



# Chief Administrative Officer Delegation Order

**Delegation of Powers, Duties, and Functions  
of the  
CHIEF ADMINISTRATIVE OFFICER  
of  
Rocky View County**

Rocky View County (the County) operates under the single employee model of governance. As such, the Chief Administrative Officer (CAO), is the only employee of Council and is given specific authority, directly from Council, in the administration of Rocky View County through the *CAO Bylaw C-7350-2014* and through the *Municipal Government Act* (MGA).

A CAO may delegate any of the CAO's powers, duties, or functions under this or any other enactment or bylaw to a designated officer or an employee of the County.

The authority within the MGA and the CAO Bylaw, along with other related County Bylaws, includes the discretion for the CAO to delegate authority throughout the organization. This Order, signed by the CAO, is the official document and method by which authority is formally distributed amongst employees of the County. This Order is an evolving document and is updated as required.

This Order provides specific positions with authority and responsibilities on matters within their department or departments. This Order is supplementary to employee job descriptions.



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## Part 1 – Purpose and Title

- 1 The purpose of this Order is to delegate the powers, duties, and functions of the Chief Administrative Officer (the CAO), being the duly appointed administrative head of Rocky View County (the County).
- 2 This Order is to be known as the CAO Delegation Order.

## Part 2 – Interpretation

- 3 In this Order:
  - (1) the terms used have the same meanings as those used in the *Municipal Government Act*, RSA 2000, c M-26 (the “MGA”), unless otherwise noted;
  - (2) any reference to a particular position includes any person holding that position or in the absence of that such person, the delegation refers to the person officially acting in that position;
  - (3) if Council has delegated authority to a particular position, other than the position named herein, the Council delegation shall prevail;
  - (4) if an existing delegation conflicts with this delegation, this Order shall prevail; and
  - (5) the delegations relate only to funds included in a budget approved by Council.
- 4 Delegates must consult the CAO if any of the delegated powers in this Order require clarification generally or with respect to a particular matter.

## Part 3 – Corporate Services

### Executive Director Corporate Services

- 5 The following departments report to the Executive Director Corporate Services:
  - (1) Assessment Services;
  - (2) Communications and Engagement;
  - (3) Customer Care and Support;
  - (4) Enforcement Services;



- (5) Financial Services;
  - (6) Fire Services and Emergency Management;
  - (7) Information Technology; and
  - (8) Legal Services.
- 6 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Executive Director Corporate Services to:
- (1) implement all administrative policies, procedures, standards, and guidelines for all matters within the powers of the CAO;  

*CAO Bylaw s. 3.4.12*
  - (2) instruct legal counsel on any matters involving any potential legal and administrative proceedings involving the County, and without limiting the foregoing:
    - (a) provide legal services to Council, committees, and departments that report to this Executive Director;
    - (b) appear in all legal and administrative proceedings, including commencing, defending, and intervening in them to define, enforce, and defend the legal and equitable rights of the County and such other boards, authorities, agencies, and other entities as may be required by Council; and
    - (c) grant and revoke all Powers of Attorney allowing staff of Corporate Services to execute all required documents, including without limitation, discharges, postponements, and affidavits pertaining to land, or an interest therein, including those granted prior to the passing of the *CAO Bylaw C-7350-2014* on April 22, 2014;  

*CAO Bylaw s. 3.4.15.3*
  - (3) sign alone all orders, contracts, agreements, documents, and certificates that may be required pursuant to any agreement, contract, bylaw, statute, or enactment within the signing limit of \$1,000,000 for departments reporting to this Executive Director;  

*CAO Bylaw s. 3.4.16.4*



- (4) sub-delegate the signing of all orders, contracts, agreements, documents, and certificates that may be required pursuant to any agreement, contract, bylaw, statute, or enactment within the signing limit of \$1,000,000 for departments reporting to the Executive Director within the following signing limits:
  - (a) up to \$40,000 for Managers;
  - (b) up to \$20,000 for Acting Managers; and
  - (c) up to \$10,000 for Supervisors and Team Leads;

#### Personnel Matters

- (5) establish administrative policies for the employees of the departments reporting to this Executive Director so that they can carry out the powers, duties, and functions delegated to those employees;

