

# **Administration**

The Summer Village of Sandy Beach operates under a Council/CAO system of municipal government as outlined under the [Municipal Government Act](#).

The CAO and administrative staff oversee the management of all Departments of the Village and implement the decisions of Council.

Chief Administrative Officer: Rudolf Liebenberg

Administrative Assistant: Diane Wannamaker

Contact: [svsandyb@xplornet.ca](mailto:svsandyb@xplornet.ca)

The Administration Department is responsible for the overall management of the Summer Village.

Specific functions and responsibilities include:

- Council and Committee of Council agendas, meetings and minutes
- Bylaws
- Elections
- Staffing
- Records management
- Legal agreements and legal actions
- Leases
- Development permits
- Bylaw Enforcement
- Property taxation and collection
- Utility billings and collection
- Animal licensing
- Accounts receivable and payable
- Payroll, pensions and benefits administration
- Financial planning, budgeting, annual reporting and municipal investing
- Grant applications
- Emergency planning
- Economic development
- Community services