

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 councilors 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 councilors, and any other information the Minister requires, within the time required after the term of the councilors 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.

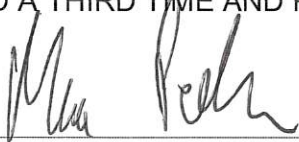
10. COMING INTO FORCE

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

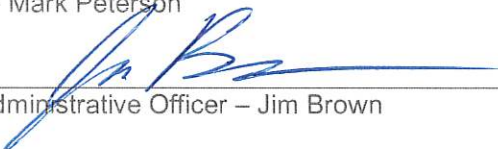
READ A FIRST TIME THIS 8 DAY OF July, 2026.

READ A SECOND TIME THIS 12 DAY OF August, 2026.

READ A THIRD TIME AND PASSED THIS 12 DAY OF August, 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.



VILLAGE OF GLENWOOD

POSITION PROFILE — CHIEF ADMINISTRATIVE OFFICER

Appendix "A" to the Chief Administrative Officer Bylaw · Revised June 2026 (draft)

Position	Chief Administrative Officer (CAO)
Reports to	Council, as a whole (the CAO is the Village's sole direct employee)
Supervises	All Village staff and contracted positions
Status	Statutory officer appointed under s.205 of the Municipal Government Act

The Position

The Chief Administrative Officer is the administrative head of the Village of Glenwood. The CAO assists and advises Council in directing the overall planning, coordination and control of all municipal operations, in accordance with the vision, objectives, policies, budget and plans approved by Council.

The CAO performs the statutory duties set out in the Municipal Government Act and ensures the Village complies with all applicable legislation, including the Municipal Government Act, the Access to Information Act, the Protection of Privacy Act, and the Local Authorities Election Act. As the leader of a small municipal organization, the CAO is both a strategic advisor and a hands-on generalist who works directly across finance, administration, public works, planning, and community services.

Key Responsibilities

In addition to the duties prescribed by the Municipal Government Act, other legislation, Village bylaws and policies, and duties assigned from time to time by Council, the CAO:

- **Strategy & policy** — recommends objectives, policies and programs to Council; advises on implementation; monitors progress; and recommends improvements.
- **Council support** — attends all regular and special meetings of Council and committees; provides accurate, well-researched advice and recommendations; and ensures proceedings are properly recorded.
- **Legislative & governance** — drafts bylaws and policies; prepares agendas, requests for decision, and resolutions; and advises Council in writing of its legislative responsibilities.

- **Financial management** — leads the annual operating and capital budget process; controls revenues and expenditures; ensures accurate financial records and reporting; and oversees prudent investment and asset stewardship.
- **Records, access & privacy** — ensures records are maintained, retained and protected, and that the Village meets its obligations under the Access to Information Act and the Protection of Privacy Act, including a privacy management program and a designated privacy officer.
- **Human resources** — leads, supports and develops Village staff; oversees hiring, training, evaluation and discipline in accordance with policy; and fosters a cooperative, service-oriented workplace.
- **Public & intergovernmental relations** — oversees prompt, professional handling of public inquiries and complaints; and builds effective relationships with residents, other governments, and community organizations.
- **Emergency management & regional collaboration** — maintains the Village's emergency management program and participates in intermunicipal collaboration and regional planning.
- **Operations** — coordinates municipal activities, projects and day-to-day service delivery; and authorizes purchasing within approved budgets and delegated spending authority.
- **Other** — performs other duties as required by Council.

Education & Qualifications

The Municipal Government Act does not prescribe formal qualifications for a CAO, which gives Council flexibility to weigh experience alongside credentials. The Village looks for a clear pattern of professional and personal development supporting a senior municipal management role, including:

- Post-secondary education in public administration, business, local government or a related field (an equivalent combination of education and experience will be considered).
- A Certified Local Government Manager (CLGM) designation, NACLAA certification, or willingness to obtain one, is an asset.
- Working knowledge of the Municipal Government Act and related legislation (ATIA, POPA, the Local Authorities Election Act).

