

BYLAW 1100/06**CHIEF ADMINISTRATIVE OFFICER BYLAW
STURGEON COUNTY, MORINVILLE, ALBERTA**

**A BYLAW OF THE STURGEON COUNTY, IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF ESTABLISHING THE POSITION, POWERS AND DUTIES OF
THE CHIEF ADMINISTRATIVE OFFICER;.**

WHEREAS, Section 203 of the Municipal Government Act provides that Council may by bylaw delegate any of its powers, duties or functions;

AND WHEREAS, Section. 205 of the Municipal Government Act provides that Council must establish by bylaw the position of Chief Administrative Officer and may give that position any title Council considers appropriate;

AND WHEREAS all references to legislation are Alberta statutes unless otherwise stated;

NOW THEREFORE the Council of Sturgeon County, duly assembled, HEREBY ENACTS AS FOLLOWS:

1. This Bylaw shall be cited as the "Chief Administrative Officer Bylaw".
2. In this Bylaw, including this section:
 - a. "Bylaw" means a bylaw of the County;
 - b. "County" means Sturgeon County;
 - c. "County Commissioner" means the chief administrative officer of the County and the person who is appointed as such by the County Council, or anyone who is the acting chief administrative officer of the County;
 - d. "Council" means Council of the County.
3. The position of County Commissioner is established and shall be described by that title in all bylaws and resolutions of Council.
4. Council shall be at liberty from time to time, by way of resolution, to appoint a person as the County Commissioner.
5. The County Commissioner shall have the following powers, duties, functions and responsibilities:
 - a. The County Commissioner has those powers, duties, functions and responsibilities given to a chief administrative officer under the Municipal Government Act or any other Act or Regulation;

- b. The County Commissioner has those powers, duties, functions and responsibilities delegated to the County Commissioner by any bylaw of the County under s. 203 of the Municipal Government Act.
- c. The County Commissioner reports to the Mayor and to Council, and directs the overall planning, coordination and control of all municipal operations in accordance with the objectives, policies and plans of the County.
- d. The County Commissioner monitors compliance with all applicable statutory enactments.
- e. The County Commissioner recommends objectives, programs and policies (other than those related to personnel) to Council, and directs implementation of them, monitors those approved by Council, and recommends improvements as required.
- f. The County Commissioner shall be responsible for directing and managing all of the personnel and employees of the County and has authority and responsibility for the following:
 - i. The County Commissioner shall have the authority to establish and change personnel, employment and administrative policies, procedures, programs, rules and guidelines as deemed necessary for the safe, efficient, economic and effective operation of the County.
 - ii. The County Commissioner has the authority to hire, appoint, suspend, remove, layoff or terminate any employee of the County with or without just cause.
 - iii. The County Commissioner has the authority to set the terms of employment for employees of the County.
 - iv. The County Commissioner has the authority to direct, supervise, oversee, manage and review the performance of the employees and personnel of the County.
 - v. The County Commissioner has the authority to establish the structure and organization of the management, personnel and administration of the County necessary for the safe, efficient, economic and effective operation of the County.

The County Commissioner monitors and ensures adherence to County policies, rules, procedures, programs and guidelines through effective communication.

- 7. The County Commissioner directs the development of policies and procedures related to budget expenditures and financial controls. The County Commissioner directs the preparation of capital and operating budgets and submits them to Council for approval with supporting documentation.
- 8. The County Commissioner directs the execution of all documents, agreements and contracts.
- 9. The County Commissioner authorizes the payment of accounts within established guidelines of the County.

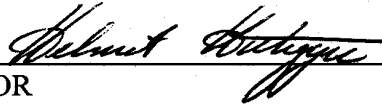
10. The County Commissioner coordinates the prompt and proper handling of all requests, inquiries and complaints by the public.
11. The County Commissioner attends all regular and special meetings of Council as required and other meetings as requested.
12. The County Commissioner advises Council on relevant matters.
13. The County Commissioner acts as the liaison with representatives externally, such as boards, commissions, agents, consultants and others, and advises Council and committees as requested.
14. The County Commissioner keeps informed about governmental and community affairs and advises Council and personnel of significant trends.
15. The County Commissioner may take whatever actions or measures which are necessary to respond to an emergency or disaster.
16. The County Commissioner or Council may appoint an acting County Commissioner in the absence of the County Commissioner. Such acting County Commissioner has the same powers, duties and functions as the County Commissioner.
17. The County Commissioner shall perform all other duties and functions for the safe, efficient, economic and effective operation of the County as may be required from time to time including, but not limited to, retaining and instructing legal counsel, settling claims, actions and demands, paying any amounts the County is legally required to pay pursuant to an order, directive or judgment of a court, tribunal or board of competent jurisdiction, enter into contracts, agreements and transactions, provided that no such action requires an expenditure of money which has not been approved by Council or which has not been included in an operating budget, interim operating budget or capital budget except in the case of immediate action required to respond to an emergency or disaster.
18. The County Commissioner performs other duties as required by Council.
19. The County Commissioner may delegate his responsibilities under this Bylaw to other officers or employees of the County.
20. If any provision of this Bylaw or part thereof is adjudged by a court of competent jurisdiction to be invalid for any reason, then such provision or part thereof shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.
21. Any reference in any bylaw, resolution, policy, agreement or regulation to the County Commissioner, County Administrator, Chief Administrative Officer or other like title which has been passed, adopted or entered into prior to the passage of this Bylaw shall be deemed for all purposes to refer to the position of County Commissioner established and continued under this Bylaw.
22. This Bylaw shall take effect immediately upon the date of final reading. Bylaw 845/98 is repealed when this Bylaw comes into effect.

READ a first time this 27th day of June, 2006.

READ a second time this 27th day of June, 2006..

READ a third and final time this 27th day of June, 2006.

CARRIED UNANIMOUSLY



MAYOR



COUNTY COMMISSIONER

Bylaw 1100/06 was signed this 29th day of June 2006.