

VILLAGE OF ARROWWOOD
BYLAW NO. 498

Appointment of the Chief Administrative Officer Bylaw

BEING A BYLAW OF THE VILLAGE OF ARROWWOOD IN THE PROVINCE OF ALBERTA TO APPOINT THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS the Municipal Government Act, RSA 2000, Chapter M-26, Section 205(2) requires that every Council must appoint one or more persons to carry out the powers, duties, and functions of the position of Chief Administrative Officer;

AND WHEREAS the Council may refer to the position of Chief Administrative Officer with any title the Council considers appropriate, including but not limited to Municipal Administrator and Village Administrator;

NOW THEREFORE the Council of the Village of Arrowwood duly assembled, hereby enacts as follows:

1. DEFINITIONS

- a) "Act" means the Municipal Government Act, RSA 2000, Chapter M- 26 as may be amended from time to time or any legislation which replaces the Act and includes any regulation to the Act or to any replacement legislation;
- b) "CAO" means the Chief Administrative Officer;
- c) "Council" means the municipal Council of the Village of Arrowwood;
- d) "Municipality" means the Village of Arrowwood;
- e) "Village" means the municipal corporation known as the Village of Arrowwood;
- f) "Agreement" means the duly authorized Chief Administrative Officer's Employment Agreement

2. TITLE: This Bylaw may be referred to as the "Appointment of a CAO Bylaw".

3. APPOINTMENT: The Council hereby appoints **Nicole Dawn Holloway** to the position of Chief Administrative Officer for the Village of Arrowwood, effective July 1, 2023, as per the terms of the Agreement.

4. EMPLOYMENT TERMS

- a) The CAO shall be employed at the pleasure of the Village for a term ending June 30, 2027. The Council and CAO agree to meet to discuss whether the Term of the Agreement should be extended or renewed not less than twelve (12) months prior to the expiry of the term.
- b) Wage and Hours
 - The CAO shall receive an annual salary from the Village of \$49,392, subject to any COLA increases, calculated in twelve-month intervals, subject to required withholdings, payable in accordance with regular payroll policies of the Village in existence from time to time. Unless otherwise authorized according to the procedures set out in the Agreement.

The CAO shall work for the Village in accordance with the terms of the Agreement and is required to work a minimum of 96-120 hours per month, and may be required to work additional hours from time to time to fulfill the responsibilities of the CAO position.
 - The annual salary set out in this bylaw will apply effective July 1, 2023.
- c) Benefits
 - The CAO shall be entitled to participate in all standard benefit plans as may be offered to employees of the Village according to Village policy.
 - The CAO authorizes the Village to make all necessary payroll deductions for the CAO's participation in the benefit plan.
- d) Meetings
 - The CAO shall attend all Regular and Special Meetings of Council for the Village.
 - The CAO will, on occasion, be required to attend meetings held outside of the Village. The CAO will be paid mileage (calculated as to and from the Village) based on the Canada Revenue Agency reasonable per-kilometer allowance rate which is in effect at the time travel occurred.
- e) Expenses
 - The CAO is entitled to professional development, as outlined in the Agreement, in the amount of \$3,000.00 annually from the Village.

5. REPEAL

Bylaw No. 454 is hereby repealed.

READ A FIRST TIME THIS

August 13, 2024

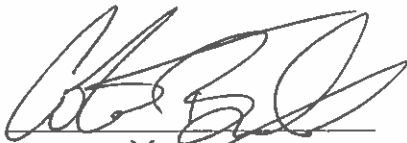
READ A SECOND TIME THIS

August 13, 2024

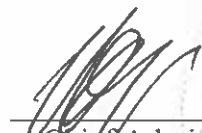
Unanimous consent of Council for a Third Reading given on August 13, 2024

READ A THIRD AND FINAL TIME THIS

August 13, 2024



Mayor



Chief Administrative Officer



