

**SUMMER VILLAGE OF ARGENTIA BEACH  
BYLAW NO. 176**

**BEING A BYLAW OF THE SUMMER VILLAGE OF ARGENTIA BEACH, IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF AND TO DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER**

**WHEREAS** every Municipal Council must establish, by Bylaw, a position of Chief administrative Office pursuant to Section 205 of *The Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000; and

**WHEREAS** every Municipal Council must appoint one or more persons to carry out the powers, duties and functions of the position of Chief Administrative Officer;

**NOW THEREFORE** the Municipal Council of the Summer Village of Argentia Beach duly assembled hereby enacts as follows:

**1. DEFINITIONS**

1.1 In this Bylaw:

- (a) All words and phrases have the same meanings as *The Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, except as otherwise defined;
- (b) “Act” shall mean *The Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta 2000;
- (c) “Council” shall mean the Municipal Council of the Summer Village of Argentia Beach duly assembled and acting as such;
- (d) “Municipality” shall mean the Summer Village of Argentia Beach;
- (e) “Village” shall mean the corporation of the Summer Village of Argentia Beach and where the context so requires means the land included in the boundaries of the Village.

**2. GENERAL**

- 2.1 This Bylaw may be referred to as the “Chief Administrative Officer’s Bylaw”.
- 2.2 Council hereby establishes the position of Chief Administrative Officer and this position shall be given the title “Municipal Administrator”.
- 2.3 Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer and that person shall be called the “Municipal Administrator”.
- 2.4 Council shall provide the Municipal Administrator with an annual performance review in accordance with the Act.
- 2.5 Council must obtain an appropriate fidelity bond or equivalent insurance as required under the Act.

**3. POWERS, DUTIES AND FUNCTIONS**

3.1 The Municipal Administrator:

- (a) is the administrative head of the Municipality;

- (b) ensures that the policies and programs of the municipality are implemented;
- (c) and informs Council on the operation and affairs of the Municipality;
- (d) performs the duties and exercises the powers and functions assigned to a Chief Administrative Officer by this Act and other enactments or assigned by Council.

3.2 The Municipal Administrator must ensure that:

- (a) all minutes of Council meetings are recorded in the English language, without note or comment;
- (b) the names of the Council members present at the 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 Council members and any other information the Minister requires within five days after the term of the Council members 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;
- (i) the accounts for authorized expenditures referred to in Section 248 of this 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 estimate 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 this Act;
- (m) assessments, assessment rolls and tax rolls for the purpose of Parts 9 and 10 of this Act are prepared;
- (n) public auctions held to recover taxes are carried out in accordance with Part 10 of this Act;
- (o) subsections 9 (a) to 9 (d) apply to the Chief Administrative Officer in respect of Council committees that are carrying out powers, duties, or functions delegated to it by Council.

3.3 A Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties, or function under this Act or any other enactment or bylaw to a designated officer or an employee of the municipality.

#### **4. REPEAL**

4.1 Bylaw No. 174 is hereby repealed effective March 19, 2002.

**5. EFFECTIVE DATE**

5.1 This Bylaw shall take full force and effect on March 19, 2002.

**READ A FIRST TIME THIS 19<sup>TH</sup> DAY OF MARCH, 2002.**

**READ A SECOND TIME THIS 19<sup>TH</sup> DAY OF MARCH, 2002.**

**GIVEN UNANIMOUS CONSENT THIS 19<sup>TH</sup> OF MARCH, 2002.**

**READ A THIRD TIME THIS 19<sup>TH</sup> DAY OF MARCH, 2002.**

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**Dave Starko, Mayor**  
**Summer Village of Argentia Beach**

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**Aleks Nelson, Administrator**  
**Summer Village of Argentia Beach**