



ROCKY VIEW COUNTY Chief Administrative Officer Appointment and Delegation of Authority - Returning Officer and Secretary

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 and Secretary for Rocky View County under the *Local Authorities Election Act* (LAEA) and *Election Bylaw C-8573-2024* are rescinded and are replaced by the following:

- 1 Pursuant to the Chief Administrative Officer’s authority under section 9 of the *Election Bylaw* and section 5.1 of *Chief Administrative Officer (CAO) Bylaw C-7350-2014*, Tyler Andreasen (Manager of Legislative Services) is hereby:
 - (1) appointed as the County’s Returning Officer in accordance with section 9 of the County’s *Election Bylaw*;
 - (2) is authorized to act as the County’s Returning Officer and is responsible for exercising all the duties, functions, and powers of a Returning Officer under the LAEA and the *Election Bylaw*; and
 - (3) designated as the County’s Secretary under the LAEA, with authority to carry out all administrative and legislative responsibilities assigned to the Secretary under the LAEA and the *Election Bylaw*.

- 2 Pursuant to the Chief Administrative Officer’s authority under section 12 of the *Election Bylaw*, Kirin Wrzosek (Legislative Officer) is hereby:
 - (1) appointed as the County’s Substitute Returning Officer in accordance with section 12 of the *Election Bylaw*;
 - (2) is authorized to act as the County’s Returning Officer and is responsible for exercising all the duties, functions, and powers of a Returning Officer under the LAEA and the *Election Bylaw* when the Returning Officer is incapable of performing those duties, functions, and powers; and
 - (3) designated as the County’s Secretary under the LAEA in a substitute capacity, with authority to carry out all administrative and legislative responsibilities assigned to the Secretary under the LAEA and the *Election Bylaw* when the Secretary 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 28 day of April, 2026)
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 Reegan McCullough
 Chief Administrative Officer