

BYLAW 7

OF THE NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION hereinafter referred to as the "Commission" IN THE PROVINCE OF ALBERTA

THIS BYLAW BEING A BY-LAW OF THE NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION IN THE PROVINCE OF ALBERTA ESTABLISHING THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c. M-26 provides that a Commission may, by bylaw, establish the position of Chief Administrative Officer:

AND WHEREAS, a Commission may, in accordance with Section 602.06 of the Act, delegate any or all of its executive and administrative duties and powers;

NOW THEREFORE, the Board of the North Red Deer Regional Wastewater Services Commission in the Province of Alberta, duly assembled, enacts the following:

CAO BYLAW

1. This By-Law shall be cited as "The CAO By-Law".

DEFINITIONS

2. In this Bylaw:
 - a. "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26
 - b. "Commission" means the North Red Deer Regional Wastewater Services Commission
 - c. "CAO" means the Chief Administrative Officer appointed by the Board
 - d. "Board" means the Board of Directors of the Commission

All other words in this Bylaw are as defined or used in the Act or in Bylaws No. 1 and 2 of the Commission.

ROLE, TERMS, AND CONDITIONS OF THE CHIEF ADMINISTRATIVE OFFICER

3. The Chief Administrative Officer (CAO) shall be the Principal Advisor to the Board.
4. The Board may appoint an Acting Chief Administrative Officer to act during the illness, absence or other incapacity of the CAO. The CAO may appoint an Acting Manager where such absences are for a period less than one month.
5. Except for the purpose of an official inquiry, the Board shall deal with the administration and the control of the Commission solely through the CAO and shall not give order to any of the subordinates of the CAO.

RESPONSIBILITY OF THE CAO

6. The CAO shall be responsible to the Board for the:
 - a. effective management of all operations of the Commission.
 - b. development and maintenance of an administration capable of effectively and efficiently implementing the plans, policies and decisions of the Board.
 - c. provision of information, advice and recommendations required by the Board for the consideration of policy alternatives.
 - d. carrying out of research and the presentation to the Board alternatives in any area requiring policy formulation or reconsideration.
 - e. preparation and presentation to the Board of the annual Financial Plan, Operating and Capital budgets for the Commission and for controlling approved budgetary expenditures on an ongoing basis.
 - f. keeping the Board informed of all events and data relevant to, and necessary for, the exercise of all powers, duties and responsibilities of the Board.
 - g. Preparation in conjunction with the Commission Chair the proposed agenda for the Board and Committee of the Whole meetings.
 - h. Performing the duties and exercising the powers and functions assigned to a Chief Administrative Officer by the Act and other enactments or as assigned by the Board.

AUTHORITY OF THE CAO

7. For the purpose of carrying out the responsibilities of the CAO, the CAO has the authority within the confines of the Board Policy, to:
 - a. Hire, dismiss, promote, demote, reward or discipline any employee of the Commission.
 - b. implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Commission. If a major organizational change is effected, the CAO shall report such a change to the Board.
 - c. Be present at any meeting of the Board or Committee of the Board and be recognized to speak on any subject brought before the Board.
 - d. In the case of an emergency and in accordance with any purchasing and expenditure policies, incur any expenditure not previously approved by the Board provided a

detailed report on such expenditure and its need is presented to the next meeting of the Board.

- e. Negotiate contracts, agreements and transactions required for the effective operation of the Commission and to provide recommendation for the approval of such contracts, agreements, and transactions for consideration by the Board.
- f. Sign any order, agreement cheque, negotiable instrument or document made or executed on behalf of the Commission.
- g. Take such other actions necessary to carry out the responsibilities assigned by the Board.

EFFECTIVE DATE

- 8. This Bylaw comes into force on the final passing thereof and upon signing by the Chairperson and the Chief Administrative Officer.

WE HEREBY CERTIFY that the foregoing resolution was duly passed by the Board of the North Red Deer Regional Wastewater Services Commission therein mentioned at a duly and regularly constituted meeting thereof held on the 9th of April at which a quorum was present, as entered in the minutes of the said Commission, and that the Bylaw has come into force and is still in full force and effect.

WITNESS our hands and seal of the Commission this

READ A FIRST TIME THIS	09	day of April 2018.
READ A SECOND TIME THIS	09	day of April 2018.
PRESENTED FOR THIRD AND FINAL READING THIS	09	day of April 2018.
RECEIVED THIRD AND FINAL READING THIS	09	day of April 2018

Original Signed

Chair

Original Signed

Chief Administrative Officer