



EMPOWER
enhance, enable, engage

Delegation Order

Empowering others
with the duties and functions
of the Chief Administrative Officer

Kevin E.J. Greig
County Manager



ROCKY VIEW COUNTY
Cultivating Communities



ROCKY VIEW COUNTY
Cultivating Communities

DELEGATION ORDER

Delegation of the
Powers, Duties and Functions
of the

Chief Administrative Officer

Bylaw C-7350-2014
(including other Rocky View County Bylaws, the
Municipal Government Act and other Provincial
Legislation)

Kevin E. J. Greig
County Manager

September 17, 2015
Amended January 18, 2016
Amended March 10, 2017

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

Delegation by chief administrative officer

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

The authority within the MGA and the CAO Bylaw, along with other related County bylaws includes the discretion for the County Manager to delegate authority throughout the organization. This Delegation Order, signed by the County Manager, is the official document and the method by which authority is formally distributed among employees of the County.

This delegation order provides specific employees with the authority and responsibility on matters within their department/section and empowers employees to effectively and efficiently excel in their role and ensure the efficient operation of the County. This Delegation Order is supplementary to employee job descriptions.

Summary of updates within this March 10, 2017 Delegation Order Amendment:

1. **Numbering and Title:** A new numbering structure was applied;
2. **Title:** The Legislative Services department references were updated to reflect the new title of Legislative & Legal Services.
3. **Delegation Change:** Functions that were formerly delegated to the Appeals & Policies Coordinator and to the Legislative Clerk – Council, were moved to the Manager Legislative & Legal Services. This is in line with the delegations in other areas.
4. **Settlement Authority:** The authority of the General Managers to settle actions, claims or demands against the Municipality was moved to a separate paragraph so that it better matched the *CAO Bylaw*.

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A. General Manager – Kent Robinson

See Also

1. General

- (a) The following departments report to Kent Robinson:
 - (i) Communication Services
 - (ii) Enforcement Services
 - (iii) Financial Services
 - (iv) Fire Services
 - (v) Human Recourses
 - (vi) Information Services
 - (vii) Legislative & Legal Services
- (b) Implement administrative policies, procedures, standards and guidelines for all matters delegated.
- (c) Instruct legal counsel on matters involving any potential legal and administrative proceedings involving departments that report to this General Manager, and without limiting the foregoing:
 - (i) provide legal services to Council, Committees and reporting departments;
 - (ii) appear in all legal and administrative proceedings including commencing, defending and intervening in them to define, enforce and defend the Municipality's (and such other Boards, Authorities, agencies and other entities as may be required by Council) legal and equitable rights; and
 - (iii) grant and revoke all powers of attorney allowing staff to execute all required documents, including without limitation, discharges, postponements, and affidavits pertaining to land, or an interest therein including those granted prior the date of the CAO Bylaw C-7350-2014 (dated April 22, 2014).
- (d) 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 General Manager.

CAO Bylaw s. 3.4.12

CAO Bylaw s. 3.1.15

CAO Bylaw s. 3.4.16.4
Purchasing Procedures
#PRO-003.

2. Agreements & Contracts

- (a) Retain the services of any individual or corporation for purposes related to the operations of the departments that report to this General Manager documents required for the provision of such services provided the expenditure does not exceed the amount approved by Council in its annual budget.
- (b) Approve and enter into all agreements and contracts necessary to provide insurance.
- (c) Register on behalf of the County and pursuant to any statute or enactments, all forms of intellectual property, including, without limitation, trademarks, official marks, copyright, design and patents.
- (d) Approve and enter into agreements with external agencies, including municipalities, for the provision of municipal goods and services for departments that report to this General Manager on, at minimum, a full cost-recovery basis.