*CAO Bylaw s. 3.4.65*

- (6) approve any application for a leave of absence without pay for an employee of a department reporting to this Executive Director when the employee is seeking to be nominated as a candidate in a municipal election;

*Local Authorities Election Act (LAEA) s. 22(5)*

*CAO Bylaw s. 3.4.66*

- (7) supervise, evaluate, direct, hire, fire, discipline, terminate, demote, promote, and transfer employees of the departments that report to this Executive Director;

*CAO Bylaw s. 3.4.67*

#### Agreements and Contracts

- (8) for purposes related to the operations of the departments reporting to this Executive Director, retain the services of any individual or corporation, enter into agreements and contracts, and complete all necessary documents required for the provision of such services, provided the expenditure does not exceed the amount approved by Council in its annual budget;

*CAO Bylaw s. 3.4.27*

- (9) approve and enter into agreements with external agencies, including other municipalities, for the provision of County goods and services for departments that report to this Executive Director on, at minimum, a full cost-recovery basis;

*CAO Bylaw s. 3.4.29*



- (10) award tenders and enter into agreements and contracts, for the departments that report to this Executive Director, required for the completion of such tenders, in accordance with approved policies subject to the:

- (a) expenditure being included in an approved budget; and
- (b) tender being subject to a competitive process;

*CAO Bylaw s. 3.4.35*

- (11) approve and enter into documents, consents, approvals, acknowledgments, and certificates required for or incidental to any agreement, contract, tender or investment by the departments reporting to this Executive Director;

*CAO Bylaw s. 3.4.36*

- (12) make application for, and enter into provincial, federal and other grant funding agreements relating to services provided by the departments that report to this Executive Director;

*CAO Bylaw s. 3.4.38*

- (13) approve the settlement of actions, claims, or demands, by or against the County, including prejudgment interest and court costs up to a maximum of \$50,000;

*CAO Bylaw s. 3.4.53.4*

- (14) approve and enter into all agreements and contracts necessary to provide insurance coverage for the County;

*CAO Bylaw s. 3.4.30*

- (15) register on behalf of the County and pursuant to any statute or enactments, all forms of intellectual property, including, without limitation trademarks, official marks, copyrights, designs, and patents;

*CAO Bylaw s. 3.4.39*

- (16) approve and enter into agreements and contracts involving the lease of land or buildings at current fair market value where the County is the lessee or lessor, provided that the term shall not exceed five years, exclusive of renewals;

*CAO Bylaw s. 3.4.37*

#### Budget

- (17) monitor, prepare, and submit to Council for approval, the annual operating and capital budgets;

*CAO Bylaw ss. 3.4.41, 3.4.53.2*

- (18) monitor and control expenditures within the budgets approved by Council;

*CAO Bylaw s. 3.4.42*



- (19) authorize budget reallocations permitting the transfer of expenses and incomes for the same or similar purposes;

*CAO Bylaw s. 3.4.43*

#### Emergency Plans, Programs, and Expenditures

- (20) approve and enter into agreements with, and make payments or grants to persons, organizations, or governments for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs;

*CAO Bylaw s. 3.4.28*

- (21) expend monies, in cases where a local state of emergency has been declared, that is not an approved budget, and subsequently report to Council on the implication of these expenditures;

*CAO Bylaw s. 3.4.55*

#### Financial

- (22) advise Council and make recommendations about the financial condition of the County;

*CAO Bylaw ss. 3.4.2.2, 3.4.44*

- (23) sign cheques and other negotiable instruments, along with the Chief Elected Official, or any other person authorized by Council;

MGA s. 213(1)(3)  
MGA s. 213(4)(a)  
*CAO Bylaw s. 3.4.16.3*

- (24) negotiate alone, and co-sign with the Chief Elected Official, instruments including promissory notes;

MGA s. 213(1)(3)  
MGA s. 213(4)(a)

- (25) prepare and sign security agreements for granting security on County assets;

- (26) prepare and sign documents relating to a reduction in security held for performance by contractors;

- (27) ensure that revenues of the County are collected and controlled, and receipts are issued in the manner directed by Council;

*CAO Bylaw s. 3.4.45*

- (28) ensure all money belonging to or held by the County is deposited in a bank, credit union, loan corporation, treasury branch or trust company;

