

**VILLAGE OF THORSBY  
BYLAW # 2002-02**

**BEING A BYLAW OF THE VILLAGE OF THORSBY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF AND TO DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER**

**WHEREAS** pursuant to Section 205, Municipal Government Act, being Chapter M-26, Statutes of Alberta 2000, every Council must establish by bylaw a position of Chief Administrative Officer; and

**WHEREAS** every Council must appoint one or more persons to carry out the powers, duties and functions of the position of Chief Administrative Officer;

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

**Definitions**

1. "Act" shall mean the Municipal Government Act, being Chapter M-26, Statutes of Alberta 2000 and amendments thereto;
2. "Council" shall mean the Municipal Council of the Village of Thorsby duly assembled and acting as such;
3. "Municipality" shall mean the Village of Thorsby.
4. "Village" shall mean the corporation of the Village of Thorsby and where the context so requires means the land included in the boundaries of the Village.

**General**

5. This bylaw may be referred to as the "Chief Administrative Officer's Bylaw".
6. Council hereby establishes the position of Chief Administrative Officer and this position shall be given the title of "Chief Administrative Officer".
7. Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer and that person shall be called the "Chief Administrative Officer".

**Powers, Duties and Functions**

That the duties for the office of Chief Administrative Officer shall be as prescribed in section 207, 208 and 209 of the Municipal Government Act and in addition, The Chief Administrative Officer shall;

1. Be responsible for the overall planning, co-ordination and control of all municipal operations of the Village in accordance with policies, procedures and agreements as approved by Council and the legislated requirements of the Municipal Government Act and all other legislation and regulations affecting the government of the Village;
2. Be responsible for supervision, hiring (as per Hiring Policy No. 42), suspension and/or dismissal of all municipal employees,
3. Provide direction for and co-ordination of the various activities of the Village Departments;
4. Provide liaison with the R.C.M.P.;
5. Provide relevant information and advice and make recommendations to Council with respect to various policies, programs and objectives and to implement policies and programs upon receiving Council's directions;
6. Provide liaison with those Boards, Commissions and Committees appointed by Council and attend such meetings thereof as may be required;
7. Provide liaison, as a representative of the Village, with municipal and senior government bodies;

8. Advise and inform Village employees with respect to Council decisions and policies which may effect those employees;
9. Prepare By-laws as required by Council or as required by senior government legislation;
10. Prepare operational and capital budgets for Councils consideration and report to Council concerning budget requests from other bodies;
11. Purchase materials, goods and services as provided for in operating or capital budgets or as approved by Council;
12. Keep informed of governmental affairs at all levels;
13. Keep informed on local community affairs;
14. Delegate responsibility and authority as may be necessary to ensure efficient and workable administrative operations;
15. Advise Council with respect to significant trends in governmental affairs at all levels;
16. Be responsible for the general management and operation of the Village Office, including designating the sharing of responsibility for general office routines, counter services, answering telephone calls, receiving payments, general correspondence, etc;
17. Be familiar with the Corporate Services Manager's responsibilities and ensure the duties of that position are fulfilled throughout any absence of the Corporate Services Manager due to vacation, sick leave or other reasons;
18. Carry out any other duties as directed by Council when such other duties fall within Council's authority and jurisdiction.

**Repeal**

Bylaw # 95-11 is hereby repealed.

**Effective Date**

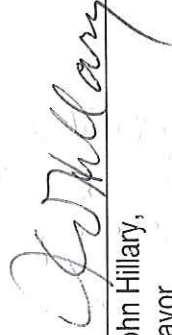
That this Bylaw shall take full force and effect upon third and final reading.

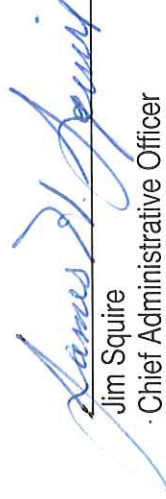
**READ A FIRST TIME THIS 8<sup>TH</sup> DAY OF APRIL, 2002.**

**READ A SECOND TIME THIS 8<sup>TH</sup> DAY OF APRIL, 2002.**

**GIVEN UNANIMOUS CONSENT THIS 8<sup>TH</sup> DAY OF APRIL, 2002.**

**READ A THIRD TIME THIS 8<sup>TH</sup> DAY OF APRIL, 2002.**

  
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John Hillary,  
Mayor

  
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Jim Squire  
Chief Administrative Officer