CAO Bylaw s. 3.4.27

CAO Bylaw s. 3.4.30

CAO Bylaw s. 3.4.39

CAO Bylaw s.3.4.29

(e) Make application for and enter into provincial, federal and other grant funding agreements relating to services provided by the departments that report to this General Manager.	CAO Bylaw s. 3.4.38
(f) Award all tenders and enter into all agreements and contracts for the Departments that report to this General Manager required for the completion of such tenders in accordance with approved policies subject to the: (i) expenditure being included in an approved budget; and (ii) tender being subject to a competitive process.	CAO Bylaw s 3.4.35
(g) Approve and enter into all documents, consents, approvals, acknowledgments, And certificates required for or incidental to any agreement, contract, tender or investment by the departments reporting to this General Manager.	CAO Bylaw s.3.4.36
(h) Approve and enter into all agreements and contracts involving the lease of land and/or at current fair market value where the Municipality is lessee or lessor, provided the term shall not exceed five (5) years, exclusive of renewals.	CAO Bylaw s. 3.4.37
(i) Approve the settlement of all actions, claims or demands by or against, the Municipality, including prejudgment interest and court costs up to a maximum of \$50,000.	CAO Bylaw s. 3.4.53.4
3. Budget	
(a) Prepare, submit to Council for approval, and monitor the annual operating and capital budgets.	CAO Bylaw s. 3.4.41 CAO Bylaw s. 3.4.53.2
(b) Monitor and control expenditures within the budgets approved by Council.	CAO Bylaw s. 3.4.42
(c) Authorize budget reallocations permitting the transfer of expenses and incomes for the same or similar purposes.	CAO Bylaw s. 3.4.43
4. Emergency Plans/Program/Expenditures	
(a) Approve and enter into agreements with and make payments or grants, or both, 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
(b) Expend monies, in cases where a local state of emergency has been declared, That are not an approved budget and subsequently report to Council on the implication of these expenditures.	CAO Bylaw s.3.4.55
5. Financial	
(a) Advise Council and make recommendations about the financial condition of the Municipality.	CAO Bylaw s. 3.4.2.2 CAO Bylaw s. 3.4.44
(b) Sign along with the Reeve, or any other person authorized by Council, cheques and other negotiable instruments.	MGA s. 213(4)(b) CAO Bylaw 3.4.16.3
(c) Negotiate alone and co-sign instruments, including promissory notes with the Reeve.	MGA s. 213(4)(b)

- (d) Prepare and sign security agreements granting security on Municipal assets.
- (e) Prepare and sign documents relating to a reduction in security held for performance by contractors.
- (f) Ensure that revenues of the Municipality are collected and controlled and receipts are issued in the manner directed by Council. MGA s. 208(1)(g)
CAO Bylaw s. 3.4.45
- (g) Ensure all money belonging to or held by the Municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust company. MGA s. 207(1)(h)
CAO Bylaw s. 3.4.46
- (h) Ensure the accounts for authorized expenditures referred to in the MGA are paid. MGA s. 248(1)
CAO Bylaw s. 3.4.47
- (i) Ensure accurate records and accounts are kept of the financial affairs of the Municipality including items on which a Municipality's debt limit is based and the things included in the definition of debt for the Municipality. CAO Bylaw s. 3.4.48
- (j) Ensure that actual revenues and expenditures of the Municipality compared with the estimates in the operating or capital budget approved by Council are report to Council as often as Council directs. CAO Bylaw s. 3.4.49
- (k) Ensure money invested by the Municipality is invested in accordance with the MGA. MGA s. 250
CAO Bylaw s. 3.4.50
- (l) Prepare and sign banking documents, to open and close accounts and authorize investments. MGA s. 270
CAO Bylaw s. 3.4.53.1
- (m) Pay any amount which the Municipality is legally required to pay pursuant to an Order of Judgment of Court or tribunal of competent jurisdiction relating to an action, claim or demand against the Municipality. MGA s. 248
CAO Bylaw s. 3.4.53.3

6. Freedom of Information & Protection of Privacy

- (a) Act as Head of the Municipality within the meaning of the *Freedom of Information and Protection of Privacy Act*. FOIP s. 85(1)(2)
CAO Bylaw s. 3.4.7

7. Personnel Matters

- (a) Establish administrative policies for the employees of the departments that report to this General Manager so that they can carry out the powers, duties and functions delegated to those employees. CAO Bylaw s. 3.4.65
- (b) Approve any application for a leave of absence without pay of an employee of a department that reports to this General Manager seeking to be nominated as a candidate in a municipal election. LAEA s. 22(5)
CAO Bylaw s.3.4.66
- (c) Supervise, evaluate, direct, hire, fire, discipline, terminate, demote, promote And transfer employees of the departments that report to this General Manager. CAO Bylaw s.3.4.67

