

**A Bylaw of the Village of Clyde In the Province of Alberta
For the Purpose of Establishing the Position Chief Administrative Officer**

WHEREAS the Municipal Government Act, C.M. 26, RSA, 2000 and amendments thereto provides that Council must establish by Bylaw a position of Chief Administrative Officer and

NOW THEREFORE, Village of Clyde Council enacts as follows:

- i. This Bylaw may be cited as the "Chief Administrative Officer By-Law."

1.0 DEFINITIONS

- 1.1 COUNCIL – Village of Clyde Council
- 1.2 VILLAGE – Municipal Corporation of the Village of Clyde in the Province of Alberta

2.0 GENERAL PROVISIONS

- 2.1 The position of Chief Administrative Officer is hereby established in accordance with the Municipal Government Act.
- 2.2 The position of Chief Administrative Officer shall be given the title granted by resolution of Council.
- 2.3 Council shall appoint by resolution a person to carry out the powers, duties and functions of the position of Chief Administrative Officer.
- 2.4 The Chief Administrative Officer shall in addition to the duties prescribed by the Municipal Government Act be responsible to the Council of the Village of Clyde for the following duties:
 - a) Advising Council on;
 - i) Current and future policies or programs,
 - ii) The most effective use of corporate assets and resources,
 - iii) The appropriate corporate planning process for the organization,
 - iv) Changes to the organization structure required to support the changing needs of Council and the community.
 - b) Coordinating;
 - i) Civic operations and civic projects affecting multiple departments,
 - ii) The use of specialized or contracted services,
 - iii) The decision making process of the organization,
 - iv) Resources supporting Boards and Committees,
 - v) The economic development and tourism functions of the organization.
 - c) Directing;
 - i) Senior management staff,

- ii) Staff directly reporting to the Chief Administrative Officer,
- iii) The preparation of organizational strategies in support of goals and objectives identified by Council,
- iv) The hiring, promotion, compensation, development, motivation, discipline and dismissal of staff by the organization, through appropriate management practices and delegation.

d) Ensuring;

- i) That all departments work within the parameters of policies and budgets set by Council,
- ii) That management functions are carried out within generally accepted management and supervisory practices,
- iii) That all civic operations and their staff are working at maximum effectiveness, and that this reviewed annually,
- iv) That Council receives the best available advice on each issue including the identification of all major alternatives on actions recommended,
- v) That issues, goals and objectives identified by Council are given a high priority by the organization,
- vi) That work is delegated effectively within the organization, and
- vii) The effectiveness of the committee system supporting the functions of Council.

3.0 ENACTMENT

3.1 By-Law No. 01-1996 and By-Law No. 2013-08 and any amendments thereto, and any Bylaw regarding the establishment and appointment of a Chief Administrative Officer are hereby rescinded.


3.2 This Bylaw shall come into full force and effect upon the third and final reading and upon signing in accordance with Section 213, Municipal Government Act. R.S.A. 2000.


READ A FIRST TIME THIS 19th DAY OF FEBRUARY, 2016.

READ A SECOND TIME THIS 19th DAY OF FEBRUARY 2016.

UNANIMOUS CONSENT FOR THIRD READING THIS 19TH DAY OF FEBRUARY 2016.

READ A THIRD TIME THIS THIS 19th DAY OF FEBRUARY 2016.



 MAYOR – Doug Nyal


 Acting Chief Administrative Officer
 Kim Hale