

## BYLAW 153-25

### SUMMER VILLAGE OF SUNSET BEACH A BYLAW FOR THE SUMMER VILLAGE OF SUNSET BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

**WHEREAS** pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, as amended (the "Act"), Council may establish the position of Chief Administrative Officer and prescribe the powers, duties, and functions of that position;

AND WHEREAS Council wishes to modernize and consolidate the establishment of the Chief Administrative Officer position;

NOW THEREFORE the Council of the Summer Village of Sunset Beach, in the Province of Alberta, enacts as follows:

#### 1. Title

This Bylaw may be cited as the **"Chief Administrative Officer Bylaw."**

#### 2. Definitions

In this Bylaw:

- 2.1 **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26, as amended.
- 2.2 **"CAO"** means the Chief Administrative Officer of the Summer Village of Sunset Beach.
- 2.3 **"Council"** means the Council of the Summer Village of Sunset Beach.
- 2.4 **"Municipality"** means the Summer Village of Sunset Beach.

#### 3. Establishment of Position

The position of Chief Administrative Officer (CAO) for the Summer Village of Sunset Beach is hereby established in accordance with the Act.

#### 4. Appointment and Employment

- 4.1 The CAO shall be appointed by resolution of Council
- 4.2 The CAO shall serve at the pleasure of Council under the terms and conditions set out in an employment agreement approved by Council.

#### 5. Duties and Authority. The CAO shall:

- 5.1 Be the senior administrative officer of the Municipality;
- 5.2 Advise and inform Council on the operation and affairs of the Municipality;
- 5.3 Implement and enforce Council's bylaws, resolutions, policies, and decisions;
- 5.4 Ensure that the administration and operations of the Municipality are carried out in accordance with the Act and all other applicable legislation;
- 5.5 Exercise any powers, duties, and functions delegated by Council in accordance with the Act;
- 5.6 Act as the Municipality's designated officer for administrative, personnel, financial, and records management matters, unless otherwise provided by bylaw or resolution;
- 5.7 Perform such other duties as may be required by the Act or assigned by Council.

**6. Acting Chief Administrative Officer**

- 6.1 In the absence or inability of the CAO to act, Council may appoint an Acting CAO by resolution.
- 6.2 Where authorized by Council, the CAO may designate a qualified employee to act as CAO during a temporary absence.

**7. Transition**

- 7.1 Any person holding the position of Chief Administrative Officer immediately prior to the coming into force of this Bylaw shall be deemed to have been appointed under this Bylaw.
- 7.2 Any delegations, authorities, or duties assigned to the CAO under previous bylaws or resolutions remain in effect unless amended or repealed by Council.

**8. Repeal**

Bylaw No. 88-1998, being a bylaw to establish the position of Chief Administrative Officer, is hereby repealed.

**9. Severability**

If any provision of this Bylaw is held to be invalid, such invalidity shall not affect the remaining provisions.

**10. Effective Date**

This Bylaw shall come into force on the date it receives third reading and is signed.

READ a first time this 12<sup>th</sup> day of January 2026

READ a second time this 12<sup>th</sup> day of January 2026

Received consent to receive third reading this 12<sup>th</sup> day of January 2026

READ a third time and passed this 12<sup>th</sup> day of January 2026

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Mayor

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Chief Administrative Officer