

Village of Empress In the Province of Alberta

BYLAW # 2022-07

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A bylaw to establish the position of **Assistant Administrator** for the Village of Empress:

WHEREAS, a council may establish a position to carry out the powers, duties and functions of a designated officer of the Municipality as per Section 210 of the Municipal Government Act, 2022, or amendments thereto;

AND WHEREAS, the Council considers it appropriate to give the position a title other than that of a Designated Officer;

THEREFORE; the Council of the Village of Empress, duly assembled, enact as follows;

1. that the Village of Empress hereby establishes the position of;
Assistant Administrator.
2. that the Council of the Village of Empress shall appoint by resolution, annually, a person to the position of Assistant Administrator; generally, at the Organizational Meeting of the Village of Empress.
3. The **Assistant Administrator** will have;
 - a) All the powers of the Municipal Administrator, *in his absence.*
 - b) Signing Authorities for the purposes of;
 - i) Payroll
 - ii) Employee Benefit Programs
 - iii) Accounts Payable
 - c) Signing Authority for the following purposes, only in the absence of the Municipal Administrator &/or the Council Representative appointed for these same purposes and in accordance with Section 213(4) of the Municipal Government Act, 2022, or amendments thereto;
 - i) Resource Programs on Municipal Lands
 - Site access, surveying
 - ii) Municipal Lands, Lease Agreements
 - iii) in the absence of the Municipal Administrator, the **Development Officer**, as laid out in the Village of Empress **Land Use Bylaw** or amendments thereto; and shall have all the functions, duties and powers as set forth by the said bylaw and/or the Municipal Government Act or amendments thereto.
4. Furthermore, the **Assistant Administrator** may be;
 - a) known as the **Manager of Administrative Services**
 - b) a **Clerk / Receptionist** of the Village of Empress.

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5. All authorities listed above are with the same restrictions, requirements and responsibilities as those of the Municipal Administrator.
6. The Council may by resolution, or The Chief Administrative Officer may by virtue of his office; alter, change or add responsibilities to the position, as set out by Municipal Policy; Refer to Documents on Position Descriptions of Village of Empress Employees.

This bylaw shall come into force on the date of the final passing thereof.

Received first reading, this the 15th day of September, 2022.

Received second reading, this the 15th day of September, 2022.

By unanimous Consent of Council present; Received third and final reading, this the 15th day of September, 2022.

Arlen Johnston

Mayor

Gary E Peers

Administrator Peers