

**TOWN OF WEMBLEY
PROVINCE OF ALBERTA
BY-LAW NO. 742
Designated Officer Bylaw**

**A Bylaw established to set the Position of Chief Administrative Officer
for the Town of Wembley.**

WHEREAS, pursuant to Section 210 of the Municipal Government Act, RSA 2000, Chapter M-26, council must establish by bylaw a position of chief administrative officer,

AND WHEREAS, the Municipal Government Act provides that a council may by bylaw establish one or more positions to carry out the powers, duties, or functions of a designated officer,

AND WHEREAS, Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing the position of chief administrative officer.

NOW THEREFORE, the Council of the Town of Wembley, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw to be cited as “The Town of Wembley Designated Officer Bylaw”.

2. DEFINITIONS

2.1 In this Bylaw, including this section, unless contrary to any other Act, these definitions shall apply:

“**Bylaw**” means this Designated Office Bylaw,

“**CAO**” means the chief administrative officer for the Town appointed pursuant to this Bylaw and as defined in the Municipal Government Act,

“**Chief Administrative Officer**” shall also mean CAO.

“**Council**” means the municipal council of the Town of Wembley,

“**FOIP**” means the Freedom of Information and Protection of Privacy Act, RSA 2000 c F-25 and the regulations thereunder,

“**Municipal Government Act**” means the Municipal Government Act, RSA 2000, c M-26 and the regulations thereunder; and

“**Town**” means the municipal corporation of the Town of Wembley.

3. SEVERABILITY

- 3.1 If any portion of this by-law is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the by-law is deemed valid.

4. CHIEF ADMINISTRATIVE OFFICER

- 4.1 The position of the CAO is hereby established.
- 4.2 The CAO shall be given the title “Chief Administrative Officer”.
- 4.3 The CAO shall have all the powers, duties, and functions of a chief administrative officer as set out in the Municipal Government Act.
- 4.4 Without limiting the generality of 4.3 of this Bylaw, the CAO is the head of the Town within the meaning of FOIP.
- 4.6 Unless a designated officer is expressly appointed in this Bylaw or another bylaw of the Town, the CAO has all the powers, duties and functions given to a designated officer under the Municipal Government Act or any other statute or enactment.
- 4.7 The CAO is authorized to temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.
- 4.8 The CAO ensures that the policies and programs of the municipality are implemented.
- 4.9 The CAO is authorized to revise any or all the bylaws of the Town of Wembley.
- 4.8 The CAO advises and informs the Council on the operation and affairs of the municipality.
- 4.10 The CAO performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by this and other enactments or assigned by Council.

5. DELEGATION BY CHIEF ADMINISTRATIVE OFFICER

- 5.1 The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the Municipal Government Act and under this or any other bylaw to a designated officer or an employee of the Town of Wembley.
- 5.2 Without limiting the generality of Section 5.1 of this Bylaw, the CAO is authorized to appoint a deputy CAO and delegate the CAO’s powers, duties, and functions to

that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.

- 5.3 The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Town employee.

6. ENACTMENT

- 6.1 This Bylaw shall come into full force and effect on the date it is finally passed by Council.

Read first time this 23 day of August, A.D., 2021

Read second time this 23 day of August, A.D., 2021

Read third and final time this 23 day of August, A.D., 2021

(SIGNED)

Mayor - Chris Turnmire

(SIGNED)

CAO - Noreen Zhang