

**Village of Cremona
Province of Alberta**

By-law No. 375-05

BEING A BY-LAW OF THE VILLAGE OF CREMONA, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF CREMONA, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

- 101.** The position of Chief Administrative Officer is hereby established in accordance with the Municipal Government Act.
- 102.** The position of Chief Administrative Officer shall be given the title granted by resolution of Council.
- 103.** Council shall appoint by resolution a person to carry out the powers, duties and functions of the position of Chief Administrative Officer.
- 104.** The Chief Administrative Officer shall in addition to the duties prescribed by the Municipal Government Act be responsible to the Council of the Village of Cremona for the following duties;
 - (a) advising Council on;
 - (1) current and future policies or programs,
 - (2) the most effective use of corporate assets and resources,
 - (3) the appropriate corporate planning process for the organization,
 - (4) changes to the organization structure required to support the changing needs of Council and the community,
 - (b) coordinating;
 - (1) civic operations and civic projects affecting multiple departments,
 - (2) the use of specialized or contracted services,
 - (3) the decision making process of the organization,
 - (4) resources supporting Boards and Committees,
 - (5) the economic development and tourism functions of the organization,
 - (c) directing;
 - (1) supervisory staff,
 - (2) staff directly reporting to the Chief Administrative Officer,
 - (3) the preparation of organizational strategies in support of goals and objectives identified by Council,
 - (4) the hiring, promotion, compensation, development, motivation, discipline and dismissal of staff by the organization, through appropriate management practices and delegation.

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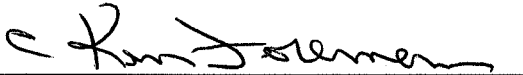
- (d) ensuring;
- (1) that all departments work within the parameters of policies and budgets set by Council,
 - (2) that supervisory functions are carried out within generally accepted management and supervisory practices,
 - (3) that all civic operations and their staff are working at maximum effectiveness, and that this is reviewed annually,
 - (4) that Council receives the best available advice on each issue including the identification of all major alternatives on actions recommended,
 - (5) that issues, goals and objectives identified by Council are given a high priority by the organization,
 - (6) that work is delegated effectively within the organization, and
 - (7) the effectiveness of the committee system supporting the functions of Council.

105. By-law No. 362-03 and any bylaw regarding the establishment and appointment of a Chief Administrative Officer are hereby rescinded.

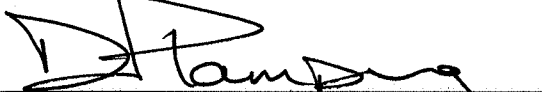
Read a first time this 8th day of March, 2005.

Read a second time this 22nd day of March, 2005.

Read a third time this 22nd day of March, 2005.



Mayor



Chief Administrative Officer



Official Administrator

March 22, 2005

Date of Signing