



VILLAGE OF GLENWOOD
BYLAW NO. 231-2026
CHIEF ADMINISTRATIVE OFFICER BYLAW

BEING A BYLAW OF THE VILLAGE OF GLENWOOD TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO OUTLINE THE DUTIES AND RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS section 205 of the Municipal Government Act, RSA 2000, c. M-26 (the “Act”) requires that every council establish, by bylaw, the position of chief administrative officer;

AND WHEREAS section 205 of the Act requires that every council appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer;

AND WHEREAS section 205 of the Act provides that council may give the position of chief administrative officer any title the council considers appropriate;

AND WHEREAS section 205.1 of the Act requires that council provide the chief administrative officer with an annual written performance evaluation;

NOW THEREFORE the Council of the Village of Glenwood, in the Province of Alberta, duly assembled, enacts as follows:

1. NAME OF THIS BYLAW

- (a) This bylaw may be cited as the “Chief Administrative Officer Bylaw”.

2. DEFINITIONS

In this bylaw:

- (a) “Act” means the Municipal Government Act, RSA 2000, c. M-26, as amended;
- (b) “ATIA” means the Access to Information Act, SA 2024, c. A-1.4, as amended;
- (c) “CAO” or “Officer” means the Chief Administrative Officer of the Village;
- (d) “Council” means the Municipal Council of the Village of Glenwood;
- (e) “POPA” means the Protection of Privacy Act, SA 2024, c. P-28.5, as amended;
- (f) “Village” means the Municipal Corporation of the Village of Glenwood.

3. RESPONSIBILITIES

As provided in section 207 of the Act, the CAO is the administrative head of the Village and is responsible to:

- (a) ensure that the policies, programs and decisions of Council are implemented;
- (b) advise and inform Council on the operation and affairs of the Village;
- (c) perform the duties and functions and exercise the powers assigned to a chief administrative officer by the Act, this bylaw and Council; and
- (d) faithfully perform the duties set out in the CAO Position Profile attached as Appendix “A”.

4. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

To carry out the responsibilities of the position, the CAO has the authority to:

- (a) inform Council on the hiring, dismissal, promotion, demotion, rewarding or disciplining of any employee of the Village;
- (b) implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Village, provided that the CAO consults with Council before implementing any major organizational change;
- (c) be present at any meeting of Council or a committee of Council and be recognized to speak on any subject before Council;
- (d) in the case of an emergency, incur any expenditure not previously approved by Council, provided that a detailed report on the expenditure and its need is presented to the next meeting of Council;
- (e) negotiate contracts, agreements and transactions required for the effective operation of the Village, and recommend their approval by Council;
- (f) sign any order, agreement, cheque, negotiable instrument or document made or executed on behalf of the Village, in accordance with section 213 of the Act and any signing-authority policy of Council;
- (g) exercise spending and commitment authority within the limits established by Council policy;
- (h) take such other actions as are necessary to carry out the responsibilities assigned by Council; and
- (i) 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 Village.

5. MAJOR ADMINISTRATIVE DUTIES

As provided in section 208 of the Act, the CAO must ensure that:

- (a) the minutes of each Council meeting are recorded in the English language, without note or comment;
- (b) the names of the councillors present at Council meetings are recorded;

- (c) the minutes of each Council meeting are presented to Council for adoption at a subsequent meeting;
- (d) the bylaws and minutes of Council and all other records and documents of the Village are kept safe, retained and protected, including in accordance with the Village's records-retention bylaw, the ATIA and POPA;
- (e) the Minister is sent a list of the councillors, and any other information the Minister requires, within the time required after the term of the councillors begins;
- (f) the corporate seal is kept in the custody of the CAO;
- (g) the revenues of the Village are collected and controlled, and receipts are issued in the manner directed by Council;
- (h) all money belonging to or held by the Village is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
- (i) the accounts for authorized expenditures are paid;
- (j) accurate records and accounts are kept of the financial affairs of the Village, including the matters on which the Village's debt limit is based and the matters included in the definition of debt for the Village;
- (k) the actual revenues and expenditures of the Village are reported to Council, compared with the estimates in the operating or capital budget approved by Council, as often as Council directs;
- (l) money invested by the Village is invested in accordance with section 250 of the Act;
- (m) assessments, assessment rolls and tax rolls are prepared in accordance with Parts 9 and 10 of the Act;
- (n) public auctions held to recover taxes are carried out in accordance with Part 10 of the Act;
- (o) the Village meets its access-to-information and privacy obligations under the ATIA and POPA, including maintaining a privacy management program and a designated privacy officer; and
- (p) Council is advised in writing of its legislative responsibilities under the Act.

6. ANNUAL PERFORMANCE EVALUATION

- (a) In accordance with section 205.1 of the Act, Council must provide the CAO with an annual written performance evaluation of the results the CAO has achieved in fulfilling the CAO's responsibilities as set out in section 3 of this bylaw and section 208 of the Act.
- (b) The CAO performance review template is attached to this bylaw as Appendix "B".

7. ACTING CHIEF ADMINISTRATIVE OFFICER

- (a) Council may appoint a person to act in the place of the CAO during any temporary absence, illness, or vacancy in the position.
- (b) An acting CAO has the powers, duties and functions of the CAO, subject to any limits set by Council.

8. APPOINTMENT, SUSPENSION AND REVOCATION

In accordance with section 206 of the Act, the appointment of a person to the position of CAO:

- (a) may be made, suspended or revoked only if a majority of the whole Council votes to do so;
- (b) may not be revoked or suspended unless Council first notifies the Officer, in writing, of the proposal to revoke or suspend the appointment and the reasons for it;
- (c) is subject to the Officer's right, if requested, to be given a reasonable opportunity for the Officer or the Officer's representative to be heard by Council; and
- (d) where revoked without cause, entitles the Officer, subject to any written agreement between Council and the Officer, to reasonable notice or to compensation in place of reasonable notice.

9. REPEAL

- (a) Bylaw No. 231-2011 of the Village of Glenwood is hereby repealed.

10. COMING INTO FORCE

- (a) This bylaw comes into force on the day it is passed.

READ A FIRST TIME THIS _____ DAY OF _____, 2026.

READ A SECOND TIME THIS _____ DAY OF _____, 2026.

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2026.

Mayor – Mark Peterson

Chief Administrative Officer – Jim Brown

Appendix “A” — Position Profile, Chief Administrative Officer

Appendix “B” — Annual Performance Review, Chief Administrative Officer

Appendices “A” and “B” are adopted as part of this bylaw and are provided as separate documents.