*CAO Bylaw s. 3.4.46*





- (29) ensure the accounts for authorized expenditures, referred to in the MGA, are paid;

MGA s. 248(1)(c)  
CAO Bylaw s. 3.4.47

- (30) ensure accurate records and accounts are kept of the financial affairs of the County, including items on which a County's debt limit is based and the items included in the definition of the debt for the County;

CAO Bylaw s. 3.4.48

- (31) ensure that actual revenues and expenditures of the County, compared with the estimates in the operating or capital budget approved by Council, are reported to Council as often as Council directs;

CAO Bylaw s. 3.4.49

- (32) ensure money invested by the County is invested in accordance with the MGA;

MGA s. 250(1)  
CAO Bylaw s. 3.4.50

- (33) prepare and sign banking documents, authorized investments, and open and close accounts;

MGA s. 270(1)  
CAO Bylaw s. 3.4.53.1

- (34) pay any amount which the County is legally required to pay, pursuant to an order or judgment of a court or tribunal of competent jurisdiction, relating to an action, claim, or demand against the County;

CAO Bylaw s. 3.4.53.3

#### Freedom of Information and Protection of Privacy

- (35) act as head of the public body within the meaning of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended or replaced from time to time; and

*Freedom of Information and Protection of Privacy Act* s. 85(1)(2)  
CAO Bylaw s. 3.4.7

- (36) be responsible for the overall management of access to information and protection of privacy functions and responsibilities in accordance with the *Freedom of Information and Protection of Privacy Act*.

CAO Bylaw s. 3.4.7

#### Taxes and Tax Recovery

- (37) exercise all of the powers, duties, and functions of the County with respect to taxation, except those powers and duties for which a bylaw is required, under the provisions of the MGA;

CAO Bylaw s. 3.4.54



- (38) ensure public auctions to recover taxes arrears related to land are carried out in accordance with provisions of the MGA;

MGA ss. 418-423  
CAO Bylaw s. 3.4.52

- (39) prepare and issue distress warrants, and seize and sell goods pursuant to distress warrants on behalf of the County, for the recovery of tax arrears not related to land, pursuant to the MGA;

MGA ss. 437-452  
CAO Bylaw s. 3.4.18

- (40) enter and take possession of a parcel of land or manufactured home offered for sale at public auction, for tax arrears, in the name of the County;

MGA ss. 420, 436.11(2)

#### Records and Documents

- (41) ensure that all records and documents of the County are kept safe.

MGA s. 208(1)(b)  
CAO Bylaw s. 3.4.61

#### Manager Assessment Services

- 7 The CAO appoints the Manager Assessment Services, having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties, and powers of a municipal assessor under the MGA, as municipal assessor and is responsible for, without limiting the general nature of that authority, those portions of the MGA that pertain to:

- (1) contents of assessment notices;
- (2) admissible evidence at hearings;
- (3) assessment rolls and assessment notices; and
- (4) certifying copies of assessment rolls and assessment notices.

MGA ss. 210(1), 284.2(1)  
Bylaw C-5151-2000

- 8 With respect to the duties, powers, and functions of the CAO as the administrative head of the County, the CAO delegates to the Manager Assessment Services to ensure assessments, assessment rolls, and tax rolls required by the MGA are prepared in accordance with the MGA and its regulations.

CAO Bylaw s. 3.4.51

## Manager Legal Services

- 9 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Manager Legal Services to:
- (1) accept service of all notices and documents on behalf of the County, unless an enactment, bylaw, or this Order states otherwise.

*CAO Bylaw s. 3.4.10*

## Manager Enforcement Services

- 10 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Manager Enforcement Services to:
- (1) carry out inspections, remedies, enforcement, or actions pursuant to the MGA where the Act, or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the County; and
  - (2) make determinations and issue orders pursuant to the MGA or any other statute, enactment, or bylaw which the County is authorized to enforce, including without limitation, matters related to dangerous or unsightly property.