8. Taxes and Tax Recovery

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|--|---|
| (a) Exercise all of the powers, duties and functions of the Municipality 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 |
| (b) Ensure public auctions to recover taxes are carried out in accordance with Provisions of the MGA. (Recovery of taxes related to land) | MGA s. 418 – 423
CAO Bylaw s. 3.4.52 |
| (c) Prepare and issue distress warrants, seize and sell goods pursuant to distress Warrants on be of the Municipality for the recovery of tax arrears pursuant to (recovery of taxes not related to land). | MGA s. 437 – 452
CAO Bylaw s. 3.4.18 |
| (d) 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 Municipality. | MGA s. 420(2) and
436.11(2) |

9. Manager Enforcement Services

- | | |
|---|---|
| (a) Carry out inspections, remedies, enforcement or actions pursuant to the MGA where the Act or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Municipality. | MGA s.640-643
MGA s. 650 – 651
Land Use Bylaw s. 9
CAO Bylaw s. 3.4.19 |
| (b) Make determinations and issue orders pursuant to the MGA or any other statute, enactment or bylaw which the Municipality is authorized to enforce, including, without limitation, matters related to dangerous or unsightly property. | MGA s. 545 – 546
CAO Bylaw s.3.4.20 |

10. Manager Legislative & Legal Services

10.1 General

- | | |
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| (a) Responsible for the overall management of access to information and protection of privacy functions and responsibilities. | CAO Bylaw s.3.4.7 |
| (b) Ensure that all records and documents of the County are kept safe. | MGA s. 208(1)(d)
CAO Bylaw s.3.4.61 |
| (c) Ensure the custody of the corporate seal. | MGA s. 208(1)(f)
CAO Bylaw s.3.4.6 |
| (d) Receive and ensure that the sufficiency of all petitions to Council be determined as set out in the <i>Municipal Government Act</i> . | MGA s.225(1)
CAO Bylaw 3.4.9 |
| (e) Accept service of all notices and documents on behalf of the County unless an act or statute states otherwise. | CAO Bylaw 3.4.10 |
| (f) Provide certification of notices, decisions, documents and any other certificates of statutory declarations as provided for or required by the <i>Municipal Government Act</i> . | MGA s. 612(1)
CAO Bylaw 3.4.11 |
| (g) Responsible for the overall management of the Subdivision & Development Appeal Board and Assessment Review Board. | |
| (h) Sign along with the person presiding at the meeting, all minutes of Council and Policy and Priorities Committee meetings | CAO Bylaw 3.4.16.1 |

10.2 Bylaws

- (a) Sign along with the Reeve, all bylaws.
- (b) Prepare administrative consolidations of bylaws.

CAO Bylaw 3.4.16.2

CAO Bylaw 3.4.64

10.3 Census

- (a) Conduct a census when required by Council and submit population affidavits in accordance with requirements of the *Municipal Government Act*.

MGA 57; 604(b)
CAO Bylaw s.3.4.8

10.4 Elections

- (a) Appointed as the returning officer to carry out the duties and responsibilities of a Returning officer under the *Local Authorities Election Act* (LAEA).
- (b) Ensure the Minister is sent a list of the Councillors and any other information the Minister requires within five (5) days after the term of the Councillors begins.

CAO Bylaw s.3.4.21

CAO Bylaw s. 3.4.5

10.5 Minutes

- (a) Ensure all minutes of Council meetings are recorded in the English language without note or comment.
- (b) Ensure the names of the Councillors present at Council meetings and members present at Council Committee meetings are recorded in the minutes.
- (c) Ensure the minutes of each Council meeting and Council Committee meeting are provided to Council or the Council Committee for adoption at a subsequent meeting Council meeting or Committee meeting, as the case may be.
- (d) Ensure that all minutes of Council and Council Committee meetings are signed in conjunction with the person presiding at the meeting.

