

SUMMER VILLAGE OF LARKSPUR

Bylaw Name:	Chief Administration Officer Bylaw		
Bylaw number	19-7	Date Approved:	
Reviewed By:		Date Reviewed:	

THE PURPOSE OF THIS BYLAW IS TO ESTABLISH THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER, FOR THE SUMMER VILLAGE OF LARKSPUR

The Municipal Government Act (MGA) authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administration Officer (CAO);
And, the Council may in accordance with Section 203 MGA delegate any of its executive and administrative duties and powers and functions;
THEREFORE, the Council of the Summer Village of Larkspur hereby enacts as follows:

APPOINTMENT, TERMS AND CONDITIONS

1. Council hereby establishes the position of Chief Administration Officer.
2. Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer
3. The CAO may appoint a deputy CAO subject to Council approval.
4. The Deputy CAO shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the role of the CAO.
5. Except for the purpose of an official inquiry, the Council shall deal with the administration and the control solely through the CAO.

RESPONSIBILITIES

6. The CAO's responsibilities shall be in accordance with Section 207 MGA

ADMINISTRATIVE DUTIES

7. The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 MGA and any other amendment.
8. In order to carry out the responsibilities of the position, the CAO has the authority to:
 - a. hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - b. implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Summer Village of Larkspur. If a major organizational change is effected, the CAO shall report such change to Council;
 - c. be present at any meeting of Council or committee of Council;

- d. 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;
 - e. negotiate contracts on behalf of the Summer Village of Larkspur and to recommend the approval of such to Council;
 - f. conclude contracts on behalf of the Summer Village of Larkspur to a final limit established by policy or resolution;
 - g. sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the Summer Village of Larkspur;
 - h. take other such actions as necessary to carry out the responsibilities and duties assigned by Council;
- in accordance with any bylaw or approved policy of Council.

9. In accordance with Section 209 MGA, the CAO may 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 Summer Village of Larkspur.

SEVERABILITY

10. If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in any part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be construed as if it had been enacted without the illegal, invalid or ultra vires provision.

REPEAL

11. Bylaw No. _____, the Chief Administrative Officer Bylaw, is repealed.


EFFECTIVE DATE

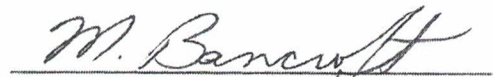
This bylaw shall come into force and effect when it receives third reading and is duly signed.

Read a first time this 6 day of Dec ,2019

Read a second time this 6 day of Dec ,2019

Read a third and final time this 6 day of Dec ,2019


Gerald Keane, Mayor


Marion Bancroft, CAO