

**VILLAGE OF CHASE
BYLAW NO. 557-1996**

Being a Bylaw to provide for the officers deemed necessary for the Village of Chase

WHEREAS the Municipal Act provides that Council may provide by bylaw for the Officers and employees that may be deemed necessary to carry on the good government of the municipality;

NOW THEREFORE the Council of the Village of Chase in open meeting assembled, enacts as follows:

1. Officers of the Village of Chase shall be:
 - a) The Clerk
 - b) The Treasurer
 - c) The Collector
 - d) The Administrator (Schedule "A" attached)
 - e) The Approving Officer
 - f) The Deputy of any above Office
2. The same person may be appointed as two or more officers.
3. Village of Chase Officers and Employees Bylaw No. 406 is hereby repealed.
4. This Bylaw may be cited as "Officers Bylaw No. 557-1996".

READ A FIRST TIME THIS **22nd** DAY OF **October, 1996**

READ A SECOND TIME THIS **22nd** DAY OF **October, 1996.**

READ A THIRD TIME THIS **22nd** DAY OF **October, 1996.**

RECONSIDERED, PASSED AND FINALLY ADOPTED THIS **12th** DAY OF **November, 1996.**

"Lee Fraser"

Mayor

Ann Decker

A/ Clerk

Certified a true copy of
Bylaw No. 557-1996.

Ann Decker

A/ Clerk

*A true copy of By-Law No. 557-1996
registered in the office of the Inspector
of Municipalities this 9th day of
December 1996.*

[Signature]

Deputy Inspector of Municipalities

Schedule "A" to Bylaw No. 557-1996

Position Description

Administrator

1. The Administrator shall be the chief administrative officer of the Village of Chase, and shall, under the control of the Council:
 - a) supervise and direct the affairs of the Village and the employees thereof;
 - b) put into effect and carry out the policies of the Council;
 - c) advise the Council on matters within the control and purview of the Council;
 - d) inspect and report to Council upon all municipal works as often as shall be required by the Council;
 - e) prepare or cause to be prepared, estimates of revenue and expenditures as required under the Municipal Act for the Provisional and Annual and Capital Budgets and submit them to Council for its consideration, and be responsible for the administration of budgets after adoption;
 - f) prepare, or cause to be prepared all contracts for consideration and approval of the Council;
 - g) make recommendations to the Council on all matters of personnel provided that he/she may authorize the head of a department or office to make recommendations on personnel matters within that department or office;
 - h) make recommendations to the Council on the appointment and engagement of employees for whom provisions are made by the Council;
 - I) establish, consolidate or combine departments and administrative offices;
 - j) ensure that all terms and conditions imposed in favour of the Village in any contract or franchise are faithfully kept and performed;
 - k) ensure that the Bylaws of the Village and laws relating to the Village are administered;
 - l) make recommendations to the Council;
 - m) prepare and submit to Council any reports required by the Council;
 - n) attend meetings of the Council;
 - o) perform other such duties as may be required by bylaw or resolution of the Council.
2. The appointment of the Administrator shall be by resolution of the Council.
3. The Administrator shall continue in office until he/she resigns or is dismissed or relieved of duties and powers by an affirmative vote of at least two-thirds of all the members of Council.