

## Chief Administrative Officer Bylaw No. 19-10

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**BEING A BYLAW OF THE VILLAGE OF IRMA IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO OUTLINE THE DUTIES AND RESPONSIBILITIES FOR THIS POSITION**

**WHEREAS** pursuant to the Municipal Government Act, RSA 2000, Chapter M-26, as amended (hereinafter referred to as 'the MGA'), a municipal council has the authority to govern and to pass bylaws respecting the municipality;

**WHEREAS** Section 205 of the MGA provides that a municipal council must, by bylaw, establish the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position;

**WHEREAS** Sections 207 and 208 of the MGA provides that the Chief Administrative Officer shall exercise the powers and duties set out in the MGA and such other duties as may be delegated by bylaw or motion of council;

**AND WHEREAS** Council for the Village of Irma deems it proper and expedient to establish the position of Chief Administrative Officer, and define the duties, responsibilities and authority thereof;

**THEREFORE BE IT RESOLVED THAT** the Council for the Village of Irma, duly assembled in Council Chambers in Irma, Alberta, enacts as follows:

### **Section 1.0 – Title and Definitions**

- 1.1 This bylaw shall be cited as the 'Chief Administrative Officer Bylaw'.
- 1.2 In this bylaw, including this section, unless the context otherwise requires:
  - a) '**Act**' means the Municipal Government Act, Chapter M-26, RSA 2000 and any amendments thereto;
  - b) '**CAO**' means the Chief Administrative Officer;
  - c) '**Council**' means the Council for the Village of Irma, acting at a duly assembled meeting;
  - d) '**Municipality**' means the municipal Village of Irma.

### **Section 2.0 – Establishment of the Position and Appointment of a CAO**

- 2.1 Council hereby establishes the position of Chief Administrative Officer for the Village of Irma and the individual appointed to that position shall have the title of 'Chief Administrative Officer' or 'CAO'.

Elected Official Initial



CAO Initial



- 2.2 Council will, by motion, appoint an individual to the position of Chief Administrative Officer and shall, by contract, establish the terms and conditions of his/her appointment. Council retains the right to negotiate adjustments to the contract during the term of said contract.
- 2.3 The Council may, by motion, appoint an acting CAO, and prescribe the duties, who shall act during any incapacity, whether absence, illness or accident, that may prevent the CAO from performing the duties of this position.
- 2.4 The CAO shall designate an Acting CAO in planned absences from the office for any period longer than two (2) days.

### **Section 3.0 – Responsibility and Authority**

- 3.1 The CAO is responsible to Council for the overall administration of municipal operations for the municipality in accordance with objectives, policies and plans approved by Council, including but not limited to:
  - a) prepare and present bylaws, policies, plans or other documents relevant to municipal operations;
  - b) prepare and present the annual operating and capital budgets for the municipality and control approved budgetary expenditures in an ongoing basis;
  - c) keep Council informed of all data, events or other pertinent information relevant to municipal operations;
  - d) prepare and ensure meeting agenda packages are provided in accordance to the Council Procedures bylaw;
  - e) negotiate contracts, agreements and transactions on behalf of the municipality and provide recommendations for Council approval;
  - f) carry out all other duties related to the administrative operations of the municipality.

In carrying out these responsibilities, the CAO shall work in liaison with the Mayor. The CAO shall direct, control and coordinate the activities of the departments in the organization in accordance with the position description described in Appendix A of this bylaw.

### **Section 4.0 – Personnel Administration**

- 4.1 The CAO shall supervise all employees and agents of the municipality to the extent allowed by this bylaw and the MGA.
- 4.2 All employees and agents of the municipality shall be appointed or engaged for employment with the municipality based on qualifications and merit.
- 4.3 The CAO shall make recommendations on all salaries of employees under his/her supervision, within the limitations of any salary plan or contract agreement, after which the plan or agreement has been adopted by Council.

Elected Official Initial



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CAO Initial



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**Section 5.0 – Purchasing Authority**

5.1 The CAO shall be the chief purchasing agent on behalf of the municipality in accordance with policies established or as directed by Council.

**Section 6.0 – Delegation of CAO**

6.1 In accordance with Section 209 of the MGA, the CAO may delegate any of his/her powers, duties or functions under this or any other enactment or bylaw to a designated officer or an employee of the municipality. In all instances, Council shall hold the CAO responsible for his/her duties.

**Section 7.0 – Organization**

7.1 Except for the purpose of general inquiry, the Council shall deal with the administrative service and control thereof solely through the CAO and shall not give orders to any employees of the municipality. Council shall require that all its directives be carried out through the office of the CAO.

**Section 8.0 – Repeal and Effect**

8.1 This bylaw shall come into full force and effect upon third and final reading.

8.2 This bylaw repeals Bylaw No. 02-03 and all amendments thereto.

Read a first time this twenty second day of October, 2019

Read a second time this twenty second day of October, 2019

Read a third and final time this twenty second day of October, 2019

  
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Dennis Fuder,  
Mayor

  
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Lisa Brown,  
Chief Administrative Officer