Experience

The ideal candidate brings a combination of the following, preferably in a municipal setting:

- Progressively responsible experience in municipal administration or a comparable public-sector or management role.
- Demonstrated success in building teams and delivering services with limited resources.
- A positive record of working with elected officials, boards, committees, and the public in policy development and service delivery.
- Proven ability in budgeting, financial management and reporting.
- Experience with strategic planning, organizational development, and effective working relationships with staff and other governments.

Skills & Attributes

The CAO will demonstrate a progressive leadership style and positive relationships with elected officials, staff and the community, and will be equally comfortable as a senior manager and as a hands-on team participant. Among other attributes, the following are important:

- **Leadership** — provides clear direction, guidance and support; a mentor and positive role model with a practical, common-sense approach.
- **Management** — promotes staff involvement with an emphasis on motivating and developing people, teams and activities.
- **Strategic & business planning** — provides leadership to planning initiatives and ensures accountability for results.
- **Communication** — a clear, concise and credible communicator who presents ideas effectively and listens well.
- **Interpersonal skills** — works well across disciplines, is sensitive to diverse needs, and integrates teams and volunteers.
- **Professionalism & ethics** — high ethical standards and an honest, open and consistent approach with Council, staff and citizens.
- **Financial management** — sound budgeting, financial control and reporting, with prudent stewardship of Village assets and infrastructure.
- **Legislative & regulatory knowledge** — strong working knowledge of the MGA, ATIA, POPA, the Local Authorities Election Act and related legislation.
- **Self-confidence & decision-making** — makes difficult decisions, stands by them, and maintains a positive, constructive attitude.
- **Organizing skills** — simplifies complex matters and runs a service-oriented administration.
- **Political acumen** — understands legislative and regulatory processes and reads the political implications of recommendations and actions.
- **Public service & engagement** — ensures citizen needs are identified and addressed and supports meaningful public participation.
- **Human resource management** — excellent HR and interpersonal skills, with strong negotiation and conflict-resolution ability.
- **Adaptability & innovation** — embraces change and technology to improve services and processes.
- **Community engagement** — a commitment to community services and visible, active involvement in the community.

This Position Profile forms Appendix “A” to the Village of Glenwood Chief Administrative Officer Bylaw and should be read together with the CAO’s responsibilities under the bylaw and sections 205 to 209 of the Municipal Government Act.



VILLAGE OF GLENWOOD

Chief Administrative Officer

ANNUAL PERFORMANCE REVIEW

Appendix "B" to Bylaw No. 231-2011 · Revised June 2026 (draft)

CAO Name: _____

Review period: From _____ **To** _____

Date of review: _____

Conducted by (Council): _____

Statutory basis

Section 205.1 of the Municipal Government Act (RSA 2000, c. M-26) requires Council to provide the CAO with an annual written performance evaluation of the results achieved in fulfilling the CAO's responsibilities. This review assesses those responsibilities as set out in the CAO Bylaw (and the Position Profile, Appendix "A") and the major administrative duties under s.208 of the Act. It should be completed by Council in a private (in-camera) session, discussed with the CAO, signed by both parties, and retained on the CAO's confidential personnel file.

Rating scale: 5 = Exceptional · 4 = Exceeds Requirements · 3 = Meets Requirements · 2 = Marginal · 1 = Unsatisfactory · N/A = Not applicable / not observed (note in comments)

A Statutory Responsibilities (MGA s.207)

Responsibility / Duty	1	2	3	4	5
Ensures the policies, programs and decisions of Council are implemented (MGA s.207(a)).					
Advises and informs Council on the operation and affairs of the Village (MGA s.207(b)).					
Performs the duties, functions and powers assigned by the MGA, this Bylaw, and Council (MGA s.207(c)).					
Ensures Council is advised, in writing, of its legislative responsibilities under the Act.					
Maintains a constructive, professional working relationship with Council as the Village's sole direct employee.					

