

**VILLAGE OF ELNORA  
BYLAW #2025-01**

**BEING A BYLAW OF THE VILLAGE OF ELNORA, IN THE PROVINCE OF ALBERTA, TO APPOINT A  
CHIEF ADMINISTRATIVE OFFICER.**

---

**WHEREAS** the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, requires a Council, by Bylaw, to establish the position of chief administrative officer, to appoint a person to that office to carry out the powers, duties, and functions of the position of chief administrative officer and to give this position the title of Chief Administrative Officer.

**NOW THEREFORE, THE COUNCIL OF THE VILLAGE OF ELNORA, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:**

**1.0 CITATION**

1.1 This Bylaw shall be cited as “The Chief Administrative Officer Bylaw”.

**2.0 DEFINATION**

2.1 In this Bylaw unless the context otherwise requires:

2.1.1 “Act” means the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta 2000 amended or any act substituted, therefore.

2.1.2 “Village” means the municipal corporation of the Village of Elnora in the Province of Alberta.

2.1.3 “CAO” means the Chief Administrative Officer as described in the Act and further a person appointed by Council on the basis of education, training and experience in the field of public administration.

2.1.4 “Council” means the duly elected representatives of the Village of Elnora.

2.1.5 “Department Heads” means the principal subordinates.

**3.0 INTERPRETATION**

3.1 Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.

3.2 The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

#### **4.0 CHIEF ADMINISTRATIVE OFFICER**

- 4.1 The position of Chief Administrative Officer is hereby established.
- 4.2 The Chief Administrative Officer shall be given the title of Chief Administrative Officer or CAO.
- 4.3 Council will by resolution appoint an individual to the position of Chief Administrative Officer.
- 4.4 Council will establish the terms and conditions of the CAO's employment.
- 4.5 The CAO is authorized to appoint an acting CAO to act in the absence of the CAO and to delegate the CAO's powers, duties and functions to the acting CAO with the Mayor's approval. The CAO will advise Council of any Acting CAO appointment.
- 4.6 Council may appoint an acting CAO during the illness or other incapacity of the CAO.
- 4.7 The CAO shall be responsible to Council for the overall administration of municipal operations of the Village in accordance with the objectives, policies and plans approved by Council.
- 4.8 In the case of emergency, the CAO is authorized to incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented at the next meeting of Council.
- 4.9 The CAO is delegated authority for the management of Village personnel.
- 4.10 The CAO shall notify Council of the termination of any Department Head.
- 4.11 Unless a designated officer is expressly appointed in this Bylaw or another bylaw of the Village, the CAO has all the powers, duties and functions given to a designated officer under the Municipal Government Act or any other statute or enactment.
- 4.12 The CAO is authorized to consolidate bylaws in accordance with section 69 of the MGA.
- 4.13 The CAO is authorized to revise any or all of the bylaws of the Village in any manner authorized by the Act and in all cases, shall prepare for Council's consideration, a bylaw adopting the revision and specifying the date that the revised bylaw is effective and that any repeal provisions are effective.

- 4.14 The CAO is authorized to temporarily close the whole or part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.
- 4.15 The CAO shall perform the duties assigned by the Act, and the duties assigned by any bylaw or resolution of Council. The CAO shall direct, control, and co-ordinate the activities of the various Village departments.
- 4.16 Council will meet with and provide the CAO with an annual written performance appraisal.

#### **5.0 DELGATION BY CAO**

- 5.1 The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the Municipal Government Act and under this or any other bylaw to a designated officer or an employee of the Village.
- 5.2 Notwithstanding any delegation of power by the CAO pursuant to Section 5.1, the CAO shall remain responsible to Council for exercising any powers and responsibilities conferred by this bylaw.

#### **6.0 SIGNING AUTHORITY**

- 6.1 The CAO is established as the designated officer for the purpose of signing or authorizing municipal documents.
- 6.2 Council hereby delegates authority for signing cheques for all expenses approved with the limits of the Village of Elnora Purchasing Policy as follows:
  - 6.2.1 The first signature shall be provided by the CAO, and
  - 6.2.2 The second signature shall be provided by the Mayor or Deputy Mayor.
- 6.3 Council hereby delegates authority for signing agreements contracts, and other negotiable instruments to the CAO. Council authorizes the designated officer to act alone.
- 6.4 Council authorizes the CAO to further delegate authority for signing agreements, contracts, and other negotiable instruments to other employees of the municipality.
- 6.5 Signatures may be printed, stamped, lithographed or electronically reproduced.

**7.0 SEVERABILITY**

7.1 Should any section or part of this Bylaw be found to have been improperly enacted or ultra vires, for any reason. Then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

**8.0 EFFECTIVE DATE**

8.1 This Bylaw shall come into force and effect on the final date of passing thereof.

**9.0 PREVIOUS BYLAWS RESCINDED**

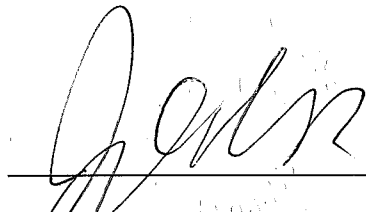
- 9.1 Bylaw No. 2017-02 is repealed in its entirety.
- 9.2 Bylaw No. 518-1203 is repealed in its entirety.
- 9.3 Bylaw No. 503-0902 is repealed in its entirety.

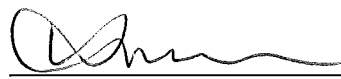
Read a first time this 8<sup>th</sup> day of April, 2025

Read a second time this 8<sup>th</sup> day of April, 2025

By unanimous consent, Council agrees to give **BYLAW #2025-01** third and final reading.

Read a third time this 8<sup>th</sup> day of April, 2025

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO