



**Returning Officer – Appointment and Delegation of Authority**

Effective immediately, all previous appointments and delegations of authority issued by the Chief Administrative Officer for the position of Returning Officer for Rocky View County are rescinded and are replaced by the following:

- 1 Pursuant to the Chief Administrative Officer's authority under section 9 of Rocky View County's *Election Bylaw* and section 5.1 of Rocky View County's *Chief Administrative Officer (CAO) Bylaw*, Tyler Andreasen (Acting Manager, Legislative Services) is hereby:
  - (1) appointed as Rocky View County's Returning Officer in accordance with section 9 of the County's *Election Bylaw* C-8573-2024; and
  - (2) is authorized to act as the Returning Officer for Rocky View County and is responsible for exercising all the duties, functions, and powers of a Returning Officer under the *Local Authorities Election Act* and the County's Election Bylaw.
- 2 Pursuant to the Chief Administrative Officer's authority under section 12 of Rocky View County's Election Bylaw, Jesse Sopko (Executive Director, Corporate Services) is hereby:
  - (1) appointed as Rocky View County's Substitute Returning Officer in accordance with section 12 of the County's *Election Bylaw* C-8573-2024; and
  - (2) is authorized to act as the Returning Officer for Rocky View County and is responsible for exercising all the duties, functions, and powers of a Returning Officer under the *Local Authorities Election Act* and the County's Election Bylaw when the Returning Officer is incapable of performing those duties, functions, and powers.

While this appointment and delegation of authority for the position of Returning Officer for Rocky View County is in effect:

- 1 the Chief Administrative Officer retains the full powers, duties, and functions provided to them as the administrative head of the County;
- 2 upon notice, the Chief Administrative Officer may exercise any of the powers, duties, or functions delegated to the delegates regarding a particular matter if no decision has yet been made regarding that matter;
- 3 unless this appointment and delegation of authority or any applicable legislation, bylaw, policy, procedure, standard, or guideline provides otherwise, the powers, duties, and functions delegated to the delegates cannot be further sub-delegated to others without the written authorization of the Chief Administrative Officer.



- 4 this appointment and delegation of authority does not exceed the authority provided to the Chief Administrative Officer under the *Municipal Government Act* or a Returning Officer under the *Local Authorities Election Act* and the County's Election Bylaw;
- 5 when exercising their delegated authority, delegates must consult the Chief Administrative Officer when a matter:
  - (1) is particularly sensitive or complex in 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
- 6 delegates must consult the Chief Administrative Officer and, if the Chief Administrative Officer recommends, consult legal counsel when a particular matter raises novel or unusual legal questions;
- 7 delegates are expected to make decisions in accordance with all applicable legislation, bylaws, policies, procedures, standards, and guidelines, including but not limited to, procurement procedures and trade agreements;
- 8 the authority to sign any document under this appointment and delegation of authority does not relieve the delegates' obligation to seek the approval of Council or the Chief Administrative Officer, as required from time to time; and
- 9 if any provision of this appointment and delegation of authority is declared invalid by a court of competent jurisdiction, all other provisions will remain valid.

Signed at Rocky View County )

in the Province of Alberta )

this 24 day of February, 2025)

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Reegan McCullough

Chief Administrative Officer