

BYLAW 114-21

SUMMER VILLAGE OF ISLAND LAKE SOUTH BEING A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE SOUTH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS, pursuant to the provisions of section 205 of the Municipal Government Act RSA 2000 Chapter M-26 and amendments thereto, directs that the Council of a municipality must pass a bylaw to establish the position of Chief Administrative Office.

NOW THEREFORE, the Council of the Summer Village of Island Lake South in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1 This bylaw may be cited as "The Chief Administrative Officer Bylaw".

2. DEFINITIONS

In this Bylaw;

2.1 "Act" or "said Act" shall mean the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto;

2.2 "Chief Administrative Officer" means the Chief Administrative Officer for the Summer Village of Island Lake South;

2.3 "Council" means the Council of the Summer Village of Island Lake South;

2.4 "Municipality" means all lands within the Corporate Boundary limits of the Summer Village of Island Lake South in the Province of Alberta.

3. CHIEF ADMINISTRATIVE OFFICER

3.1 There shall be in and for the Summer Village of Island Lake South a Chief Administrative Officer.

3.2 Council hereby establishes the position of Chief Administrative Officer and the individual appointed to that position will have the title "Chief Administrative Officer (CAO)", unless otherwise specified by Council resolution or statute.

3.3 Council shall, by resolution, appoint an individual to the position of CAO approve a position description for the position of CAO and establish the terms and conditions of the CAO's employment and may be engaged by an Employment Contract.

- 3.4 The Municipality will indemnify the CAO, provided that the CAO acts in the course and scope of his or her employment and acts in good faith to comply with any applicable resolution, bylaw, statute, regulation or enactment.
- 3.5 All aspects of employment not addressed by the Employment Contract shall be addressed by the Personnel Policy of the Summer Village of Island Lake South.
- 3.6 The CAO is accountable to Council and shall have all the powers, duties and functions given to the CAO under the Municipal Government Act or any other Act. Without limiting the generality of the foregoing, the CAO shall have and exercise the following powers, duties and functions, together with the power to delegate such powers, duties and functions to a designated officer or other employee of the Municipality:
- a. hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - b. implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report such a change to Council;
 - c. be present at any meeting of Council or committee of council;
 - d. 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;
 - e. negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
 - f. conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
 - g. sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;
 - h. take such other actions as necessary to carry out the responsibilities and duties assigned by Council;
- in accordance with any bylaw or approved policy of Council.

3.7 The Council may, by resolution, appoint an acting CAO and prescribe his or her duties, who shall act during illness, absence or other incapacity that may prevent the CAO from performing the duties of his or her office.

4. SEVERABILITY

If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

5. RESCINDING

There is no previous bylaw to rescind.

6. COMING INTO FORCE

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

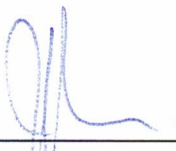
READ a first time this 29th day of April 2021.

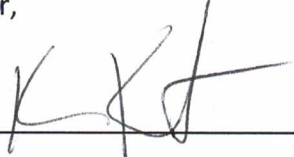
READ a second time this 29th day of April 2021.

UNANIMOUS CONSENT to proceed to third reading 29th day of April 2021.

READ a third and final time this 29th day of April 2021.

SIGNED this 29th day of April 2021.



Mayor,


C.A.O.;