

BYLAW NO. 07-548

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish and define the authority of the Chief Administration Officer.

WHEREAS, the *Municipal Government Act*, RSA 2000, Chapter M-26, Section 205(1) requires that every Council must establish by bylaw the position of Chief Administrative Officer and appoint a person to carry out the powers, duties, and functions of such position;

NOW THEREFORE, the Council of the Municipality of Greenview No. 16 duly assembled, hereby enacts as follows:

1. DEFINITIONS

- (a) "Act" means the Municipal Government Act, RSA 2000, Chapter M-26 as may be amended from time to time or any legislation which replaces the Act and includes any regulation to the Act or to any replacement legislation.
- (b) "Council" means the Council of the Municipal District of Greenview.
- (c) "MD" means the municipal corporation known as the Municipal District of Greenview NO. 16.

2. TITLE

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

3. ESTABLISHMENT OF THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

- 3.1 Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer which person shall be called the Chief Administrative Officer.

4. POWERS AND DUTIES

- 4.1 The Chief Administrative Officer is the Administrative Head of the Municipality, and the Council by way of policy direction shall guide the affairs of the Municipality through the Chief Administrative Officer.
- 4.2 The Chief Administrative Officer shall have all of the powers, duties, responsibilities and functions that are given to, imposed on, or described for the Chief Administrative Officer in the Act.
- 4.3 Without limiting the Administrative powers of the Chief Administrative Officer, the Chief Administrative Officer shall:

- (a) hire, appoint, suspend, demote or remove any employee from any position in the Municipality;
- (b) determine salaries, benefits, hours of work and other working conditions of Municipal employees;

- (c) develop and recommend, for Councils' approval, policies dealing with non-administrative matters as directed by Council, or at the initiation of the Chief Administrative Officer;
- (d) implement all policies and programs approved by Council;
- (e) develop, approve, and implement policies, procedures, and practices dealing with administrative matters;
- (f) prepare and submit to Council, budgets for annual operating and capital programs;
- (g) monitor and report on the operating and capital budgets periodically, as determined by Council;
- (h) advise and inform Council on the operation and affairs of the Municipality, in a manner as and as frequently determined by Council;
- (i) prepare and submit reports and recommendations as may be required by Council or require Council approval as determined by Provincial legislation or regulations;
- (j) subject to the policy direction of Council, create or eliminate any Municipal departments deemed necessary to fulfill Council Policies;
- (k) hire or retain legal counsel on behalf of the Municipality.

4.4 The Chief Administrative Officer, or delegate shall attend all meetings of Council as required, or those that are considered advisable to attend, unless excused therefrom.

4.5 The Chief Administrative Officer shall perform such other duties and functions and exercise such other powers as may be required for the effective administration of the Municipality including but not limited to entering into all contracts, agreements and transactions required for the effective operation of the Municipality provided that no action requires an expenditure of money that has not been included in an approved operating or capital budget or otherwise authorized by Council.

4.6 The Chief Administrative Officer shall designate an Acting Chief Administrative Officer in the event of a scheduled absence of the Chief Administrative Officer.

4.7 The Chief Administrative Officer shall take whatever actions or measures are necessary to respond to an emergency.

4.8 It is the intention of Council, that if any provisions of this Bylaw be declared invalid by a Court of Competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

5. CONFLICT

5.1 In the event that the provisions of this Bylaw conflict with any other bylaw, this bylaw shall govern.


5.2 In reference to any existing M.D. Bylaws or Policies that refer to 'Municipal Manager', let it be noted that it shall be deemed hereby to refer to the 'Chief Administrative Officer'.

6. REPEAL OF BYLAWS

6.1 Bylaw 06-504, as amended to the effective date of the Bylaw, is hereby repealed.

This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 22nd day of August, A.D., 2007
Read a second time this 22nd day of August, A.D., 2007
Read a third time and finally passed this 12th day of September, A.D., 2007



REEVE



CHIEF ADMINISTRATIVE OFFICER