

BYLAW #001/10
BYLAW TO ESTABLISH THE POSITION OF
CHIEF ADMINISTRATIVE OFFICER
TOWN OF SMOKY LAKE

WHEREAS Section 205, *Municipal Government Act* (Statutes of Alberta, 2000, Chapter M-26 as amended) provides that a council must establish, by bylaw, a position of Chief Administrative Officer and give the position an appropriate title.

NOW THEREFORE the Council of the Town of Smoky Lake, duly assembled, hereby enacts as follows:

This Bylaw may be referred to as the “Town Manager Bylaw.”

1. In this Bylaw:
 - (a) “Council” means the Council of the Town
 - (b) “Town” means the Town of Smoky Lake
 - (c) “Town Manager” means the Town’s Chief Administrative Officer
2. Council hereby establishes the position of Chief Administrative Officer with the title Town Manager.
3. The Town Manager has all the powers, duties and functions given to the Chief Administrative Officer under the *Municipal Government Act* and any other legislation.
4. Except where expressly prohibited by legislation or a direction of Council, the Town Manager has authority to delegate and to authorize further delegation to any employee of the Town of any power, duty or function given to the Town Manager.
5. Notwithstanding any delegation, the Town Manager is accountable to Council for the exercise of all powers, duties and functions.
6. Council, by resolution, will
 - (a) approve a position description for the position of Town Manager,
 - (b) appoint a person to the position of Town Manager, and
 - (c) establish the terms and conditions of the person’s employment.
7. Bylaw 671-95, and any amendments, is hereby repealed.

The effective date of this Bylaw is _____ day of _____, 2010.

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, 2010.

Mayor

Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, 2010.

READ A THIRD TIME AND FINALLY PASSED THIS DAY OF _____, 2010.

Mayor

Chief Administrative Officer