VILLAGE OF ROSEMARY
In the Province of Alberta

Bylaw No. 523-25
Chief Administrative Officer

A Bylaw of the Village of Rosemary, in the Province of Alberta to establish the position of Chief Administrative Officer.

WHEREAS pursuant to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, and regulations, as amended, Council must establish, by bylaw, the position of a Chief Administrative Officer.

AND WHEREAS Council may, in accordance with Section 203 of the MGA, delegate executive and administrative duties and powers and functions.

NOW THEREFORE the Council of the Village of Rosemary, in the Province of Alberta, hereby enacts as follows:

1. Title

1.1 This Bylaw may be cited as the **"Chief Administrative Officer"** Bylaw.

2.0 Interpretation:

2.1 **"Act"** means the *Municipal Government Act* RSA 2000 c-M-26 and regulations made under the *Municipal Government Act*, as amended.

2.2 **"Administration"** means the general operations of the Village, including all personnel, financial and other related resources, as permitted by the Act.

2.4 **"Chief Administrative Officer (CAO)"** means the person appointed to the position of Chief Administrative Officer by the Council of the Village of Rosemary and includes any person that the Chief Administrative Officer may appoint as his/her designate for the purposes of carrying out his/her responsibilities under this Bylaw and further, includes any person that may be appointed to act in the absence of the Chief Administrative Officer.

2.5 **"Council"** means the Municipal Council of the Village of Rosemary.

2.6 **"Council Committee"** means a committee within the meaning of the Act that is carrying out the powers, duties and functions delegated to it by Council and is comprised of all members of Council.

2.7 **"Mayor"** means the Chief Elected Official elected in accordance with the Municipal Government Act.

2.8 **"Village"** means the Village of Rosemary.

3.0 References

3.1 References to any policies, procedures, standards, guidelines, bylaws, statutes or other enactments shall be deemed to include all amendments thereto, all regulations and orders thereunder and any successor thereto.

4.0 Appointment and Delegation

4.1 The appointment, suspension and revocation of the CAO shall be in accordance with the Act.

4.2 Council shall, by resolution, appoint an individual to the position of CAO and establish the terms and conditions of such appointment by written contract.

4.3 The Village shall indemnify the CAO, provided that the CAO acts in the course and scope of his/her employment and acts in good faith to comply with any applicable bylaw, statute or enactment.

4.4 The CAO is authorized to further delegate and to authorize further delegations of any powers, duties and functions delegated to the CAO by Council under this or any other bylaw, to any employee of the Village unless otherwise specified by Council.

5.0 General Powers

5.1 Powers of CAO

5.1.1 The CAO has all the powers and functions given to a CAO under the Act or any other statute or enactment.

5.1.2 The CAO shall carry out all of the duties and functions of a CAO as required by the Act or any other statute or enactment.

5.1.3 The CAO has all the powers, duties and functions given to a designated officer under the Act or any other statute or enactment.

5.1.4 The CAO has all the powers, duties and functions as delegated to the CAO by Council by this or any other bylaw or contract.

5.1.5 The CAO may exercise such other powers, duties and functions as may be required by Council or Council Committee or any other Committee established by Council from time to time.

5.1.6 The CAO may exercise the powers, duties and functions as delegated to the CAO by this Bylaw, subject to any restrictions or limitations contained in the Act, the Freedom of Information and Protection of Privacy Act or without limitation, any other statute or enactment.

5.1.7 The CAO shall keep the Mayor informed on significant issues, events, and of when political intervention may be required.

5.2 Other Delegations

5.2.1 The matters delegated to the CAO by this Bylaw are in addition to any other delegations made by Council to the CAO or to any other Village employee.

5.3 Accountability

5.3.1 The CAO is accountable to Council for the exercise of all powers, duties and functions delegated to the CAO.

5.4 Authority / Duties

5.4.1 The CAO is authorized to appoint an Acting CAO to act during his/her absence.

5.4.2 The CAO is authorized to co-ordinate, direct, supervise and review the performance of the Administration.

5.4.3 The CAO is authorized to establish the structure of the Administration, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy subject to section 6.1 of this Bylaw.

5.4.4 The CAO is authorized to establish and implement all policies, procedures, standards and guidelines for all matters within the powers of the CAO.

5.4.5 The CAO is authorized to advise, inform and make recommendations to Council about:

- Operations of the Village.
- Financial condition of the Village.
- Council policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the Village.

5.4.6 The CAO is authorized to attend or be represented by the Acting CAO at all meetings of Council, Council Committee and any other Committee or meeting as directed by Council.

5.4.7 Council shall deal with Administration through the CAO and Council shall as normal practice require that its' directives be carried out through the office of the CAO.

5.4.8 The CAO is authorized to enforce or cause to be enforced all bylaws and resolutions of the Village.

Budget

5.4.8 The CAO is authorized to cause the development of satisfactory procedures concerning budget preparation and financial reporting of the Village's revenues and expenditures, including:

- Coordinating and assisting, when necessary, in the preparation and submission to Council of the yearly operating and capital budget.
- Coordinating and assisting when necessary the preparation and submission to Council of an annual multi-year Capital Plan and multi-year Equipment Replacement Schedule.
- Coordinating the preparation and submission to Council Committee or any other appointed Committee annual reporting on the operating and capital budget.
- Ensuring the efficient procurement and safekeeping of goods and services for which funds are provided within the budget.
- Reviewing and approving any budget adjustment submitted by Administration, subject to policy and internal adjustments.

