

BYLAW #88-1998

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE POSITION OF A CHIEF ADMINISTRATIVE OFFICER.

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UNDER the authority of, and subject to the provisions of the Municipal Government Act, Chapter M-26.1 SA 1994, the Council of the Summer Village of Sunset Beach, in the Province of Alberta, duly assembled, enacts as follows:

THAT the position of a Chief Administrative Officer is hereby established and shall be known as the Municipal Administrator.

THAT the chief administrative officer shall be the administrative head of the Summer Village of Sunset Beach and shall;

- (a) ensure that the policies and programs of the municipality are implemented;
- (b) advise and inform the council on the operation and affairs of the municipality;
- (c) perform the duties and exercise the powers and functions assigned to a chief administrative officer by this and other enactments or assigned by council.

THAT the responsibilities and duties of the Chief Administrative Officer shall be those outlined in the Municipal Government Act, and shall include, but not be limited to, ensuring that:

- (a) all minutes of council meetings are recorded in the English language, without note or comment;
- (b) the names of councillors present at council meetings are recorded;
- (c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting;
- (d) the bylaws and minutes of council meetings and all other records and documents of the municipality are kept safe;
- (e) the Minister is sent a list of the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- (f) the corporate seal, if any, is kept in the custody of the chief administrative officer;
- (g) the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by council;
- (h) all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;

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- (i) the accounts for authorized expenditures referred to in section 248 of the Act are paid;
- (j) accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (k) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (l) money invested by the municipality is invested in accordance with section 250 of the Act;
- (m) assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the Act are prepared;
- (n) public auctions held to recover taxes are carried out in accordance with Part 10 of the Act.

THAT upon passing of this bylaw, Bylaw No. 76-1995 is rescinded.

READ A FIRST, SECOND, AND BY UNANIMOUS CONSENT A THIRD TIME, AND FINALLY APPROVED THIS 13th DAY OF MARCH, 1998



Mayor



Municipal Administrator