*MGA ss. 640-643, 650-651  
CAO Bylaw s. 3.4.19  
Land Use Bylaw s. 24-40*

*MGA ss. 545-546  
CAO Bylaw s. 3.4.20*

## Bylaw Enforcement Officer

- 11 The CAO appoints Bylaw Enforcement Officers as designated officers for the purpose of:
- (1) entering property to carry out an inspection, remedy, enforcement or action;

*MGA s. 542*
  - (2) applying for court authorized inspections and enforcement;

*MGA s. 543*
  - (3) issuing an order to remedy a contravention to the MGA, any other legislation that the County is authorized to enforce, or a bylaw;

*MGA s. 545*
  - (4) issuing an order to remedy dangers and unsightly property;

*MGA s. 546*
  - (5) remedying dangerous and unsightly property when it is a danger to public safety or property;

*MGA s. 549*

- (6) taking whatever actions or measures are necessary in an emergency to eliminate the emergency;

MGA s. 551

- (7) issuing an order for a general offence as defined in the *Land Use Bylaw*; and

MGA ss. 557(a.2)-(a.5)

- (8) issuing a stop order for development, land use or use of building.

MGA ss. 624(1), 645

## Part 4 – Operations

### Executive Director Operations

- 12 The following departments report to the Executive Director Operations:

- (1) Agricultural and Environmental Services;
- (2) Capital and Engineering Services;
- (3) Operational Services;
- (4) Transportation Services; and
- (5) Utility Services.

- 13 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Executive Director Operations to:

- (1) implement all administrative policies, procedures, standards, and guidelines for all matters within the powers of the CAO;

CAO Bylaw s. 3.4.12

- (2) instruct legal counsel on any matters involving any potential legal and administrative proceedings involving the County, and without limiting the foregoing:

- (a) provide legal services to Council, committees, and departments that report to this Executive Director;
- (b) appear in all legal and administrative proceedings, including commencing, defending and intervening in them to define, enforce, and defend the legal and equitable rights of the County and such other boards, authorities, agencies, and other entities as may be required by Council; and



- (c) grant and revoke all Powers of Attorney allowing staff of Operations to execute all required documents, including without limitation, discharges, postponements, and affidavits pertaining to land, or an interest therein including those granted prior to the passing of the *CAO Bylaw C-7350-2014* on April 22, 2014;

*CAO Bylaw s. 3.4.15*

- (3) sign alone all orders, contracts, agreements, documents, and certificates that may be required pursuant to any agreement, contract, bylaw, statute, or enactment within the signing limit of \$1,000,000 for departments reporting to this Executive Director;

*CAO Bylaw s. 3.4.16.4*

- (4) sub-delegate the signing of all orders, contracts, agreements, documents, and certificates that may be required pursuant to any agreement, contract, bylaw, statute, or enactment within the signing limit of \$1,000,000 for departments reporting to the Executive Director within the following signing limits:

- (a) up to \$40,000 for Managers;
- (b) up to \$20,000 for Acting Managers; and
- (c) up to \$10,000 for Supervisors and Team Leads;

- (5) authorize a temporary closure, in whole or part, of any road, at any time, that a construction or maintenance project, on or adjacent to the road, may create a hazard;

*MGA s. 22(5)*  
*CAO Bylaw s. 3.4.24*

- (6) receive all notices as provided for in the following legislation and associated regulations, as amended or replaced from time to time:

- (a) *Agricultural Pests Act*, RSA 2000, c A-8;
- (b) *Agricultural Service Board Act*, RSA 2000, c A-10;
- (c) *Soil Conservation Act*, RSA 2000, c S-15; and
- (d) *Weed Control Act*, SA 2008, c W-5.1;

#### Personnel Matters

- (7) establish administrative policies for the employees of the departments reporting to this Executive Director so that they can carry out the powers, duties, and functions delegated to those employees;

*CAO Bylaw s. 3.4.65*



- (8) approve any application for a leave of absence without pay for an employee of a department reporting to this Executive Director when the employee is seeking to be nominated as a candidate in a municipal election;

LAEA s. 22(5)  
CAO Bylaw s. 3.4.66

- (9) supervise, evaluate, direct, hire, fire, discipline, terminate, demote, promote, and transfer employees of the departments that report to this Executive Director;

