

**BYLAW #2018-812
VILLAGE OF CARBON
IN THE
PROVINCE OF ALBERTA**

**A BYLAW FOR THE VILLAGE OF CARBON TO ESTABLISH THE POSITION OF
CHIEF ADMINISTRATIVE OFFICER.**

WHEREAS Section 205 of the Municipal Government Act of the Province of Alberta provides that a Municipal Council must by Bylaw establish the position of a Chief Administrative Officer.

NOW THEREFORE the Council of the Village of Carbon duly assembled enacts as follows:

1. The Position of **CHIEF ADMINISTRATIVE OFFICER** for the Municipality of the Village of Carbon is established pursuant to section 205 of the Municipal Government Act.
2. The Position of **CHIEF ADMINISTRATIVE OFFICER** is given the responsibilities pursuant to section 208 of the Municipal Government Act, amended from time to time, as follows:

208(1) The Chief Administrative Officer must ensure that:

- (a) all Minutes of Council Meetings are recorded in the English language, without note or comment;
- (b) the names of the Councillors present at Council Meetings are recorded;
- (c) the Minutes of each Council Meeting are given to Council for Adoption at a subsequent Council Meeting;
- (d) the Bylaws and Minutes of Council Meetings and all other records and documents of the Municipality are kept safe;
- (e) the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins;
- (f) the Corporate Seal, if any, is kept in the custody of the Chief Administrative Officer;
- (g) the Revenues of the Municipality are collected and controlled and receipts are issued in the manner directed by Council;
- (h) all Money belonging to or held by the Municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
- (i) the accounts for Authorized Expenditures referred to in Section 248 are paid;
- (j) accurate records and accounts are kept of the financial affairs of the Municipality, including the things on which a Municipality's debt limit is based and the things included in the definition of debt for that Municipality;

- (k) the actual revenues and expenditures of the Municipality compared with the estimates in the Operating or Capital Budget approved by Council are reported to Council as often as Council directs;
- (l) money invested by the Municipality is invested in accordance with Section 250;
- (m) Assessments, Assessment Rolls and Tax Rolls for the purposes of Parts 9 and 10 are prepared;
- (n) Public Auctions held to recover taxes are carried out in accordance with Part 10; and
- (o) the Council is advised in writing of its legislative responsibilities under this Act.

(2) Subsection (1)(a) to (d) and (o) apply to the Chief Administrative Officer in respect of Council Committees that are carrying out powers, duties or functions delegated to them by the Council.

3. The Position of **CHIEF ADMINISTRATIVE OFFICER** is given the responsibilities pursuant to Section 209 of the Municipal Government Act, amended from time to time, as follows:

209 A Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this or any other enactment or Bylaw to a Designated Officer or an employee of the Municipality.

4. The Position of **CHIEF ADMINISTRATIVE OFFICER** is given the responsibilities pursuant to Section 213 of the Municipal Government Act, amended from time to time, as follows:

213(1) Minutes of Council Meetings must be signed by:

- (a) the person presiding at the meeting, and
- (b) a Designated Officer.

(2) When Council has delegated a power, duty or function to a Council Committee, the Minutes of a Council Committee meeting that deal with the power, duty or function must be signed by:

- (a) the person presiding at the meeting, and
- (b) a Designated Officer.

(3) Bylaws must be signed by:

- (a) the Chief Elected Official, and
- (b) a Designated Officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized:

- (a) by the Chief Elected Official or by another person authorized by Council to sign them, and
- (b) by a Designated Officer, or
- (c) by a Designated Officer acting alone if so authorized by Council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by Council.

5. 5.2.0 In order to carry out the responsibilities of the position, the **CHIEF ADMINISTRATIVE OFFICER** 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 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.

6. If at any time any provision of this Bylaw is declared or held to be illegal, invalid, or beyond the legal powers of the position, 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 construed as if it had been enacted without the provisions declared or held to be illegal, invalid, or beyond the legal powers of the position.

7. Bylaw #2016-789 is hereby rescinded.

That this Bylaw shall come into force and take effect upon signing.

Read a first time this 17 day of September, 2018.

Read a second time this 17 day of September, 2018.

Given unanimous consent for third and final reading this 17 day of September, 2018.

Read a third and final time this 17 day of September, 2018.

MAYOR BRYAN PEEVER

CAO VANESSA VAN DER MEER