CAO Bylaw s. 3.4.58

CAO Bylaw s. 3.4.59

CAO Bylaw s. 3.4.60

CAO Bylaw s.3.4.62

10.6 Agricultural Service Board

- (a) Along with the person presiding at the meeting, sign all minutes of the Agricultural Services Board.
- (b) Ensure the names of the Agricultural Services Board members present at the meeting are recorded.
- (c) Ensure the minutes of each Agricultural Services Board meeting are provided to the Board for adoption at a subsequent Regional Recreation Board meeting.

CAO Bylaw 3.4.16.1

CAO Bylaw 3.4.59

CAO Bylaw 3.4.60

10.7 Appeal Boards

- (a) Appointed the Clerk of the Assessment Review Board in accordance with the provisions of the MGA.
- (b) Appointed the Clerk of the Subdivision & Development Appeal Board.

MGA s.455(1)
CAO Bylaw s. 3.4.23

CAO Bylaw s. 3.4.22

B. General Manager – Byron Riemann

1. General

- | | See Also |
|--|--|
| (a) The following departments report to Byron Riemann: <ul style="list-style-type: none">(i) Agricultural & Environmental Services(ii) Corporate Properties(iii) Engineering Services(iv) Fleet Services(v) Operations(vi) Roads Maintenance | |
| (b) Implement Administrative Policies, procedures, standards and guidelines for all matters delegated. | CAO Bylaw s.3.4.12 |
| (c) Instruct legal counsel on matters involving any potential legal and administrative proceedings involving departments that report to this General Manager, and without limiting the foregoing: <ul style="list-style-type: none">(i) provide legal services to Council, Committees and reporting departments;(ii) appear in all legal and administrative proceedings including commencing, defending and intervening in them to define, enforce and defend the Municipalities (and such other Boards, Authorities, agencies and other entities as may be required by Council) legal and equitable rights; and(iii) 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 date of the CAO Bylaw C-7350-2014 (dated April 22, 2014). | CAO Bylaw s. 3.1.15 |
| (d) 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 General Manager. | CAO Bylaw s. 3.4.16.4
Purchasing Procedures
#PRO003. |
| (e) 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.25
CAO Bylaw s.3.4.24 |
| (f) Approve the settlement of all actions, claims or demands by or against, the Municipality, including prejudgment interest and court costs up to a maximum of \$50,000. | CAO Bylaw s.3.4.53.4 |

2. Agreements & Contracts

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|---|---------------------|
| (a) Retain the services of any individual or corporation for purposes related to the operations of the departments reporting to this General Manager and enter into all 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 |
| (b) Make application for and enter into provincial, federal and other grant funding agreements relating to services provided by the departments reporting to this General Manager. | CAO Bylaw s.3.4.38 |
| (c) Approve and enter into agreements with external agencies, including | CAO Bylaw s.3.4.29 |

municipalities, for the provision of municipal goods and services for departments reporting to this General Manager, on at minimum, a full cost-recovery basis.

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|---|---|
| (d) Award all tenders and enter into all agreements and contracts for the departments that report to this General Manager for the completion of such tenders in accordance with approved policies subject to the:
(i) expenditure being included in an approved budget; and
(ii) tender being subject to a competitive process. | CAO Bylaw s. 3.4.35 |
| (e) Approve and enter into all documents, consents, approvals, acknowledgments, and certificates required for or incidental to any agreement, contract, or tender by departments reporting to this General Manager. | CAO Bylaw s.3.4.36 |
| (f) Negotiate and execute on behalf of the Municipality all encroachment, easement and right-of-way agreements whereby the Municipality grants to third parties an interest in Municipality lands by way of a right-of-way, easement or encroachment right provided that the General Manager, shall not be authorized in conjunction with the power to authorize the expenditure of any Municipal funds to accommodate such right-of-way, easement or encroachment right. The General Manager shall impose a charge in relation to the grant and administration of the right-of-way, easement or encroachment right and the General Manager shall ensure that such administrative fee is collected from the third party benefiting from such right-of-way, easement or encroachment right prior to the execution of such Agreement. | CAO Bylaw s.3.4.32 |
| (g) Provided funds are included in an approved budget, negotiate and execute on behalf of the Municipality all encroachment, easement, licenses of occupation and right-of-way agreements whereby the Municipality obtains from a third party an interest in lands byway of an encroachment, easement, license of occupation or right-of-way. | CAO Bylaw s. 3.4.33 |
| (h) Approve and enter into all agreements and contracts involving the disposition or conveyance of burial plots. | CAO Bylaw s. 3.4.40
<i>Cemeteries Act s. 6</i> |
| (i) Negotiate on behalf of the Municipality 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 Municipality, and execute such Development Agreements for an on behalf of the Municipality. | CAO Bylaw s.3.4.31 |

