

**BYLAW NO. 486**

**A BYLAW OF THE TOWN OF SEDGEWICK**

**IN THE PROVINCE OF ALBERTA**

**CHIEF ADMINISTRATIVE OFFICER BYLAW**

**A BYLAW OF THE TOWN OF SEDGEWICK IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER, FOR THE PURPOSE OF PERFORMING THE DUTIES AS OUTLINES IN ATTACHED SCHEDULE "A" AND TO SATISFY THE REQUIREMENTS OF THE MUNICIPAL GOVERNMENT ACT.**

**WHEREAS** Section 205 of the Municipal Government Act, R.S.A 2000, Chapter M-26.1, stated that a municipality must establish a position of Chief Administrative Officer,

**AND**

**WHEREAS** Section 208 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.1, outlines the major job duties of a Chief Administrative Officer,

**NOW THEREFORE** The elected council of the Town of Sedgewick hereby establishes the position of the Chief Administrative Officer and shall abide by the regulations summarized in Section 206 of the Municipal Government Act, R.S.A 2000, Chapter M-26.1, with respect to the appointment, suspension or revocation of the Chief Administrative Officer,

**AND**

1. That the position of the Chief Administrative Officer of the Town of Sedgewick be and is hereby established
2. That the Chief Administrative Officer of the Town of Sedgewick:
  - a) Is the administrative head of the municipality;
  - b) Ensures that the policies and programs of the municipality are implemented;
  - c) Advises and informs the Council on the operation and affairs of the municipality;
  - d) Shall perform all other duties as may be delegated by Council from time to time.
3. Council, by resolution, will:
  - a) Approve a position description for the position of CAO,
  - b) Appoint a person to the position of the CAO,
  - c) Establish the terms and conditions of the person's employment.

**AND**

Shall also confer the following powers upon the Chief Administrative Officer:

1. 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.
2. The Chief Administrative Officer shall act as a Designated Officer, for the purpose of fulfilling the requirements as outlined in Section 213 of the Municipal Government Act, R.S.A 2000, Chapter M.-26.1.

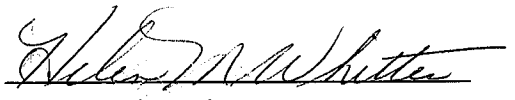
That Bylaw No. 386-95 of the Town of Sedgewick be and is hereby repealed.

This Bylaw shall have force and take effect on the date of the third reading:

READ a first time this 20 day of Oct. A.D. 2011.

READ a second time this 20 day of Oct. A.D. 2011.

READ a third time this 20 day of Oct. A.D. 2011.



Mayor- Helen Whitten



Administration