

MOUNTAIN VIEW COUNTY

BYLAW NO. 17/19

ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

Mountain View County
Province of Alberta

Bylaw No. 17/19

A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

SECTION 1 - AUTHORITY

1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments section 205(1) authorizes Council, by bylaw, to establish a position of Chief Administrative Officer.

SECTION 2 - ESTABLISHMENT

2.01 The position of Chief Administrative Officer is hereby established.

2.02 The Title of Chief Administration Officer shall be included on all bylaws, resolutions or other documents as required.

2.03 Council shall by resolution, appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of that individual's employment.

2.04 Any reference in any bylaw, resolution, policy, agreement or regulation to the "County Commissioner" or "County Administrator" 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 Chief Administrative Officer established and continued under this bylaw.

SECTION 3 - RESPONSIBILITIES

3.01 As outlined within *Municipal Government Act* Section 207, the Chief Administrative Officer:

- 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. performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the *Municipal Government Act* and other enactments or assigned by council.

SECTION 4 - ADMINISTRATIVE DUTIES

4.01 As outlined within *Municipal Government Act* Section 208, the Chief Administrative Officer must ensure that:

- a. minutes of each council meeting
 - (i) are recorded in the English language without note or comment,
 - (ii) include the names of the councillors present at the council meeting,

- (iii) are given to council for adoption at a subsequent council meeting, and
- (iv) are recorded in the manner and to the extent required under section 230(6) of the Municipal Government Act when a public hearing is held;
- b. all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
- c. the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- d. the council is advised in writing of its legislative responsibilities under this Act.

SECTION 5 – DELEGATION

- 5.01 The Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this Act, including the Chief Administrative Officer's duties referred to in this Bylaw, the Municipal Government Act or under any other enactment or bylaw to a designated officer or an employee of the municipality.
- 5.02. In the event of the temporary absence of the Chief Administrative Officer, the Chief Administrative Officer shall be at liberty to delegate to an employee or employees of the County all or any portion of the powers, duties and functions of the Chief Administrative Officer and such employee or employees shall be entitled to carry out those powers, duties and functions of the Chief Administrative Officer during the temporary absence.

SECTION 6 – DELEGATED AUTHORITIES

- 6.01 In addition to those authorities granted to the Chief Administrative Officer as outlined within this Bylaw, the Municipal Government Act, or any other Bylaw or Provincial Legislation, the Chief Administrative Officer shall also be delegated the following responsibilities under Section 203(1) of the *Municipal Government Act*:
 - a. Authority to appoint the Secretary of the Subdivision and Development Appeal Board under Section 627.1 of the *Municipal Government Act*;
 - b. Authority to appoint fire guardians to enforce the *Forest and Prairie Protection Act* under Section 4(2) of the *Forest and Prairie Protection Act*;
 - c. Authority to appoint inspectors to enforce and monitor compliance with the *Weed Control Act* under Section 7(1) of the *Weed Control Act*;
 - d. Authority to appoint inspectors to carry out the *Agricultural Pests Act* under Section 9(1) of the *Agricultural Pests Act*;
 - e. Authority to appoint soil conservation officers to carry out the *Soil Conservation Act* under Section 15(1) of the *Soil Conservation Act*;
 - f. Authority to appoint an agricultural fieldman to carry out the *Agricultural Services Board Act*, and other Provincial Legislation, under Section 8(1) of the *Agricultural Services Board Act*.
 - g. Authority to appoint a municipal assessor to carry out the *Municipal Government Act* under Section 284.2 of the *Municipal Government Act*.

- h. Authority to appoint a Volunteer Fire Chief as the head of the Cremona and District Emergency Services Department;
- i. Authority to appoint an assessment review board clerk under Section 456(1) and authority to prescribe the clerks remuneration and duties under Section 456(4) of the *Municipal Government Act*;
- j. Authority to designate inspectors and investigators to carry out the *Environmental Protection and Enhancement Act* under Section 27(1) of the *Environmental Protection and Enhancement Act*;
- k. Authority to act as the organization's liaison with legal counsel and to instruct legal counsel involving any legal or administrative matters involving Mountain View County;
- l. Authority to prepare administrative consolidation of Bylaws under Section 69 of the *Municipal Government Act*.

SECTION 7 - REPEAL OF BYLAW

7.01 Bylaw No. 02/06 is hereby repealed.

SECTION 8 - EFFECTIVE DATE

8.01 This Bylaw shall come into effect at such time as it has received third (3rd) reading and has been signed in accordance with the *Municipal Government Act*.

Read the first time this 14 day of August 2019.

Read the second time this 14 day of August 2019.

Read the third time this 28 day of August 2019.



Reeve



Chief Administrative Officer

28/8/19

Date of Signing