

VILLAGE OF EMPRESS

BY-LAW NO. 2-2001

A BYLAW OF THE VILLAGE OF EMPRESS TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS, Section 205 of the Municipal Government Act of the Province of Alberta provides that a municipal council must Bylaw establish the position of a Chief Administrative Officer,

NOW THEREFORE, THIS COUNCIL OF THE VILLAGE OF EMPRESS DULY ASSEMBLED ENACTS AS FOLLOWS:

The position of Chief Administrative Officer for the Village of Empress be established pursuant to Section 205 of the Municipal Government Act.

Title

1. This By-Law may be referred to as the "Village Municipal Secretary's By-Law".

Establishment of the Position of Municipal Secretary

2. Pursuant to the provisions of the Act, Council hereby establishes the position of Chief Administrative Officer, which position shall be called the Municipal Secretary's position.
3. Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer which person shall be called the Municipal Secretary.

Powers and Duties

4. The Municipal Secretary is the administrative head of the municipality.
5. The Municipal Secretary shall have all of the powers, duties, responsibilities and functions that are given to, imposed on or described for the Chief Administrative Officer in the Act.
6. Without limiting the administrative powers of the Municipal Secretary, the Municipal Secretary shall:
 - a) Appoint, suspend or remove any employee from any position in the Village:
 - b) Direct, supervise and review the performance of the administration of all Village departments and employees of the Village:
 - c) Develop and recommend, for Council approval, policies dealing with non-administrative matters as directed by Council, or at the initiation of the Municipal Secretary:
 - d) Implement all policies and programs of the Village:
 - e) Develop, approve and implement policies, procedures and practices dealing strictly with administrative matters:
 - f) Prepare and submit to Council, budgets for operating and capital programs annually or more often as required or as Council may direct:
 - g) Monitor and report on the operating and capital budgets approved by Council:
 - h) Advise and inform Council or Council committees on the operation and affairs of the Village:



- i) Prepare and submit such reports and recommendations as may be required by Council or Council committees:
 - j) Provide a liaison between the Village and the Commanding Officer of the R.C.M.P. Detachment:
 - k) Subject to the approval of Council:
 - I. Create or eliminate any Village departments:
 - II. Negotiate all collective agreements; and
 - l) Hire or retain legal council on behalf of the Village.
7. The Municipal Secretary shall attend all meetings of Council and Council committees unless excused therefrom and attend meetings of such Boards, Committees, Authorities, Commissions or other bodies, as may be required by Council.
8. The Municipal Secretary shall perform such other duties and functions and exercise such other powers as may be required for the effective administration of the Village including but not limited to entering into all contracts, agreements and transactions required for the effective operation of the Village, provided that no action requires an expenditure of money that has not been included in an operating budget, interim operating budget or capital budget or otherwise authorized by Council.
9. The Municipal Secretary may delegate any of the powers, duties or functions given to the Municipal Secretary position by by-law, the Act or any other enactment to a designated officer or to an employee of the Village.
10. The Municipal Secretary may take whatever actions or measures are necessary to respond to an emergency.

Evaluation and Compensation


11. The person appointed as Municipal Secretary shall hold the position for a period of time that is determined by Council.
12. Council shall fix the salary and determine what benefits are to be paid or provided to the Municipal Secretary.
13. Council shall review the performance of the Municipal Secretary and the annual salary and benefits provided to the Municipal Secretary not less than once in a twelve-month period.

That this bylaw shall come into force and take effect upon signing.


Read a first time this **31st day of May 2001.**

Read a second time this **31st day of May 2001.**

Read a third and final time this **31st day of May 2001.**



Mayor



Municipal Secretary