



## BYLAW 2023-12

## CHIEF ADMINISTRATIVE OFFICER BYLAW

**A BYLAW OF THE VILLAGE OF ANDREW, IN THE PROVINCE OF ALBERTA to establish the position of Chief Administrative Officer and to define the duties, powers and functions.**

**WHEREAS** Section 205 (1) of the *Municipal Government Act, RST 2000, Chapter M-26*, and amendments thereto, provides that a council must pass a bylaw to establish the position of Chief Administrative Officer.

**NOW THEREFORE** the council of the Village of Andrew duly assembled, pursuant to the *Municipal Government Act, RSA 2000, Chapter M-26*, hereby enacts as follows:

**1) TITLE**

**1.1** This Bylaw may be referred to as the **“CAO or Chief Administrative Officer Bylaw”**

**2) DEFINITIONS**

**2.1** In this bylaw

- a) “Act” - the Municipal Government Act, SA 2000, CM-26.1
- b) “Council” - the Council of the Village of Andrew
- c) “Village” - the Municipal Corporation of the Village of Andrew.
- d) “CAO” - Chief Administrative Officer of the Village of Andrew
- e) “Interim CAO” - appointed by council to carry out the duties of the CAO for a nonspecific period of time which covers a vacancy of the CAO.

**3) APPOINTMENTS**

- a) as per **section (205)** Council hereby establishes the position of Chief Administrative Officer.
- b) Council by resolution, will appoint the person who will serve as CAO.
- c) The CAO may in accordance with **section (209)** of the Act delegate any of the powers, duties and functions assigned to the CAO to any employee of the Village.
- d) The Council may, in accordance with **section (206)** of the act by resolution, appoint and prescribe the duties of an acting manager (Interim CAO).

**4) RESPONSIBILITY AND AUTHORITY**

- 4.1) The CAO must ensure that all powers, duties, and functions are performed in accordance with **Section 208** of the Act and any other enactments.
- 4.2) In order to carry out the responsibilities of the position, the CAO has the authority to:
  - a) Be present at any meeting of Council or committee of Council:
  - b) Communicate with the Mayor and Councillors in preparation of agendas for Council meetings.

- c) In the event of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council.
- d) Hire, dismiss, promote, demote, reward, or discipline any municipal employee.
- e) Negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council.
- f) Sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality.
- g) Enforce or cause to be enforced all bylaws and resolutions of the Village.
- h) Implement any internal reorganization of responsibilities and duties required for the effect and efficient operation of the municipality. If a major organizational change is affected, the CAO shall report such change to Council.
- i) Conclude contracts on behalf of the municipality to a financial limit established by policy or resolution.

**5) EXPENDITURE AUTHORITY**

- 5.1) The CAO shall be the Village's Chief Purchasing Agent and shall have the authority to expend funds and arrange the purchase of goods and services as required as per the approved budget.
- 5.2) The CAO shall ensure that all goods and services are purchased in a way that provides maximum value to the Village. Shop locally wherever possible.

**7) DELEGATION AND ORGANIZATION**

- 7.1) Except for the purpose of official inquiry or emergency, the Council shall deal with and control the administrative service through the CAO and Council shall require that its directives be carried out through the office of the CAO.

**8) EVALUATION, SUSPENSION AND TERMINATION**

- 8.1) In conjunction with the finalization of the annual budget, the council or a committee thereof shall establish with the CAO the goals and objectives for the coming appraisal year.
- 8.2) As per **section (205.1)** the Council or a committee thereof, will evaluate the performance of the CAO, making such recommendations as may be deemed necessary. Such review will be documented. At the end of the calendar year there will be consideration for the rate of remuneration for the CAO

**9) RESCIND**

- 10.1) Bylaw 2023-08 and Bylaw 2023-10 are hereby repealed in their entirety. This Bylaw shall take effect on the date of the third and final reading.

10) EFFECTIVE DATE

READ A FIRST TIME THIS 13 DAY OF December 2023.

Mayor [Signature]  
Barry Goertz

CAO [Signature]  
Sharman Donald

READ A SECOND TIME THIS 13 DAY OF December 2023.

Mayor [Signature]  
Barry Goertz

CAO [Signature]  
Sharman Donald

Motion by M. Haight to read the bylaw for the 3<sup>rd</sup> time on the same day as the 1<sup>st</sup> and 2<sup>nd</sup> readings. Must be passed with **UNANIMOUS CONSENT** of Council

READ A THIRD AND FINAL TIME AND PASSED THIS 13 DAY OF December, 2024.3

Mayor [Signature]  
Barry Goertz

CAO [Signature]  
Sharman Donald