

**BYLAW NO. 1191
OF STARLAND COUNTY
IN THE PROVINCE OF ALBERTA, CANADA**

A Bylaw of Starland County to establish the position of **Chief Administrative Officer** and to appoint a new Chief Administrative Officer for Starland County, and to define the duties, powers and functions of that position.

WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaw for the purpose of establishing the position of Chief Administrative Officer;

AND WHEREAS the Council in accordance with Section 203 of the Municipal Government Act, may delegate any of its executive and administrative duties and powers and functions;

AND WHEREAS the Council of Starland County herein appoints Christopher Robblee as the Chief Administrative Officer effective January 9, 2023;

THEREFORE, The Council of Starland County in the Province of Alberta duly assembled; hereby enacts as follows:

PART I: BYLAW TITLE

- 1.1 This bylaw shall be known as the “**Chief Administrative Officer Bylaw**”.

PART II: DEFINITIONS

- 2.1 *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.
- 2.2 *Chief Administrative Officer or CAO* means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3 *Council* means the council of Starland County.

PART III: APPOINTMENT, TERMS AND CONDITIONS

- 3.1 Council hereby establishes the position of Chief Administrative Officer.
- 3.2 Council herein appoints Christopher Robblee to the position of Chief Administrative Officer.
- 3.3 Council may, by resolution and on the recommendation of the Chief Administrative Officer, appoint an Assistant Chief Administrative Officer. The Assistant Chief Administrative Officer shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.
- 3.4 Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

PART IV: RESPONSIBILITIES

- 4.1 The CAO's responsibilities shall be in accordance the Section 207 of the *Act*.

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PART V: ADMINISTRATIVE DUTIES

- 5.1 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the *Act* and any other enactment.
- 5.2 In order to carry out the responsibilities of the position, the CAO has the authority to:
- 5.2.1 hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - 5.2.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is affected, the CAO shall report such a change to Council;
 - 5.2.3 be present at any meeting of Council or committee of council;
 - 5.2.4 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;
 - 5.2.5 negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
 - 5.2.6 conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
 - 5.2.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;
 - 5.2.8 take such other actions as necessary to carry out the responsibilities and duties assigned by Council in accordance with any bylaw or approved policy of Council.
- 5.3 In accordance with Section 209 of the *Act*, delegate any of the CAO's powers, duties or functions under the *Act*, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

PART VI: 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.

PART VII: REPEAL

- 7.1 Bylaw No. 1127, the previous Chief Administrative Officer Bylaw, is hereby repealed.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF STARLAND COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

First reading on motion by Councillor Landry, this 14th day of December, A.D., 2022.

Second reading on motion by motion of Deputy Reeve Sargent, this 14th day of December, A.D., 2022.

Third and final reading on motion by Reeve Wannstrom, this 14th day of December, A.D., 2022.

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**DONE AND FINALLY PASSED IN COUNCIL, DULY ASSEMBLED, THIS 14TH DAY OF
DECEMBER, A.D., 2022.**


Reeve: Steven Wannstrom


Chief Administrative Officer
Shirley J. Bremer

