

Returning Officer Delegation

Effective December 21, 2020 part 3, section 9(12) of the July 7, 2020 Chief Administrative Officer (CAO) Delegation Order is rescinded.

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

- 1 Act as the returning officer to carry out the duties and responsibilities of a returning officer under the *Local Authorities Election Act*.
- 2 While the delegation as per section 1 remain in effect, the CAO retains the full power of the administrative head of the County.
- 3 Upon notice, the CAO may exercise any of the powers, duties, or functions given to a delegate in regard to a particular matter, provide no decision has yet been made in relation to that matter.
- 4 The authorities given herein do not exceed the authority given to the CAO through the *Municipal Government Act*.
- 5 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.
- 6 When exercising their delegated authority, the delegate must consult the CAO when a matter:
 - (1) is of 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.
- 7 The delegate must consult the CAO and, if the CAO recommends, legal counsel, when a particular legal request raises a novel or unusual interpretative question.
- 8 The delegate is expected to make decisions in accordance with all applicable legislation, policies, procedures, standard and guidelines adopted by the County, including but not limited to, procurement procedures and trade agreements.
- 9 Unless an enactment or this Order notes otherwise, the powers, duties, and functions delegated in the Order cannot be sub-delegated to others without the written authorization of the CAO.
- 10 If any provision of this Order is declared invalid by a court, all other provisions remain valid.

Signed at Rocky View County
In the Province of Alberta
this 21 day of December 2020



Al Hoggan
Chief Administrative Officer