

**SUMMER VILLAGE OF SUNSET POINT
BYLAW 2026-01**

A Bylaw Respecting the Appointment and Duties of the Chief Administrative Officer of Summer Village of Sunset Point, in the Province of Alberta.

WHEREAS, pursuant to the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, as amended, the Council of the Summer Village of Sunset Point is required to appoint a Chief Administrative Officer;

AND WHEREAS, it is necessary to establish the duties and responsibilities of the Chief Administrative Officer;

NOW THEREFORE, the Council of the Summer Village of Sunset Point, duly assembled, hereby enacts as follows:

1. TITLE AND INTENT

1.1. This Bylaw may be cited as the “Chief Administrative Officer Bylaw.”

1.2. The purpose of this Bylaw is to define the role, responsibilities, and authority of the Chief Administrative Officer (CAO) in accordance with the *Municipal Government Act*.

2. DEFINITIONS

2.1. In this Bylaw:

(a) “**Act**” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.

(b) “**CAO**” means the Chief Administrative Officer of the Summer Village of Sunset Point

(c) “**Council**” means the municipal council of the Summer Village of Sunset Point duly elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000 cL-21

(d) “**Bylaw**” means a bylaw of the Summer Village of Sunset Point

3. APPOINTMENT OF CAO

3.1. Council must, by resolution, appoint a person to the position of Chief Administrative Officer.

3.2. The appointment of the CAO shall be in accordance with the terms and conditions outlined in a written employment agreement or contract between the Council and the appointee.

3.3. Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

4. DUTIES AND POWERS OF THE CAO

4.1. The CAO is the head of the Summer Village's administration and in accordance with Section 207 of the Act, shall perform the following duties:

(a) General Administration:

- (i) Carry out the powers, duties, and functions assigned by Council.
- (ii) Ensure the administration and enforcement of all bylaws, resolutions, and policies of the Summer Village of Sunset Point.
- (iii) Advise Council on all matters related to municipal administration.
- (iv) Attend all meetings of the Council and its committees unless excused by resolution.
- (v) Maintain a system for the proper management and retention of municipal records.

(b) Financial Administration:

- (i) Advise and assist Council in developing and implementing the municipal budget.
- (ii) Ensure the financial records of the Summer Village are maintained in a proper and transparent manner.
- (iii) Oversee all expenditures and ensure they are within the approved budget.

(c) Human Resources:

- (i) Be responsible for the hiring, supervision, and termination of all municipal employees, subject to the direction of Council.
- ii) Ensure all human resources practices comply with relevant legislation.

(d) Statutory Duties:

(i) Ensure that the duties and responsibilities of the Summer Village required under provincial and federal legislation are fulfilled.

(ii) Act as the principal advisor to Council on legislative matters.

5. RELATIONSHIP TO COUNCIL

5.1. The CAO is accountable to Council as a whole.

5.2. The CAO shall provide advice and information to Council in a professional, objective, and timely manner.

5.3. All communications and directives from Council to the administration shall be made through the CAO. Individual members of Council shall not give direction to municipal employees.

6. DELEGATION OF AUTHORITY

6.1. The CAO may delegate any of their powers, duties, or functions to a municipal employee, in writing, as deemed necessary for the efficient operation of the Summer Village.

6.2. The delegation of authority does not absolve the CAO of their ultimate responsibility to Council.

7. EVALUATION

7.1 In conjunction with the finalization of the annual budget, the Council or a committee thereof shall establish with the CAO, the goals and objectives for the coming appraisal year. At the end of each year the Council or a committee thereof, may evaluate the performance of the CAO, making such recommendations as may be deemed necessary. Such review will be documented and will also consider the rate of remuneration for the CAO and the non-salary and fringe benefits received.

8. TERMINATION

8.1. The employment of the CAO may be terminated by a resolution of Council.

8.2. Any termination shall be in accordance with the terms of the CAO's employment agreement and all applicable legislation.

9. INDEMNIFICATION

9.1 The Summer Village shall indemnify the Chief Administrative Officer, provided that the Chief Administrative Officer acts in the course and scope of their employment, and acts in good faith to comply with any applicable bylaw, statute or enactment.

10. SEVERABILITY

10.1 If any provision of this Bylaw is for any reason declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

11. ENACTMENT DATE

11.1. This Bylaw shall come into force and effect upon its third reading and final passing.

READ A FIRST TIME this 6TH Day of MAY, 2026.

READ A SECOND TIME this 6TH Day of MAY, 2026.

READ A THIRD TIME AND FINALLY PASSED this 6TH Day of MAY, 2026.

Summer Village of Sunset Point

Mayor

CAO

