

TOWN OF RAINBOW LAKE

BYLAW NO. 97-07

A BYLAW OF THE TOWN OF RAINBOW LAKE TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, under the provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta and amendments thereto, the Council of the Town of Rainbow Lake must establish by bylaw the position of Chief Administrative Officer;

NOW THEREFORE, the Council of the Town of Rainbow Lake in the Province of Alberta, DULY ASSEMBLED ENACTS AS FOLLOWS:

1. In this bylaw, unless the context otherwise requires,
 - a) **"ACT"** means the Municipal Government Act, Revised Statutes of Alberta, 1994 and amendments thereto;
 - b) **"COUNCIL"** means the Council of the Town of Rainbow Lake, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;
 - c) **"MINISTER"** means the Minister of the Department of Alberta Municipal Affairs;
 - d) **"TOWN"** means the Town of Rainbow Lake, a Municipal Corporation in the Province of Alberta.
2. That the position of Chief Administrative Officer for the Town of Rainbow Lake is hereby established.
3. The Council shall appoint, by resolution, a person to carry out the power, duties and functions of the Chief Administrative Officer.
4. The Chief Administrative Officer is the head of the Town and shall be responsible for all duties of the Chief Administrative Officer as outlined throughout the Act including, but not limited to, the following:
 - a) ensure that the policies and programs of the Town are implemented;
 - b) establish such personnel policies, procedures and programs required in order to effectively manage the performance of any designated officers or employees;
 - c) advise and inform the Council on the operation and affairs of the Town;
 - d) perform the duties and exercise the powers and function assigned to a Chief Administrative Officer under the Act or any other enactments of the Province of Alberta or assigned by resolution of Council;
 - e) liaise and act in an advisory capacity to the Town solicitor on litigations relevant to Town activities;
 - f) promote, hire, appoint or dismiss Town employees;
5. The Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under the Act or any other enactment of the Province of Alberta or under this bylaw to a designated officer or employee of the Town.
6. Where a designated officer has been appointed by Council pursuant to the Municipal Government Act and such designated officer is, for any reason, absent from the duties of his or


her position, the Chief Administrative Officer shall undertake the responsibilities as required under the Municipal Government Act and the Designated Officer bylaw.

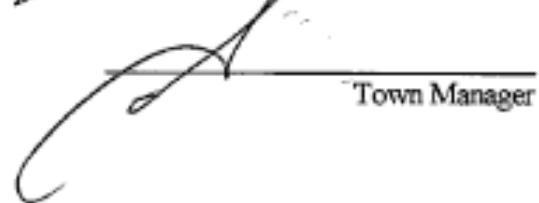
7. The Chief Administrative Officer shall not
 - a) fail to discharge the duties of office imposed by this bylaw;
 - b) sign any statement, report or return required by this bylaw knowing that it contains a false statement;
 - c) fail to hand over to a successor in office, or to the persons designated in writing by the council or the Minister, all money, books, papers and other property of the Town.
8. The Chief Administrative Officer shall be called the "Town Manager".
9. This bylaw shall come into full force and effect upon receiving third and final reading.

READ A FIRST TIME this 15th day of December, 1997.

READ A SECOND TIME this 15th day of December, 1997.

READ A THIRD TIME AND FINALLY PASSED this 15th day of December, 1997.


Mayer


Town Manager