

Village of Donalda  
In the Province of Alberta  
Bylaw #704  
"Chief Administrative Officer Bylaw"

A Bylaw of the Village of Donalda, in the Province of Alberta, to establish the position of Chief Administrative Officer;

WHEREAS pursuant to the Municipal Government Act, Chapter M.26 Revised Statutes of Alberta, 2000, and regulation as amended time to time, Council may establish by Bylaw the position of Chief Administrative Officer, and delegate powers, duties and functions to that position.

NOW THEREFORE, the Council of Village of Donalda, in the Province of Alberta, hereby enacts as follows:

**1. Title**

1.1 This Bylaw may be cited as the "Chief Administrative Officer" Bylaw;

**2. Interpretation**

2.1 "Act" means the Municipal Government Act RSA 2000, c-M.26 and regulations as amended from time to time;

2.2 "Administration" means the general operations of the Village of Donalda, including personnel, financial and other related resources as permitted by the Act;

2.3 "Bylaw" means the Village of Donalda Bylaw #704;

2.4 "Chief Administrative Officer (CAO)" means the person appointed to the position of Chief Administrative Officer by the Council of the Village of Donalda and includes any person that the Chief Administrative Officer may appoint as his/her designate for the purposes of carrying out his/her responsibilities under this Bylaw and further, includes any person that may be appointed to act in the absence of the Chief Administrative Officer;

2.5 "Council" is the members of Council of Donalda elected pursuant to the Local Authorities Election Act;

2.6 "Council Committee" means a committee within the meaning of the Act that is carrying out the powers, duties, and functions delegated to it by Council and is comprised of all members of Council;

2.7 "Mayor" is the member of Council duly appointed to office pursuant to the Municipal Government Act;

2.8 "Village" is the Village of Donalda;

**3. Appointment and Delegation**

3.1 The appointment, suspension, and revocation of the CAO shall be in accordance with the Act;

- 3.2 Council, shall by resolution, appoint an individual to the position of CAO and establish the terms and conditions of such appointment by written contract;
- 3.3 The Village shall indemnify the CAO provided that the CAO acts in the course and scope of his/her employment and acts in good faith to comply with any applicable bylaw, statute, or enactment;
- 3.4 The CAO is authorized to further delegate and to authorize further delegations of any powers, duties and functions delegated to the CAO by Council under this or any other bylaw to any employee of the Village unless otherwise specified by Council;

#### **4. General Powers**

- 4.1 The CAO has all the powers and functions given to a CAO under the Act or any other statute or enactment;
- 4.2 The CAO shall carry out all the duties and functions of a CAO as required by the Act or any other statute or enactment;
- 4.3 The CAO has all the powers, duties, and functions given to a designated officer under the Act or any other statute or enactment;
- 4.4 The CAO has all the powers, duties and functions as delegated to the CAO by Council by this or any other bylaw or contract;
- 4.5 The CAO may exercise the powers, duties and functions as may be required by Council or Council committee or any other Committee established by Council from time to time;
- 4.6 The CAO may exercise the powers, duties, and functions as delegated to the CAO by this bylaw, subject to any restrictions or limitations contained in the Act, the Freedom of Information and Protection of Privacy Act or without limitation, any other statute or enactment;
- 4.7 The CAO shall keep the Mayor informed on significant issues, events, and of when political intervention may be required;

#### **5. Accountability**

- 5.1 The CAO is accountable to Council for the exercise of all powers, duties and functions delegated to the CAO;

#### **6. Authority**

- 6.1 The CAO is authorized to appoint an Acting CAO to act during his/her absence;
- 6.2 The CAO is authorized to coordinate, direct, supervise and review the performance of the Administration;
- 6.3 The CAO is authorized to establish the structure of the Administration, including establishing, merging, dividing, and eliminating job positions and establishing a managerial hierarchy;
- 6.4 The CAO is authorized to advise, inform and make recommendations to Council about:
  - 6.4.1 The operations of the Village;
  - 6.4.2 The overall financial position of the Village;