

BYLAW 01-2026
OF THE TOWN OF BRUDERHEIM
(herein referred to as “the Municipality”)
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF BRUDERHEIM, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COMMITTEE FOR THE PURPOSE OF RECRUITMENT OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, (MGA), and amendments thereto, provides that Council may pass bylaws in relation to the establishment and functions of council committees and other bodies;

WHEREAS Council wishes to establish a committee for the purpose of recruiting the Chief Administrative Officer for the Town;

NOW THEREFORE, the Municipal Council of Bruderheim, Alberta hereby enacts as follows:

1. BYLAW TITLE

1.1. This Bylaw will be called the Chief Administrative Officer Recruitment Committee Bylaw.

2. PURPOSE

2.1. The purpose of this Bylaw is to establish a Committee of Council named the Chief Administrative Officer Recruitment Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for that committee.

3. DEFINITIONS

3.1. “Act” means the *Municipal Government Act*, R.S.A. 2000, cM-26, any regulations thereunder, and any amendments or successor legislation hereto;

3.2. “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the Town of Bruderheim as defined in the MGA;

3.3. “Committee” means the Chief Administrative Officer Recruitment committee, established by this Bylaw;

3.4. “Council” means the municipal council of the Town of Bruderheim;

3.5. “Councillor” means a duly elected member of Council;

3.6. “Mayor” means the Chief Elected Official of the Town of Bruderheim;

3.7. “Town” means the Town of Bruderheim.

4. ESTABLISHMENT

4.1. The Chief Administrative Officer Recruitment Committee is hereby established as a committee of Council pursuant to section 145 of the Act.

5. MANDATE

5.1. The Committee shall be responsible for all efforts related to the recruitment of the CAO.

6. MEMBERSHIP

6.1. The Committee shall be comprised of Council members as follows:

6.1.1. The Mayor; and

6.1.2. Two members of Council, appointed annually by Council.

6.2. Resources:

6.2.1. The Interim CAO will be designated as the representative from Town administration to assist the Mayor, Committee and Council in guiding activities related to this Committee, and to provide administrative support.

7. ROLES AND RESPONSIBILITIES

7.1. Guiding Principles:

7.1.1. All activities and actions of the Committee will be carried out in accordance with:

7.1.1.1. The Act and other applicable legislation, including but not limited to, the *Alberta Human Rights Act*;

7.1.1.2. The Chief Administrative Officer Bylaw No. 04-2020; and

7.1.1.3. Council Policies and Procedures, including those related to CAO performance evaluation.

8. DUTIES

8.1. The job advertisement must contain information about the position, having regard to the Act and the CAO Bylaw, the community, candidate qualifications, the closing date, and contact information to submit applications.

8.2. The Committee shall choose candidates to interview based on, but not limited to, the criteria set out in the job description and the advertisement.

8.3. The Committee shall screen all applications in a consistent, fair, and equitable manner.

8.4. The Committee shall contact employment references, where required.

8.5. After all initial interviews are concluded, the Committee may conduct further interviews of candidates where necessary. If no further interviews are needed, the Committee shall select the best candidate or create a short-list of candidates for Council's consideration.

8.6. The Committee will provide its recommendation on the selected candidate to all of Council for a final decision, in accordance with section 203 of the Act.

8.7. The final decision will be made by majority vote.

9. ACCOUNTABILITY

9.1. Once a candidate is selected, the Committee shall present the candidate with a written offer of employment, which offer must be subject to the approval of Council. Once the candidate has agreed to the offer, Council will, by resolution, appoint the candidate to the position of CAO.

10. EFFECTIVE DATE

10.1. This bylaw shall come into force and effect when it receives third and final reading and is duly signed.

This Bylaw comes into effect on January 21st, 2026.

READ a first time this 21st day of January 2026.

READ a second time this 21st day of January 2026.

READ a third time and finally passed this 21st day of January 2026.

Original Signed
Mayor

Original Signed
Interim Chief Administrative Officer