#### Agreements and Contracts

- (10) for purposes related to the operations of the departments reporting to this Executive Director, retain the services of any individual or corporation, enter into agreements and contracts, and complete all necessary documents required for the provision of such services, provided the expenditure does not exceed the amount approved by Council in its annual budget;

CAO Bylaw s. 3.4.27

- (11) approve and enter into agreements with external agencies, including other municipalities, for the provision of County goods and services for departments that report to this Executive Director on, at minimum, a full cost-recovery basis;

CAO Bylaw s. 3.4.29

- (12) award tenders and enter into agreements and contracts, for the departments that report to this Executive Director, required for the completion of such tenders, in accordance with approved policies subject to the:

- (a) expenditure being included in an approved budget; and
- (b) tender being subject to a competitive process;

CAO Bylaw s. 3.4.35

- (13) approve and enter into documents, consents, approvals, acknowledgments, and certificates required for or incidental to any agreement, contract, tender or investment by the departments reporting to this Executive Director;

CAO Bylaw s. 3.4.36

- (14) make application for, and enter into provincial, federal and other grant funding agreements relating to services provided by the departments that report to this Executive Director;

CAO Bylaw s. 3.4.38

- (15) approve the settlement of actions, claims, or demands by or against the County involving the departments that report to this Executive Director, including prejudgment interest and court costs up to a maximum of \$50,000;

CAO Bylaw s. 3.4.53.4



- (16) negotiate and execute on behalf of the County, all encroachment, easement and right-of-way agreements whereby the County grants to third parties an interest in County lands by way of a right-of-way, easement or encroachment right, provided that the Executive Director shall not be authorized in conjunction with the power to authorize the expenditure of any County funds to accommodate such right-of-way, easement or encroachment right. The Executive Director must:

- (a) impose a charge in relation to the grant and administration of the right-of-way, easement or encroachment right; and
- (b) ensure that such administrative fee is collected from the third party benefiting from such right-of-way, easement or encroachment right, and prior to the execution of such agreement;

*CAO Bylaw s. 3.4.32*

- (17) if funds are included in an approved budget, negotiate and execute on behalf of the County all encroachment, easement, licenses of occupation, and right-of-way agreements whereby the County obtains from a third party an interest in lands by way of an encroachment, easement, license of occupation, or right-of-way;

*CAO Bylaw s. 3.4.33*

- (18) approve and enter into agreements and contracts involving the disposition or conveyance of burial plots;

*Cemeteries Act, RSA 2000, c C-3  
CAO Bylaw s. 3.4.40*

- (19) negotiate on behalf of the County, the terms and conditions of development agreements, subject to the conditions of the subdivision or development permit approval, with third parties desirous of developing lands within the County, and execute such development agreements for and on behalf of the County;

*CAO Bylaw s. 3.4.31*

#### Environmental Compliance

- (20) implement and maintain administrative policies and programs for the purpose of ensuring County awareness of all environmental requirements, and the duties and responsibilities imposed upon the County under these environmental requirements;

*CAO Bylaw s. 3.4.68*

- (21) implement and maintain administrative policies and programs, including training, compliance reporting, and compliance monitoring programs, to ensure that the County's duties and responsibilities under the environmental requirements are met;

*CAO Bylaw s. 3.4.69*



- (22) ensure that Council is informed on a monthly basis, or as otherwise required, of the status of the County's compliance with environmental requirements, and any contraventions of these environmental requirements, by County employees, officers, or contractors or by any third party, including but not limited to, utility franchisees;

CAO Bylaw s. 3.4.70

- (23) ensure that all breaches of environmental requirements are reported in accordance with applicable regulatory guidelines;

CAO Bylaw s. 3.4.71

- (24) require that all agreements with third parties, respecting operations and services provided by or for the benefit of the County and respecting operations and services provided by those third parties for the benefit of consumers within the County (including, without restriction, utility franchise agreements), properly address compliance with all environmental requirement relating to those operations and services;

CAO Bylaw s. 3.4.72

#### Roads

- (25) authorize the placement from time to time of traffic control devices, including traffic control devices that restrict the speed of vehicles, at any locations considered necessary for controlling highways, subject to the direction, management and control of the County and maintain a record of all locations, which must be available to the public for inspection during normal business hours; and

*Traffic Safety Act, RSA 2000, c T-6 (TSA), s. 110*  
CAO Bylaw s. 3.4.25

- (26) impose road bans and instruct signs to be erected along the highway, that are considered necessary to notify persons using commercial vehicles, of the road ban.

