

BYLAW NO. 95-10
OF THE
VILLAGE OF ANDREW
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE VILLAGE OF ANDREW IN THE PROVINCE OF ALBERTA, TO
ESTABLISH AND DEFINE THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, Section 205 of the Municipal Government Act provides that a Municipal Council must bylaw provide administrative duties and powers to a Chief Administrative Officer and that the duties the Chief Executive Officer shall exercise may be vested, confirmed or delegated by bylaw or by resolution of Council.

NOW THEREFORE, the Council of the Village of Andrew, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Definitions

- (a) "Act" - shall mean the Municipal Government Act.
- (b) "C.A.O." - shall mean the Chief Administrative Officer of the Village of Andrew whose title shall be Municipal Administrator.
- (c) "Council" - shall mean the Council of the Village of Andrew.
- (d) "Village" - shall mean the Village of Andrew.

2. There shall be in and for the Village, a C.A.O. who shall be appointed by the Council and who shall carry out any and all of the executive and administrative duties and powers of Council, or others as Council has power to delegate, as set out in the Act and such executive and administrative duties as outlined in the Village of Andrew Bylaw No. 2/94 or hereafter from time to time be vested, conferred or delegated in, upon and to the C.A.O. by bylaw or resolution of Council.

3. The Council may appoint an acting C.A.O. and prescribe his duties, who shall act during illness, absence or other incapacity that may prevent the C.A.O. from the duties of his office.

4. Except for the purpose of official inquiry, the Council, and its members shall deal with and control the administrative service through the C.A.O. under Section 201 (2) of the Act.

5. The C.A.O. shall be responsible for the overall planning, coordination and control of the municipal operations of the Village and in accordance with the objectives, policies and plans approved by Council, and requirements of the Act and all other Acts affecting the government of the Village. The responsibilities and duties of the C.A.O. shall be in accordance with Section 207 and 208 of the Act.

6. Further to Section 4 of the C.A.O. duties and responsibilities shall be to:

- (a) Ensure the development of comprehensive personnel policies and programs covering the selection, compensation, development appraisal and placement of Village employees.

- (b) Ensure the efficient procurement of goods and services, make capital purchases, or let contracts, up to \$5,000.00 without the approval of Council where provided a budget.
 - (c) Provide for the prosecution of all claims for damage to property owned or controlled by the Village and the judgement of all claims against the Village.
 - (d) Perform other duties as may be required by Council.
 - (e) Keep informed about governmental and community affairs and ensure that Council and Village employees are made aware of significant trends.
7. It is expressly implied that Council authorizes the C.A.O. to delegate such responsibility as in herein assigned to his office, for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be to department heads and officials of the Village in keeping with provisions of the bylaw, not inconsistent with the Act or any other Act of the Province of Alberta.
8. This bylaw shall come into effect upon the passage thereof.

Read a first time this 27th day of September, 1995.

Read a second time this 11th day of October, 1995

Read a third and final time this 11th day of October, 1995 .


MAYOR

MUNICIPAL ADMINISTRATOR