

# VILLAGE OF HILL SPRING

## BYLAW # 2017-299

BEING A BY-LAW OF THE VILLAGE OF HILL SPRING TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO ESTABLISH AN OPERATIONAL AND ADMINISTRATIVE COMMITTEE.

**WHEREAS** Section 205 of the *Municipal Government Act*, Statutes of Alberta, states that every council must establish by bylaw a position of chief administrative officer.

**AND WHEREAS** Section 205 of the *Municipal Government Act*, Statutes of Alberta, states that every council must appoint one or more persons to carry out the powers, duties and function of the position of chief administrative officer.

**AND WHEREAS** Section 205 of the *Municipal Government Act*, Statutes of Alberta, states that council may give the position of chief administrative officer any title the council considers appropriate.

**AND WHEREAS** the Council of the Village of Hill Spring is desirous of establishing more than one person to carry out the powers, duties and functions of Chief Administrative Officer position

**AND WHEREAS** Section 145 allows to establish a Council committee

**NOW THEREFORE**, the Council of the Village of Hill Spring, in the Province of Alberta duly assembled, hereby enact as follows:

### 1. TITLE:

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- 1.1 **Title** – This bylaw may be cited as the “Administrative Officers Bylaw”.

### 2. DEFINITIONS:

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- 2.1 **Definitions** – For the purposes of this Bylaw, the following words mean:
- (a) **“Act”** means the current *Municipal Government Act (MGA)*.
  - (b) **“Council”** means the Municipal Council of the Village.
  - (c) **“Chief Administrative Officer Position”** means the “Village Manager” and “Village Office Manager” as described in this Bylaw.
  - (d) **“Village”** means the Municipal Corporation of the Village of Hill Spring.
  - (e) **“Operational and Administrative Committee (OAC)”** means a Council Committee set up in accordance with Section 145 of the MGA
  - (f) **“Officers”** means the Village Manager and Village Office Manager

### 3. VILLAGE MANAGER AND VILLAGE OFFICE MANAGER:

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- 3.1 Further to the following Section of this Bylaw
- (a) The “Village Manager” appointed by Council is a key advisor to Council and ensures the Council’s policies and directives are implemented in accordance with Council approved capital and operating budgets, policies and bylaws. As a key advisor the Village Manager apprises Council of the status and progress of projects, contracts, and other activities with a monthly written report.
  - (b) The “Village Office Manager” appointed by Council works closely with the Village Manager to ensure that Councils policies and directives are implemented. The Village Office Manager is responsible for ensuring the municipal records such as minutes, agendas, bylaws and other records of

business are maintained and kept secure. In addition to the assigned statutory activities the Village Office Manager will be responsible for the corporate purchases and the supervision of the part-time summer employment.

#### **4. GENERAL RESPONSIBILITIES:**

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- 4.1 The Village Manager and Village Office Manager jointly:
- (a) Act as the administrative head of the municipality.
  - (b) Ensure that the policies and programs of the municipality are implemented.
  - (c) Advise and inform the council on the operation and affairs of the municipality.
  - (d) Perform the duties and functions and exercise the powers assigned to the Chief Administrative Officer position by this and other enactments or assigned by Council.

#### **5. MAJOR ADMINISTRATIVE DUTIES:**

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- 5.1 As outlined in Section 208 of the Act, the Village Manager and Village Office Manager shall jointly ensure that:
- (a) All minutes of council meetings are recorded in the English language, without note or comment.
  - (b) The names of the councillors present at 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 meeting and all other records and documents of the municipality are kept safe.
  - (e) The Minister is sent a list of the councillors and any other information the Minister requires within 5 days after the team of the councillors begin.
  - (f) The corporate seal is kept in the custody of the officers.
  - (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, and treasury bank or trust corporation designated by Council.
  - (i) The accounts for authorized expenditures are paid.
  - (j) Accurate records and accounts are kept of the financial affairs of the Village, including the things on which the Village's debt limit is based and the things included in the definition of debt for the Village.
  - (k) The actual revenues and expenditures of the Village compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.
  - (l) Money invested by the Village is invested in accordance with Section 250 of the Act.
  - (m) Assessments, assessment rolls and tax rolls are prepared in accordance to Parts 9 and 10 of the Act.
  - (n) Public Auctions held to recover taxes are carried out in accordance to Part 10 of the Act.
  - (o) The Council is advised in writing of its legislative responsibilities in accordance with the Act.

#### **6. THE PRIME ADMINISTRATIVE DUTIES OF THE VILLAGE OFFICE MANAGER SHALL BE:**

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- 6.1 Section 5(a) – 5 (f)

**7. THE PRIME ADMINISTRATIVE DUTIES OF THE VILLAGE MANAGER SHALL BE:**

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7.1 Section 5(g) – 5 (o)

**8.**

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- 8.1 In order to carry out the powers, duties and functions of this bylaw the Village Manager and Village Office Manager shall:
- (a) Consult the OAC or Council before any action regarding the hiring, dismissal, promotion, demotion, rewarding or disciplining of any employee of the village is undertaken.
  - (b) Consult the OAC or Council before implementing any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Village. If a major organizational change is effected, the Officers shall consult with the Council before implementing the requested changes.
  - (c) Be present at any meeting of the Council or OAC and be recognized to speak on any subject brought before Council.
  - (d) In the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council.
  - (e) Negotiate contracts, agreements and transactions required for the effective operation of the Village and to recommend the approval of such contracts, agreements and transaction by Council.
  - (f) Sign any order, agreement, cheque, negotiable instrument or document made of executed on behalf of the Village.
  - (g) Take such other actions as necessary to carry out the responsibilities as assigned by Council

**9.**

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9.1 In accordance with section 145 of the MGA a committee of Council is hereby established. It shall be called the Operational and Administrative Committee and shall assist the “Officers” in carrying out the powers, duties and functions of the position of Chief Administrative Officer.

**10.**

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10.1 Bylaw #2011-299, CAO Bylaw in the Village of Hill Spring is hereby repealed.

**11.**

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11.1 This Bylaw comes into force on the day it is passed.

Read a FIRST time this 18<sup>th</sup> day of July, 2017.

Read a SECOND time this 15<sup>th</sup> day of August, 2017.

Read a THIRD time and passed this 15<sup>th</sup> day of August, 2017.

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Monte Christensen  
Mayor

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Village Office Manager

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Village Manager