



A BYLAW RESPECTING THE APPOINTMENT AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER OF THE SUMMER VILLAGE OF VAL QUENTIN

WHEREAS, pursuant to the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, as amended, the Council of the Summer Village of Val Quentin 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 Val Quentin, 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 Val Quentin

(c) **"Council"** means the municipal council of the Summer Village of Val Quentin 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 Val Quentin

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 Val Quentin.
- (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.

Moved by Mayor Kathy Dion that Bylaw 300-33 Chief Administrative Officer Bylaw be given First Reading. **CARRIED**

READ a FIRST time this 15th Day of October 2025.

Moved by Deputy Mayor Barrie Ronaldson that Bylaw 300-33 Chief Administrative Officer Bylaw be given Second Reading. **CARRIED**

READ a SECOND time this 15th Day of October 2025.

Moved by Councillor Kent Galusha that Council provide unanimous consent to proceed with Third reading of Bylaw 300-33 Chief Administrative Officer Bylaw at this meeting. **CARRIED**

Moved by Mayor Kathy Dion that Bylaw 300-33 Chief Administrative Officer Bylaw be given Third Reading. **CARRIED**

READ a THIRD and FINAL time this 15th Day of October 2025.

SIGNED this 15 day of October, 2025

Kathy Dion, Mayor

Marlene Walsh, Administrator

SCHEDULE “A”

CAO SERVICES

- To attend and record all Council Meetings.
- To prepare Council Meeting Agenda's, Minutes, Financial Reports.
- To distribute Council meeting minutes to rate payers as requested.
- To report to Council all correspondence regarding the Summer Village.
- To create and issue all correspondence of the Summer Village.
- To keep financial records of the Summer Village as approved by Council.
- To receive, record and deposit all Revenue of the Summer Village.
- To make all disbursements pertaining to Expenses and Capital Expenditures.
 - To keep accurate records of all expenditures.
 - To assist Council in budget forecasting.
 - To assist Council in long range planning.
 - To prepare and maintain the Summer Village Assessment & Tax Roll.
 - To prepare and distribute Assessment Notices.
 - To prepare and distribute Property, Special, And School Tax Notices.
 - To assist Council in setting yearly Mill Rates.
 - To execute all required tax recovery notifications and process.
 - To issue all Tax Certificates.
 - To assist all Financial Institutes with Tax Notification.
 - To assist Legal Counsel in the preparation of Summer Village Bylaws.
 - To assist Legal Counsel with all legal matters of the Summer Village.
 - To prepare and execute with Council all Bylaws required by the Summer Village.
 - To prepare, file and store in a safe place all Summer Village Books.
 - To abide by and fulfill all acts of the Municipal Government Act.
 - To abide by and fulfill all Provincial and Federal legislation.
 - To act as a Summer Village liaison to Municipal Affairs for reporting issues.
 - To report to Municipal Affairs all issues requested.
 - To be a resource person for Council for government information.
 - To work with all government departments for funding of grants
 - To review and advise Council on all contracts the Summer Village enters into.
 - To assist the Development Officer in his/her duties and coordinate all Development Permits.
 - To assist the Summer Village Assessor in his/her duties and coordinate all Development Permits.

- To comply with and coordinate yearly audits of the Quality Management Plans as set out in the Safety Codes Act.
- To assist the Village Safety Codes Agency in their duties and coordinate all Safety Codes Permits.
- To coordinate, file and store in a safe place all Development and Safety Codes Permits and Inspection Reports
- To assist the Senior Planner Agency with Development, Subdivision and Planning duties assigned to them.
- To advise Council on the proceedings of the SDAB.
- To assist Summer Village Auditor in year-end Audit.
- To assist Bylaw Officer(s) with duties assigned to them.
- To assist Public Works with duties assigned to them.
- To distribute newsletters to Summer Village Residents.
- To answer all resident inquiries and report to Council if necessary.
- To act as the Access to Information Administrator for the Summer Village and fulfill all the requirements of the Personal Information Protection Act (PIPA).
- To comply with and coordinate yearly audits of the PIPA Act.
- To act as the Deputy Director of Emergency Management for the Summer Village.
- To assist the Bylaw Officer for the Summer Village with the enforcement of the Unsightly and Untidy Bylaw.
- To act as coordinator of all granting agencies to the Summer Village and fulfill all reporting issues as required by the agency.
- To assist with supervision of Summer Village maintenance personnel and report to Council as required.
- To coordinate all Occupational Health and Safety legislation between Council and employees and suppliers to the Summer Village.

SCHEDULE “B”

SERVICES NOT INCLUDED

- To attend Board and Commission Meetings, as required, and report back to Council.
- To coordinate and participate in sub-committees as requested by Council.
- To attend all training seminars as required.
- To attend all conventions and meetings that relate to the operation of the Summer Village as required and approved by each Council.
- To be a member of Local Government Administrators Association and attend annual conferences and regional meetings. The costs include membership fees, conventions fees, hotel and travel fees, daily fees and mileage fees.
- Costs for the above will be based on \$75.00 for a half day meeting and \$150.00 for a full day meeting plus mileage at the Canada Revenue Agency (CRA) federal kilometre rates as approved by Council.