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**A BYLAW OF THE SUMMER VILLAGE OF SUNDANCE BEACH TO  
ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER**

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**WHEREAS**, pursuant to the provisions of section 205 of the MGA (as defined below), directs that the council of a municipality must pass a bylaw to establish the position of Chief Administrative Officer;

**NOW THEREFORE**, the Council (as defined below), duly assembled, enacts as follows:

**1. SHORT TITLE**

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

**2. DEFINITIONS**

2.1 Definitions used in this Bylaw, if not defined in this Bylaw, shall have the same meanings attributed to those definitions in the MGA.

2.2 In this Bylaw:

- a) "**Chief Administrative Officer**" means the Chief Administrative Officer for the Summer Village;
- b) "**Council**" means the Council of the Summer Village;
- c) "**MGA**" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26; and
- d) "**Summer Village**" means the Summer Village of Sundance Beach.

**3. GENERAL INTERPRETATION**

3.1 Headings or subheadings in this Bylaw are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.

3.2 Words in the singular include the plural and words in the plural include the singular.

3.3 Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference to the act, regulation, code or other bylaw includes any amendments thereto before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.



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- 3.4 Each provision of this Bylaw is independent of, and severable from, all other provisions and if any provision is declared invalid or unenforceable for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 3.5 Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or license.

**4. CHIEF ADMINISTRATIVE OFFICER**

- 4.1 The Council hereby establishes the position of Chief Administrative Officer.
- 4.2 The Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions thereof.
- 4.3 The Chief Administrative Officer shall have:
- a) all the powers, duties, responsibilities and functions given to the Chief Administrative Officer under the MGA or any other enactment; and
  - b) all the powers, duties, responsibilities and functions delegated to the Chief Administrative Officer by the Council in this or any other bylaw, resolution, policy or procedure.
- 4.4 Without restricting the generality of section 4.3 above, the Chief Administrative Officer shall have the authority to:
- a) hire, dismiss, promote, demote, reward or discipline any employee or contractor of the Summer Village;
  - b) sign any order, agreement, cheque, negotiable instrument or document, which has been approved by Council and which is to be executed on behalf of the Summer Village; and
  - c) take such other actions as necessary to carry out the responsibilities and duties assigned by Council;
- all in accordance with any bylaw or approved policy of Council.
- 4.5 The Chief Administrative Officer is appointed as head for the purposes of the *Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter C-25*.



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- 4.6 The Council may, by resolution, appoint an acting Chief Administrative Officer and prescribe his/her duties, who shall act during illness, absence or other incapacity that may prevent the Chief Administrative Officer from performing the duties of his/her office.

**5. REPEAL**

- 5.1 This Bylaw shall replace Bylaw#2017-05 (CAO), Bylaw #A20 (Administrator Appointment) and Bylaw #A10 (Position & Duties of CAO), and Bylaw Nos 2017-05, A20 and A10 are hereby repealed.

**6. COMING INTO FORCE**

- 6.1 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and the Chief Administrative Officer.

**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.

**UNANIMOUS CONSENT** to proceed to third reading 16<sup>th</sup> day of July, 2020.

**READ** a third and final time this 16<sup>th</sup> day of July, 2020.

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Peter Pellatt, Mayor  
Summer Village of Sundance Beach

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June Boyda, Chief Administrative Officer  
Summer Village of Sundance Beach