3. Environmental Compliance

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|--|--------------------|
| (a) Implement and maintain Administrative Policies and programs for the purpose of ensuring Municipal awareness of all Environmental Requirements, and the duties and responsibilities imposed upon the Municipality under these Environment Requirements. | CAO Bylaw s.3.4.68 |
| (b) Implement Administrative Policies and programs, including training, compliance reporting and compliance monitoring programs to ensure that the Municipality's' duties and responsibilities under the Environment Requirements are met. | CAO Bylaw s.3.4.69 |

- (c) Ensure that Council is informed on a monthly basis or as otherwise required, of the status of the Municipality's compliance with Environment Requirements, and any contraventions of these Environmental Requirements by Municipality employees, officers or contractors or by any third party, including but not limited to utility franchisees. CAO Bylaw s.3.4.70
- (d) Ensure that all breaches of Environmental Requirements are reported in accordance with applicable regulatory guidelines. CAO Bylaw s. 3.4.71
- (e) Require that all agreements with third parties respecting operations and services provided by or for the benefit of the Municipality, and respecting operations and services provided by those third parties for the benefit of consumers, within the Municipality (including, without restriction, utility franchise agreements), properly address compliance with all Environmental Requirements relating to those operations and services. CAO Bylaw s.3.4.72

4. Personnel Matters

- (a) Establish Administrative Policies for all employees of the departments reporting to this General Manager so that they can carry out the powers, duties and functions delegated to those employees.
- (b) Approve any application for a leave of absence without pay of an employee of a department that reports to this General Manager seeking to be nominated as a candidate in a municipal election. LAEA s. 22(5)
CAO Bylaw s.3.4.66
- (c) Supervise, evaluate, direct, hire, fire, discipline, terminate, demote, promote and transfer employees of the departments that report to this General Manager. CAO Bylaw s.3.4.67

5. Roads

- (a) Authorize the placement from time to time of traffic control devices, including traffic Control devices, restricting the speed of vehicles, at any locations considered necessary for controlling highways subject to the direction, management and control of the County and provide for a record of all locations to be kept, which shall be open to the public inspection during normal business hours. CAO Bylaw s.3.4.25
TSA s. 110¹
- (b) Impose road bans and shall cause signs to be erected along the highway considered necessary to notify persons using commercial vehicles of the road ban. TSA s. 152(3)(4)

6. Agricultural Fieldman

- (a) Appointed by the Municipality as a designated officer, as defined in in the MGA, to carry out the duties and responsibilities of "Agricultural Fieldman" under the *Agricultural Service Board Act* (ASBA), and without limiting the general nature of that authority, in particular for those portions of the ASBA that pertain to:
 - (i) carrying out the functions, duties and powers of the County under any Act relating to agriculture; and
 - (ii) implementing projects respecting agriculture agreed on between the Rocky View County Council and the Minister.
- (b) Act as County inspector under the *Weed Control Act* (WCA). ASBA s. 8(3)(a)

See Also

MGA 210(1)
ASBA s. 8(1)(2)

¹ *Traffic Safety Act*

- | | |
|---|------------------------------|
| (c) Appoint a sufficient number of County weed inspectors to enforce and monitor compliance with the WCA within Rocky View County. | WCA s. 7(1) |
| (d) With the consent of the local authority of another municipality, enforce and monitor Compliance with the WCA within the other municipality. | WCA. S 9
CAO Bylaw s. TBD |
| (e) Act as County inspector under the <i>Agricultural Pests Act</i> (APA). | ASBA s. 8(3)(b) |
| (f) Appoint a sufficient number of inspectors to carry out the APA and the regulations within Rocky View County. | APA s. 10(2) |
| (g) Act as a soil conservation officer for the County under the <i>Soil Conservation Act</i> (SCA). | ASBA s. 8(3)(c) |
| (h) Appoint a sufficient number of inspectors to carry out the SCA. | MGA s. 212 |
| (i) Notify the General Manager within 5 days that a notice was served to remedy measures to prevent or stop soil loss or deterioration under the SCA. | SCA s. 5(a) |