Comments — Section A:

B Major Administrative Duties (MGA s.208)

Responsibility / Duty	1	2	3	4	5
Council and committee minutes are accurately recorded, presented for adoption, and kept safe.					
Bylaws, records and documents of the Village are maintained, retained and protected (records management; compliance with the Access to Information Act and the Protection of Privacy Act).					
The Village meets its access-to-information and privacy obligations under the Access to Information Act (ATIA) and Protection of Privacy Act (POPA), including maintaining a privacy management program and a designated privacy officer.					
Village revenues are collected and controlled, and all municipal funds are deposited and safeguarded as directed by Council.					
Authorized expenditures are paid and accurate, complete financial records are maintained (incl. debt-limit information).					
Actual revenues and expenditures are reported to Council against the approved operating and capital budgets, as directed.					
Village investments are made in accordance with s.250 of the Act.					
Assessments, assessment rolls and tax rolls are prepared in accordance with Parts 9 and 10 of the Act.					
Required statutory filings and notifications (e.g., councillor information to the Minister, annual returns, audited financial statements) are completed accurately and on time.					

Comments — Section B:

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C	Management & Operational Responsibilities (Position Profile)
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Responsibility / Duty	1	2	3	4	5
Recommends objectives, policies and programs to Council; monitors and evaluates progress; and recommends improvements as required.					
Leads, guides and supports Village staff; communicates Council decisions; and oversees hiring, training, evaluation and discipline in accordance with approved policy.					
Coordinates municipal activities, projects and day-to-day service delivery.					
Oversees prompt, professional handling of public requests, inquiries and complaints; fosters positive public and intergovernmental relations.					
Authorizes purchasing within approved budgets, guidelines and delegated spending authority.					
Attends Council and committee meetings, advises on relevant matters, and ensures proceedings are recorded.					
Oversees the drafting of bylaws and policies and the preparation of agendas, resolutions and Council appointments.					
Leads development and implementation of the annual operating and capital budgets in accordance with provincial requirements.					
Maintains the Village's emergency management program and participates effectively in intermunicipal collaboration and regional planning.					
Advances long-range / strategic planning priorities established by Council.					
Performs other duties as required by Council.					

Comments — Section C:

D	Leadership Skills & Attributes
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Skill / Attribute	1	2	3	4	5
Leadership — Provides clear direction, guidance and support; acts as a mentor and positive role model with a practical, common-sense approach.					
Management & Team Development — Builds capable teams; motivates and develops staff; promotes accountability and cooperation.					
Strategic & Business Planning — Provides leadership on planning initiatives and ensures accountability for results.					
Communication — A clear, concise and credible communicator who presents ideas effectively and listens well.					
Interpersonal & Relationship-Building — Works well across disciplines; sensitive to diverse needs; integrates teams and engages volunteers and organizations.					
Professionalism & Ethics — Maintains high ethical standards and an honest, open, consistent approach with Council, staff and citizens.					
Financial Management & Asset Stewardship — Sound budgeting, financial control and reporting; prudent stewardship of Village assets and infrastructure.					
Legislative & Regulatory Knowledge — Strong working knowledge of the MGA, the Access to Information Act (ATIA), the Protection of Privacy Act (POPA), the Local Authorities Election Act and related legislation; keeps Council informed of obligations.					
Decision-Making & Self-Confidence — Makes difficult decisions, stands by them, and maintains a positive, constructive attitude.					
Organizational Skills — Simplifies complex matters and runs a service-oriented administration.					
Political Acumen — Understands legislative and regulatory processes and reads the political implications of recommendations and actions.					
Public Service & Engagement — Ensures citizen needs are identified and addressed and supports meaningful public participation.					
Human Resource Management — Excellent HR and interpersonal skills; strong negotiation and conflict-resolution ability.					
Adaptability & Innovation — Embraces change and technology; improves services and processes; brings forward creative, practical solutions.					
Community Engagement — Demonstrates commitment to community services and visible, active involvement in the community.					

Comments — Skills & Attributes:
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E Objectives & Results

Results against objectives set for the period under review:

Objective set for the period	Result achieved	Rating

Objectives agreed for the coming year:

Objective for the coming year	Target / measure

F	Overall Assessment
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Overall performance rating (circle one): 5 · 4 · 3 · 2 · 1

Strengths	Areas for development

Council's general comments:

CAO's comments / response:

Acknowledgement

The signatures below confirm that this evaluation has been completed by Council and reviewed with the Chief Administrative Officer. The CAO's signature indicates receipt of the evaluation, not necessarily agreement with its contents.

Mayor / Chief Elected Official

Date

Chief Administrative Officer

Date