TSA s. 152(3)(4)

#### Agricultural Fieldman

- 14 With respect to the duties, powers, and functions of the CAO, the CAO delegates to the appointed Agricultural Fieldman, a designated officer as defined in the MGA, appoint a sufficient number of County inspectors to enforce and monitor compliance with the *Agricultural Pests Act*, the *Weed Control Act*, the *Soil Conservation Act*, and their regulations, within the County.

*Agricultural Pests Act, RSA 2000, c A-8 s. 10(2)*  
CAO Bylaw s. 3.4.19



## Part 5 – Community Services

### Executive Director Community Services

15 The following departments report to the Executive Director Community Services:

- (1) Business Development;
- (2) Buildings Services;
- (3) Economic Development;
- (4) Planning; and
- (5) Recreation, Parks and Community Support.

16 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Executive Director Community Services to:

- (1) implement all administrative policies, procedures, standards, and guidelines for all matters within the powers of the CAO;

*CAO Bylaw s. 3.4.12*

- (2) instruct legal counsel on any matters involving any potential legal and administrative proceedings involving the County, and without limiting the foregoing:

- (a) provide legal services to Council, committees, and departments that report to this Executive Director;
- (b) appear in all legal and administrative proceedings, including commencing, defending and intervening in them to define, enforce, and defend the legal and equitable rights of the County and such other boards, authorities, agencies, and other entities as may be required by Council; and
- (c) grant and revoke all Powers of Attorney allowing staff of Community Development Services to execute all required documents, including without limitation, discharges, postponements, and affidavits pertaining to land, or an interest therein including those granted prior to the passing of the *CAO Bylaw C-7350-2014* on April 22, 2014;

*CAO Bylaw s. 3.4.15*

- (3) sign alone all orders, contracts, agreements, documents, and certificates that may be required pursuant to any agreement, contract, bylaw, statute, or enactment within the signing limit of \$1,000,000 for departments reporting to this Executive Director;

*CAO Bylaw s. 3.4.16.4*



- (4) sub-delegate the signing of all orders, contracts, agreements, documents, and certificates that may be required pursuant to any agreement, contract, bylaw, statute, or enactment within the signing limit of \$1,000,000 for departments reporting to the Executive Director within the following signing limits:
  - (a) up to \$40,000 for Managers;
  - (b) up to \$20,000 for Acting Managers; and
  - (c) up to \$10,000 for Supervisors and Team Leads;

#### Personnel Matters

- (5) establish administrative policies for the employees of the departments reporting to this Executive Director so that they can carry out the powers, duties, and functions delegated to those employees;

*CAO Bylaw s. 3.4.65*

- (6) approve any application for a leave of absence without pay for an employee of a department reporting to this Executive Director when the employee is seeking to be nominated as a candidate in a municipal election;

*LAEA s. 22(5)  
CAO Bylaw s. 3.4.66*

- (7) supervise, evaluate, direct, hire, fire, discipline, terminate, demote, promote, and transfer employees of the departments that report to this Executive Director;

#### Agreements and Contracts

- (8) for purposes related to the operations of the departments reporting to this Executive Director, retain the services of any individual or corporation, enter into agreements and contracts, and complete all necessary documents required for the provision of such services, provided the expenditure does not exceed the amount approved by Council in its annual budget;

*CAO Bylaw s. 3.4.27*

- (9) approve and enter into agreements with external agencies, including other municipalities, for the provision of County goods and services for departments that report to this Executive Director on, at minimum, a full cost-recovery basis;

*CAO Bylaw s. 3.4.29*



- (10) award tenders and enter into agreements and contracts, for the departments that report to this Executive Director, required for the completion of such tenders, in accordance with approved policies subject to the:

- (a) expenditure being included in an approved budget; and
- (b) tender being subject to a competitive process;

*CAO Bylaw s. 3.4.35*

- (11) approve and enter into documents, consents, approvals, acknowledgments, and certificates required for or incidental to any agreement, contract, tender, or investment by the departments reporting to this Executive Director;

