



Summer Village of Sandy Beach

The Summer Village of Sandy Beach

Bylaw No 06-2018

BEING A BYLAW OF THE SUMMER VILLAGE OF SANDY BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

The *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purposes of establishing the position of Chief Administrative Officer;

And, the Council may in accordance with Sections 153.1, 205, 207 and 209 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

THEREFORE, the Council of the Municipality in the Province of Alberta duly assembled, hereby enacts as follows:

PART I: BYLAW TITLE

- 1.1** This bylaw shall be known as the "Chief Administrative Officer Bylaw".

PART II: DEFINITIONS

- 2.1** Act means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.
- 2.2** Chief Administrative Officer or CAO Means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3** Council means the council of the village.

PART III: APPOINTMENT, TERMS AND CONDITIONS

- 3.1** Council hereby establishes the position of Chief Administrative Officer.
- 3.2** Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- 3.3** Council may, by resolution, appoint a Deputy CAO. The Deputy CAO shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of 6 weeks or less.



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PART IV: RESPONSIBILITIES

- 4.1** The CAO's responsibilities shall be in accordance with Section 207 of the Act.

PART V: ADMINISTRATIVE DUTIES

- 5.1** The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the Act and any other enactment.
- 5.2** In order to carry out the responsibilities of the position, the CAO has the authority to:
- 5.2.1 before the implementation of any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality the CAO shall report such a change to Council;
 - 5.2.2 be present at any meeting of Council or a committee of council as deemed appropriate and necessary in relation to priority duties;
 - 5.2.3 in the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;
 - 5.2.4 negotiate contracts, agreements and transactions required for effective operation of the municipality and to recommend for approval of such to Council;
 - 5.2.5 conclude contracts and procurement on behalf of the municipality to a financial "sole source" limit of \$35,000 or 50% over budget on a approved budget line item for that specific Calendar year as adopted by Council resolution;
 - 5.2.6 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;
- in accordance with any bylaw or approved policy of Council.
- 5.3** In accordance with Section 209 of the Act, delegate any of the CAO's powers, duties or functions under the Act, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.



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PART VI: SEVERABILITY

- 6.1** If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires (*'beyond legal power or authority'*), in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provisions.

PART VII: REPEAL

- 7.1** Bylaw No. 01-2017 the Chief Administrative Officer Bylaw, is repealed.

PART VII: ENACTMENT

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



Summer Village of Sandy Beach

READ A FIRST TIME this _____ day of _____, A.D., 2018.

Mayor

CAO

READ A SECOND TIME this _____ day of _____, A.D., 2018.

Mayor

CAO

READ A THIRD TIME this _____ day of _____, A.D., 2018.

Mayor

CAO

SIGNED AND PASSED this _____ day of _____, A.D., 2018.