Agreements & Contracts

5.4.9 The CAO is authorized to review and enter into any and all agreements and contracts as directed by Council.

5.4.10 The CAO is authorized to retain the services of an individual, corporation or legal counsel for purposes relating to the operations of the Village and complete all necessary documents required for the provision of such services, as directed by Council.

5.4.11 The CAO is authorized to provide for insurance coverage for the Village.

Council

5.4.12 Meeting Attendance

- Be present at any meeting of Council unless otherwise advised;
- Attend meetings of such boards, committees, commissions, or other bodies as may be required;

5.4.13 Budgeting

- Prepare budgets for operating and capital programs annually or more often as required by Council;
- Monitor and report on the operating and capital budgets approved by Council;

5.4.14 Communication

- Advise and inform Council or Council committees on the operation and affairs of the Village;
- Provide verbal reports to Council regarding activities and sense of community issues;
- Seek to ensure Council is aware of any key issues as they arise;
- Ensure that Council is made aware of all available information for each issue, at least to the extent that Administration is aware of such information;
- Keep Council informed on progress, recommended changes and new matters, that relate to the strategic plan and work projects on a regular basis;

5.4.15 Reports

- Prepare and submit reports and recommendations as required by Council and Council committees;

- Ensure that Council has access to reasonable decision options as well as the recommendation of the CAO;
- Ensure that Council receives information and reports as it requires to make effective policy decisions;
- Utilize a consistent format and be proactive in providing a full range of information, background, issues defined, available options, and implications in the Requests for Decision reports and Direction Requests required for decision making.
- Report, in writing within 72 hours, on exercising the natural person powers pursuant to section 202(1) of the Act, as outlined in the regulation.

Employees

5.4.16 The CAO is authorized to, subject to any applicable legislation and any contract or agreement binding on the Village:

- Hire, appoint, transfer or promote any Village employee.
- Evaluate, discipline, suspend, demote or dismiss any Village employee.
- Determine salaries, benefits, hours of work and other working conditions of those employees subject to the CAO's supervision, within the limitation of any salary plan or salary contract agreement, after which plan or agreement has first been adopted by Council.
- Ensure the development of comprehensive personnel policies and programs covering selection, development, retention, appraisal and placement of Village employees as approved by Council.

Fees & Charges

5.4.17 The CAO is authorized to establish fees, charges, rates and tariffs as directed by Council.

Invest Funds

5.4.18 The CAO is authorized to invest funds on behalf of the Village in such amounts and on such terms as permitted under the Act.

Program Delivery

5.4.19 The CAO is authorized to provide corporate leadership in ensuring that all Village policies and programs are efficiently coordinated, are delivered in a responsive and effective manner and where applicable, reflect the priorities of the Village as defined by Council.

Respond to Inquiries

5.4.20 The CAO will respond to inquiries and requests for information on behalf of the Village, including stating the Villages' position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.

Tenders

5.4.21 The CAO will review tenders where the expenditure or revenue is included in an approved budget and that completion of such tenders is in accordance with approved policies, procedures, standards or guidelines.

6.0 Organizational Chart

6.1 Council shall, by resolution, approve the organizational chart of the Village of Rosemary and any amendments thereto.

7.0 Conduct of the CAO

7.1 In his/her relationship with Council the CAO must:

7.1.1 Conduct him/herself as the Village of Rosemary's Chief policy advisor in an honest and ethical manner;
7.1.2 Provide advice on all issues that is professionally sound, ethical, legal and in accordance to the policies and objectives of Council;
7.1.3 Share information to all members of Council when deemed appropriate in responding to a request from one Councillor within 72 hours;
7.1.4 Where the CAO declines to share the requested information in specific circumstances, the CAO must provide the reason for the refusal to all councillors as per section 208.1(4);
7.1.5 Ensure that members of Council are accorded respect in all personal and public comments;
7.1.6 Treat members of Council with respect and integrity;
7.1.7 Lead, establish and maintain a positive and constructive environment for members of Council, residents, stakeholders, businesses, and Village employees;
7.1.8 Listen carefully to the concerns of Council via the CAO's performance review and seek to improve any deficiencies on an ongoing basis; and
7.1.9 Admit to mistakes of substance made by the CAO or Administration and take corrective action.

7.2 Through the process of carrying out his/her administrative duties, the CAO must:
7.2.2 Act on the will of Council as a whole only, not on the will of an individual Councillor, as established by resolutions, policies and bylaws of Council;
7.2.3 Implement Council's directions and strategic plan provide decision-making advice and communicate customer needs;
7.2.4 Direct the actions of Administration so that they are in accordance with the policies and objectives of Council;
7.2.5 Forward any complaints or concerns to the appropriate area or individual so that a reasonable and prompt follow-up is assured; and
7.2.6 Address Administration activities that harm relationships with members of Council, citizens or stakeholders.

7.3 The CAO must refrain from abusive conduct, public comments on staff performance, personal charges, or verbal attacks upon the character or motive of a member/members of Council, citizens, stakeholders, boards and committees, or staff.

8.0 Severability

8.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

9.0 Repeal of Bylaw

9.1 That the following Bylaws and all amendments be hereby repealed; Bylaw #433-12.

10.0 Effective Date

10.1 This Bylaw shall come into full force and effect, on the date of third and final reading.

READ a first time in Council this 22nd day of December, 2025.

READ a second time in Council this 22nd day of December, 2025.

READ a third time in Council and passed by unanimous consent this 22nd day of December, 2025.

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CoriAnn Nielson, Mayor

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Sharon Zacharias, Chief Administrative Officer