

TOWN OF PENHOLD
BYLAW NO.719/15

CHIEF ADMINISTRATIVE OFFICER BYLAW

Being a Bylaw of, the Town of Penhold, in the Province of Alberta, to establish the position of CHIEF ADMINISTRATIVE OFFICER and to define the Duties, Powers, and Functions of that position.

WHEREAS: The Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer;

WHEREAS: AND, the council may in accordance with Section 203 of the Municipal Government Act, delegate any or all of its executive and administrative duties and powers and functions;

NOW THEREFORE: The Council of the Town of Penhold in the Province of Alberta duly assembled; hereby enacts as follows:

SECTION 1 ~ BYLAW TITLE:

1. This Bylaw may be referred to as the "Chief Administrative Officer Bylaw".

SECTION 2 ~ DEFINITIONS

- 2.1. "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26 and amendments.
- 2.2. Chief Administrative Officer or CAO means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3. "Council" means the council of the Town of Penhold.

SECTION 3 ~ APPOINTMENT, TERMS AND CONDITIONS

- 3.1. Council hereby establishes the position of Chief Administrative Officer.
- 3.2. Council shall, by resolution, appoint an individual to the position of Chief Administration Officer.
- 3.3. The CAO may appoint an acting CAO where such absences are for a period of less than one month.
- 3.4. Except for the purpose of an official inquiry, the council shall deal with the administration and the control thereof solely through the CAO.

SECTION 4 ~ RESPONSIBILITIES

- 4.1. The CAO's responsibilities shall be in accordance the Section 207 of the Act.

SECTION 5 ~ ADMINISTRATIVE DUTIES

- 5.1 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the Act and any other enactment.

- 5.2 In order to carry out the responsibilities of the position, the CAO has the authority, subject to any Bylaw or approved policy of Council to:
- 5.2.1 hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - 5.2.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality. If a major organizational change is effected, the CAO shall report such a change to council;
 - 5.2.3 be present at any meeting of Council or Committee of Council;
 - 5.2.4 in the case 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;
 - 5.2.5 negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
 - 5.2.6 conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
 - 5.2.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality; and
 - 5.2.8 take such other actions as necessary to carry out the responsibilities and duties assigned by Council; in accordance with any bylaw or approved policy of Council.
- 5.3 In accordance with Section 209 of the Act, delegate any of the CAO's powers, duties or functions under the Act, or any other enactment or bylaw to a Designated Officer or an employee of the Municipality.

SECTION 6 ~ SEVERABILITY

- 6.1 If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it has been enacted without the illegal, invalid or ultra vires provision.

SECTION 7 ~ REPEAL

Not Applicable


SECTION 8 ~ ENACTMENT

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


READ a first time this 13th day of April, 2015.

READ a second time this 13th day of April, 2015.

READ a third time this 13th day of April, 2015.



Mayor



Chief Administrator Officer