*CAO Bylaw s. 3.4.36*

- (12) make application for, and enter into provincial, federal, and other grant funding agreements relating to services provided by the departments that report to this Executive Director;

*CAO Bylaw s. 3.4.38*

- (13) approve the settlement of actions, claims, or demands by or against the County involving the departments that report to this Executive Director, including prejudgment interest and court costs up to a maximum of \$50,000; and

*CAO Bylaw s. 3.4.53.4*

- (14) enter into agreements and contracts related to the development and subdivision of land within the County, pursuant to the planning provisions of the MGA, and complete any and all documents required for such a development or subdivision.

*CAO Bylaw s. 3.4.34*

## Manager of Building Services

- 17 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Manager of Building Services to:

- (1) waive or excuse an individual from paying all or part of a rate or fee set out in the Building Services Section of the Master Rates Bylaw.

*Master Rates Bylaw s. 4*

## Planning

## Development Officer

18 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to Development Officers to:

- (1) fulfill the duties, responsibilities and authority of the Development Authority, as set out in the MGA and the County's *Land Use Bylaw*, as amended from time to time.

MGA ss. 640-643, 650-651  
*Land Use Bylaw* s. 49-52

## Manager of Planning

19 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Manager of Planning to:

- (1) act as the Subdivision Authority with duties, responsibilities, and authority of the Subdivision Authority, as set out in the MGA and the County's *Subdivision Authority Bylaw*, as amended from time to time; and

MGA ss. 652, 654-657  
*Subdivision Authority Bylaw* C-8275-2022

- (2) extend the time for endorsement of subdivision plans and for registration of subdivision plans.

MGA s. 657(6)  
*CAO Bylaw* s. 3.4.26

## Part 6 – Legislative and Intergovernmental Services

## Director of Legislative and Intergovernmental Services

20 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Director of Legislative and Intergovernmental Services to:

- (1) implement all administrative policies, procedures, standards, and guidelines for all matters within the powers of the CAO;

*CAO Bylaw* s. 3.4.12

## Personnel Matters

- (2) establish administrative policies for the employees of the departments reporting to this Director so that they can carry out the powers, duties, and functions delegated to those employees;

*CAO Bylaw* s. 3.4.65



- (3) approve any application for a leave of absence without pay for an employee of a department reporting to this Director when the employee is seeking to be nominated as a candidate in a municipal election;

LAEA s. 22(5)  
CAO Bylaw s. 3.4.66

- (4) supervise, evaluate, direct, hire, fire, discipline, terminate, demote, promote, and transfer employees of the departments that report to this Director;

#### Agreements and Contracts

- (5) for purposes related to the operations of the Legislative and Intergovernmental Services department, retain the services of any individual or corporation, enter into agreements and contracts, and complete all necessary documents required for the provision of such services, provided the expenditure does not exceed the amount approved by Council in its annual budget;

CAO Bylaw s. 3.4.27

#### Census

- (6) conduct a census when required by Council and submit population affidavits in accordance with requirements of the MGA;

MGA ss. 57, 604(b)  
CAO Bylaw s. 3.4.8

#### Elections

- (7) act as the returning officer to carry out the duties and responsibilities of a returning officer under the *Local Authorities Election Act*, RSA 2000, c L-21;

CAO Bylaw s. 3.4.21

- (8) ensure the Minister is sent a list of the Councillors, and any other information the Minister requires, within five days after the Councillors term begins;

CAO Bylaw s. 3.4.5

## Legislative Officer

- 21 With respect to the duties, powers, and functions of the CAO, the CAO makes the following delegation to the Legislative Officer to:

## Appeal Boards

- (1) act as the clerk of the Assessment Review Boards, the Subdivision and Development Appeal Board, and the Enforcement Appeal Committee;

MGA ss. 456, 627.1(1)  
*Appeal and Review Panel Bylaw* s. 31  
*Assessment Review Boards Bylaw* s. 11  
*CAO Bylaw* ss. 3.4.22-3.4.23

- (2) provide resources and support, and be responsible for the overall management of the Assessment Review Boards, the Subdivision and Development Appeal Board, and the Enforcement Appeal Committee;

