BYLAW 2020-12
OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124

in the Province of Alberta

Chief Administrative Officer Bylaw

A BYLAW OF MUNICIPAL DISTRICT OF LESSER SLAVE RIVER IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.

The *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer;

And, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

THEREFORE, the Council of the Municipal District of Lesser Slave River No. 124 in the Province of Alberta duly assembled; hereby enacts as follows:

PART I: BYLAW TITLE

1.1. This bylaw shall be known as the "Chief Administrative Officer Bylaw".

PART II: DEFINITIONS

2.1. *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter 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 Municipal District of Lesser Slave River No. 124.

PART III: 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 Administrative Officer.

3.3. Council may, by resolution, appoint a Deputy CAO. The Deputy CAO shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the roll of the CAO. 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.

PART IV: RESPONSIBILITIES

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

PART V: 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 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 Municipal District of Lesser Slave River No. 124. 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 Municipal District of Lesser Slave River No. 124 and to recommend the approval of such to Council;

5.2.6 conclude contracts on behalf of the Municipal District of Lesser Slave River No. 124 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 Municipal District of Lesser Slave River No. 124;

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 Municipal District of Lesser Slave River No. 124.

PART VI: 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 had been enacted without the illegal, invalid or ultra vires provision.

PART VII: REPEAL

7.1 Bylaw No 95-1, the Chief Administrative Officer Bylaw, is repealed.

PART VIII: ENACTMENT

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

READ a first time this 8th day of July, 2020.

READ a second time this 8th day of July, 2020.

Approved unanimously this 8th day of July, 2020

READ a third time this 8th day of July, 2020.

Reeve

Chief Administrative Officer