

SUMMER VILLAGE OF SOUTH BAPTISTE

BYLAW 03-2026

A BYLAW TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER WITHIN THE SUMMER VILLAGE OF SOUTH BAPTISTE

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 South Baptiste, 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 South Baptiste.
- 2.3 "Council" means the Council of the Summer Village of South Baptiste.
- 2.4 "Municipality" means the Summer Village of South Baptiste.

3. Establishment of Position

The position of Chief Administrative Officer (CAO) for the Summer Village of South Baptiste 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 Authorities.

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 policy or resolution, 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. 1-05, 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 comes into force upon receiving third reading and being duly signed.

READ a first time this 20th day of June, 2026.

READ a second time this 20th day of June, 2026.

READ a third and finally passed this 15th day of September, 2026.

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Wendy Appleby
Wendy Appleby (Sep 28, 2026 17:57:10 MDT)
Mayor, Wendy Appleby

Linda Roland
CAO, Linda Roland