*CAO Bylaw* ss. 3.4.22-3.4.23

## Corporate Documents and Petitions

- (3) ensure the custody of the corporate seal;

MGA s. 272(2)  
*CAO Bylaw* s. 3.4.6

- (4) receive and ensure that the sufficiency of all petitions to Council be determined as set out in the MGA;

MGA s. 225(1)  
*CAO Bylaw* s. 3.4.9

- (5) provide certification of notices, decisions, documents, and any other certificates of statutory declarations as provided for or required by the MGA, other enactments, and bylaws;

MGA s. 612(1)  
*CAO Bylaw* s. 3.4.11

## Bylaws

- (6) sign, along with the Chief Elected Official, all bylaws;

MGA s. 213(1)(3)  
*CAO Bylaw* s. 3.4.16.2

- (7) prepare administrative consolidations of bylaws;

MGA s. 69  
*CAO Bylaw* s. 3.4.64  
*Procedure Bylaw* s. 212



Council, Council Committee, Committee, or Standing Board and Committee

- (8) ensure all minutes of Council, Council Committee, Committee, or Standing Board and Committee meetings are recorded in the English language without note or comment;

MGA s. 208  
CAO Bylaw s. 3.4.58

- (9) ensure the names of the Councillors and members present at Council, Council Committee, Committee, or Standing Board and Committee meetings are recorded in the minutes;

CAO Bylaw s. 3.4.59

- (10) ensure the minutes of each Council, Council Committee, Committee, or Standing Board and Committee meeting are provided to Council, or the Council Committee, for adoption at a subsequent Council meeting or Committee meeting, as the case may be;

CAO Bylaw s. 3.4.60

- (11) ensure that all minutes of Council, Council Committee, Committee, or Standing Board and Committee meetings, are signed in conjunction with the person presiding at the meeting;  
and

MGA s. 213(1)(2)  
CAO Bylaw s. 3.4.62

- (12) sign along with the person presiding at the meeting, all minutes of Council, Council Committee, Committee, or Standing Board and Committee meetings;

CAO Bylaw s. 3.4.16.1

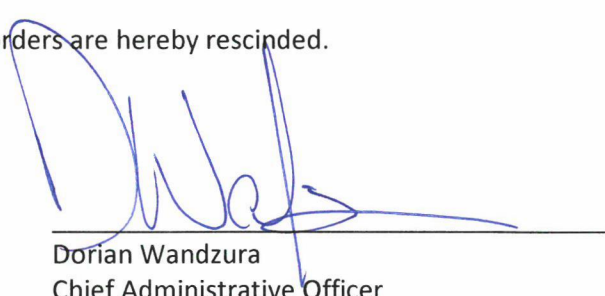
## Part 7 – Restrictions

- 22 While the above delegations remain in effect, the CAO retains the full powers of the administrative head of the County.
- 23 Upon notice, the CAO may exercise any of the powers, duties, or functions given to a delegate in regard to a particular matter, provided no decision has yet been made in relation to that matter.
- 24 The authorities given herein do not exceed the authority given to the CAO through the MGA.
- 25 The authority to sign any document under this Order, does not relieve the obligation to seek the approval of Council or the CAO, as required.



- 26 When exercising their delegated authority, delegates must consult the CAO when a matter:
- (1) is of a particularly sensitive or complex nature;
  - (2) has or is likely to have an impact on the County as a whole; or
  - (3) has or is likely to have an impact to other departments.
- 27 Delegates must consult the CAO and, if the CAO recommends, consult legal counsel when a particular legal request raises a novel or unusual interpretative question.
- 28 Delegates are expected to make decisions in accordance with all applicable legislation, policies, procedures, standards, and guidelines adopted by the County, including but not limited to, procurement procedures and trade agreements.
- 29 Unless an enactment or this Order notes otherwise, the powers, duties, and functions delegated in this Order cannot be sub-delegated to others without the written authorization of the CAO.
- 30 If any provision of this Order is declared invalid by a court, all other provisions remain valid.
- 31 All previous CAO delegation orders are hereby rescinded.

Signed at Rocky View County )  
in the Province of Alberta )  
this 18 day of August, 2022 )



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Dorian Wandzura  
Chief Administrative Officer