Section 205.1 of the *Municipal Government Act* (MGA) stipulates that Council must provide the CAO with an annual written performance evaluation;
- 5.2.2 The Chief Administrative Officer review is to occur at least annually, as per the CAO Performance Review Policy No. 1108, as may be amended from time to time;
- 5.2.3 The Committee is to meet quarterly with the CAO;
- 5.2.4 The first meeting with a new CAO will be to establish objectives and goals as per CAO Performance Review Policy No. 1108, Schedule 3 Chief Administrator Officer Objectives and Goals Form; and
- 5.2.5 Committee meetings are considered closed to the public in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIP).

## **6.0 CONDUCT**

6.1 The Committee members must follow the Council Code of Conduct Bylaw No. 1124, as it may be amended from time to time.

## **7.0 REPORTING**

7.1 Regular updates to Council will be provided, through the Chair, as significant progression of the CAO recruitment process is realized, as per CAO Recruitment Policy No. 1109, which may be amended from time to time.

7.2 Regarding the CAO Performance Review, the Committee Chair is to brief Council at a Committee of the Whole Meeting following each quarterly meeting with the CAO.

## **8.0 RESOURCES**

- 8.1 Council, through a motion, will allocate a budget for CAO recruitment costs, including recruitment firm fees, advertising, and interview costs.
- 8.2 The Human Resources Manager will advise and assist the CAO Committee as per CAO Recruitment Policy No. 1109, and CAO Performance Review Policy No. 1108, both Policies may be amended from time to time.
- 8.3 The Executive Assistant will assist the CAO Committee as per the CAO Performance Review Policy No. 1108, as may be amended from time to time.

## **9.0 REFERENCES**

- 9.1 Council Committees Bylaw No. 1070-4
- 9.2 Council Code of Conduct Bylaw No. 1124
- 9.3 Council Remuneration Policy #052
- 9.4 CAO Recruitment Policy No.1109
- 9.5 CAO Performance Review Policy No. 1108
- 9.6 CAO Bylaw No. 1159