

**BYLAW #528-20**

**VILLAGE OF HEISLER  
PROVINCE OF ALBERTA**

**A BYLAW OF THE VILLAGE OF HEISLER BING ENACTED FOR THE PURPOSE OF  
ESTABLISHING A POSITION OF CHIEF ADMIONISTRATIVE OFFICER OF THE VILLAGE  
OF HEILSERAND DESIGNATING THE DUTIES OF THE POSITION**

**WHEREAS**, by authority of Section 205 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 as amended, provides that a Council shall establish a position of Chief Administrative Officer;

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Village of Heisler assembled **ENACTS AS FOLLOWS:**

1. That the position as Chief Administrative Officer of the Village of Heisler be and is hereby established.
2. That the Chief Administrative Officer of the village of Heisler:
  - a) is the administrative head of the municipality,
  - b) ensures that the policies and programs of the municipality are implemented,
  - c) advices and informs the Council on the operation and affairs of the municipality,
  - d) shall perform all other duties as may be delegated by Council from time to time.
3. Council, by resolution, will:
  - a) approve a position description for the position of CAO,
  - b) appoint a person to the position of CAO,
  - c) establish the terms and conditions of the person's employment.

1. This Bylaw rescinds all previous CAO Bylaws

**READ A FIRST TIME THIS 16<sup>th</sup> DAY OF July 2020.**

**READ A SECOND TIME THIS 16<sup>th</sup> DAY OF July 2020.**

**READ A THIRD TIME AND ANONYMOUSLY FINALLY PASSED THIS 16<sup>th</sup> DAY OF July 2020.**

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Bonita Wood, Mayor

Heidi Rohe, CAO