

Village of Delia - Province of Alberta

By-Law # 673-2025 – Chief Administrative Officer Bylaw

A BYLAW OF THE VILLAGE OF DELIA IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, Council must pass a bylaw to establish the position of Chief Administrative Officer in accordance with Section 205(1);

NOW THEREFORE the Council of the Village of Delia, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as the “Chief Administrative Officer Bylaw”.

2. DEFINITIONS

- 2.1 “Act” or “MGA” means the Municipal Government Act (MGA), RSA 2000 Chapter M-26 and regulations made under the MGA as amended.
- 2.2 “Chief Administrative Officer” or “CAO” means the person appointed to the position of Chief Administrative Officer by Council under the provision of the MGA.
- 2.3 “Council” means elected officials of the Village of Delia.
- 2.4 “Designated Officer” means a person appointed to a position established by a Council approved bylaw.
- 2.5 “Emergency” means situations when the safety of the residents of the Municipality is of concern and/or essential services to the residents of the Municipality are not able to be provided.
- 2.6 “Minister” means the Minister of Municipal Affairs of Alberta.
- 2.7 “Municipality” means the corporation of the Village of Delia.

3. APPOINTMENT, TERMS AND CONDITIONS

- 3.1 Council hereby establishes the position of Chief Administrative Officer.
- 3.2 Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- 3.3 The CAO may appoint an Acting CAO where such absences are for a period of less than one month.
- 3.4 Council may, by resolution, appoint an Acting CAO if the CAO becomes ill or is otherwise prevented from fulfilling the role of the CAO.
- 3.5 A Council member may not be appointed to the position of Acting CAO.
- 3.6 Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

4. RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 4.1 The CAO’s responsibilities shall be in accordance with Section 207 of the MGA.
- 4.2 The CAO in accordance with Section 207:

- 4.2.1 Is the administrative head of the Municipality.
- 4.2.2 Ensures that the policies and programs of the Municipality are implemented.
- 4.2.3 Advises and informs the Council on the operation and affairs of the Municipality.
- 4.2.4 Performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by this and other enactments or assigned by Council.

5. ADMINISTRATIVE DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 5.1 The CAO must ensure that all powers and duties and functions are performed in accordance with Section 208 of the MGA and any other enactment.
- 5.2 Duties specified in accordance with Section 208 include:
 - 5.2.1 Ensuring that the minutes of each Council meeting
 - a. are recorded in the English language,
 - b. include the names of the Councillors present at the Council meeting,
 - c. are given to Council for adoption at a subsequent Council meeting, and
 - d. are recorded in the manner required under section 216.4(6) of the MGA when a public hearing is held.
 - 5.2.2 Ensuring the safety of all bylaws, minutes of council meetings and other records and documents of the Municipality.
 - 5.2.3 Providing the Minister a list of all the councillors and any other information the Minister requires within five (5) days after the term of the councillors begins.
 - 5.2.4 Advising the Council in writing of its legislative responsibilities under the MGA.
- 5.3 In order to carry out the responsibilities of the position, the CAO has the authority to:
 - 5.3.1 Hire, dismiss, promote, demote, reward or discipline any municipal employee.
 - 5.3.2 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.
 - 5.3.3 Be present at any meeting of Council or committee of Council.
 - 5.3.4 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.
 - 5.3.5 Negotiate contracts, agreements and transactions required for the effective operation of the Municipality and to recommend the approval of such to Council.
 - 5.3.6 Sign any order, agreement, cheque, instrument or document made or executed on behalf of the Municipality.
 - 5.3.7 Take any other actions as necessary to carry out the responsibilities and duties assigned by Council, in accordance with any bylaw or approved policy of Council.
- 5.4 In accordance with Section 209 of the MGA, delegate any of the CAO's powers, duties or functions under the MGA, or any other enactment or bylaw to a Designated Officer or an employee of the Municipality.

6. SEVERABILITY

- 6.1 If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, 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 constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

Chief Administrative Officer Bylaw 673-2025

7. EFFECTIVE DATE

This Bylaw shall come into force and effect when it receives third reading and it is duly signed.

8. Repeal of Bylaw

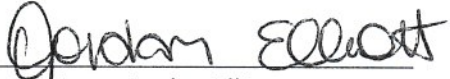
Chief Administrative Officer Bylaw 615-16 and all amending bylaws thereto are hereby repealed.

READ A FIRST TIME THIS 12th DAY OF JUNE 2025.

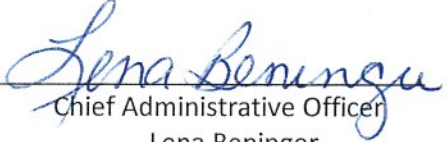
READ A SECOND TIME THIS 12th DAY OF JUNE 2025.

MOTION to allow for Third and final reading passed unanimously by Council this 12th day of JUNE 2025.

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF JUNE 2025.



Mayor Jordan Elliott



Chief Administrative Officer
Lena Beninger