

TOWN OF MORINVILLE  
PROVINCE OF ALBERTA

BYLAW 14/2016  
CHIEF ADMINISTRATIVE OFFICER

A BYLAW OF THE MUNICIPALITY OF MORINVILLE IN THE PROVINCE OF ALBERTA TO DEFINE THE RESPONSIBILITY, AUTHORITY AND SPECIFIC DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, the *Municipal Government Act (MGA)*, being Chapter M26.1 of the Revised Statutes of Alberta, 2000, as amended, provides that a Council must, by bylaw, establish the position of Chief Administrative Officer;

AND WHEREAS, 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;

NOW THEREFORE, the Council of the Municipality of Morinville enacts as follows:

1. This bylaw shall be cited as "The Chief Administrative Officer Bylaw"
2. Role, Terms and Conditions of the Chief Administrative Officer.
  - 2.1. The Chief Administrative Officer is the administrative head of the Municipality and the Principle Advisor to the Council on the operation and affairs of the municipality.
  - 2.2. The Council may appoint an Acting Chief Administrative Officer to act during the illness, absence or other incapacity of the Chief Administrative Officer. The Chief Administrative Officer may appoint an Acting Chief Administrative Officer where such absences are for a period of less than one month.
  - 2.3. The Chief Administrative Officer is responsible, in accordance with Section 207 of the *MGA*, to Council to ensure policies and programs of the municipality are implemented.

3. Responsibility of the Chief Administrative Officer

The Chief Administrative Officer shall be responsible to the Council for:

- 3.1. The development and maintenance of a municipal administration capable of effectively and efficiently implementing the municipal policies approved by Council.
- 3.2. The provision of information, advice and staff recommendations required by Council for the consideration of policy alternatives.
- 3.3. The carrying out of research and the presentation to Council of alternatives in any area requiring policy formulation or reconsideration.
- 3.4. The preparation and presentation to Council of the annual operating and capital budgets for the municipality and for controlling approved budgetary expenditures on an ongoing basis.
- 3.5. Keeping Council informed of all events and data relevant to, and necessary for, the exercise of all powers, duties and responsibilities of Council.
- 3.6. In conjunction with the Chief Elected Official, endorsing the proposed agenda for Council and Committee of the Whole meetings.
- 3.7. Acting as the Director of Disaster and Emergency Management under the *Disaster Services Act* and *Emergency Management Act*.
- 3.8. Performing the duties and exercising the powers and functions assigned to a Chief Administrative Officer by the *Municipal Government Act* and other enactments or assigned by Council.

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Mayor

  
CAO

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4. Authority of Chief Administrative Officer

In order to carry out the responsibilities of the position, the Chief Administrative Officer has the authority to:

- 4.1. Hire, dismiss, promote, demote, reward or discipline any of the Municipality's employees, subject to the following provision:

The hiring of a Director shall be made by a selection committee formed by the Chief Administrative Officer.

- 4.2. 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 Chief Administrative Officer shall report such a change to the Council.
- 4.3. Be present at any meeting of Council or Committee of the Whole and be recognized to speak on any subject brought before Council.
- 4.4. 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.
- 4.5. Negotiate contracts, agreements and transactions required for the effective operation of the Municipality.
- 4.6. Sign any order, agreement, cheque, negotiable instrument or document made or executed on behalf of the Municipality.
- 4.7. Consolidate any bylaw of the Municipality and print copies of such consolidated bylaws.
- 4.8. Correct clerical, typographical and grammatical errors in any bylaw of the Municipality.
- 4.9. Take such other actions necessary to carry out the responsibilities assigned by Council.
- 4.10. In accordance with Section 209 of the *Municipal Government Act*, delegate any of the Chief Administrative Officer's powers, duties or functions under the *Municipal Government Act* or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

5. Severability

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

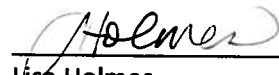
Bylaw Number 11/2009 is hereby repealed.

This bylaw shall come into effect on the date of final passing thereof.

READ a first time this 28<sup>th</sup> day of June, 2016.

READ a second time this 12<sup>th</sup> day of July, 2016

READ a third time and finally passed this 30<sup>th</sup> day of August, 2016.

  
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Lisa Holmes  
Mayor

  
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Andrew Isbister  
Chief Administrative Officer