C. General Manager – Chris O’Hara

1. General

- | | |
|---|--|
| (a) The following departments report to Chris O’Hara: | |
| (i) Assessment Services | |
| (ii) Buildings Services | |
| (iii) Economic Development | |
| (iv) Planning Services | |
| (v) Recreation & Community Services | |
| (b) Implement Administrative Policies, procedures, standards and guidelines for all matters delegated. | CAO Bylaw s.3.4.12 |
| (c) Instruct legal counsel on matters involving any potential legal and administrative proceedings involving departments that report to this General Manager, and without limiting the foregoing: | CAO Bylaw s. 3.4.15 |
| (i) provide legal services to Council, Committees and reporting departments; | |
| (ii) appear in all legal and administrative proceedings including commencing, defending and intervening in them to define, enforce and defend the Municipalities (and such other Boards, Authorities, agencies and other entities as may be required by Council) legal and equitable rights; and | |
| (iii) grant and revoke all powers of attorney allowing staff 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 date of the CAO Bylaw C-7350-2014 (dated April 22, 2014). | |
| (d) 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 General Manager. | CAO Bylaw s. 3.4.16.4
Purchasing Procedures
#PRO003. |

See Also

- (e) Ensure Assessments, assessment rolls and tax rolls required by the MGA are prepared. CAO Bylaw S. 3.4.51

2. Agreements & Contracts

- (a) Retain the services of any individual or corporation for purposes related to the operations of the department that report to this General Manager and enter into all 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
- (b) Award all tenders and enter into all agreements and contracts for the departments that report to this General Manager required for the completion of such tenders in accordance with approved policies subject to the:
 - (i) expenditure being included in an approved budget; and
 - (ii) tender being subject to a competitive process. CAO Bylaw s. 3.4.35
- (c) Approve and enter into all documents, consents, approvals, acknowledgments, and certificates required for or incidental to agreement, contract, or tender or investment by the departments reporting to this General Manager. CAO Bylaw s.3.4.36
- (d) Make application for and enter into provincial, federal and other grant funding agreements relating to services provided by the departments that report to this General Manager. CAO Bylaw s. 3.4.38
- (e) Approve and enter into all agreements with external agencies, including municipalities, for the provision of municipal goods and services for departments that report to this General Manager on, at minimum, a full cost-recovery basis. CAO Bylaw s.3.4.29
- (f) Enter into all agreements and contracts related to the development and subdivision of land within the Municipality 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
- (g) Approve the settlement of all actions, claims or demands by or against, the Municipality, including prejudgment interest and court costs up to a maximum of \$50,000. CAO Bylaw s.3.4.53.4

3. Personnel Matters

- (a) Establish Administrative Policies for all employees of the departments that report to this General Manager so that they can carry out the powers, duties and functions delegated to those employees. CAO Bylaw s. 3.4.65
- (b) Approve any application for a leave of absence without pay of an employee of a department that reports to this General Manager seeking to be nominated as a candidate in a municipal election. LAEA s. 22(5)
CAO Bylaw s.3.4.66
- (c) Supervise, evaluate, direct, hire, fire, discipline, terminate, demote, promote and transfer employees of the departments that report to this General Manager. CAO Bylaw s.3.4.67

4. Manager Assessment Services

- (a) Appointed by the Municipality as a designated officer, as defined in the MGA, to carry out the duties and responsibilities in Bylaw C-5151-2000 of an “assessor” under the MGA, and without limiting the general nature of that authority, in particular for those portions of the MGA that pertain to:
 - (i) Contents of assessment notices;
 - (ii) Admissible evidence at hearings – assessment rolls and assessment notices; and
 - (iii) Certifying copies of assessment rolls and assessment notices.
- (b) Is designated by the Minister of Municipal Affairs having the qualifications set out in the *Municipal Government Act* and Assessment Regulations to carry out the duties and responsibilities of an ‘Assessor’.
- (c) May delegate any of the ‘Assessor’ powers, duties or functions to another employee who is designated by the Minister of Municipal Affairs having the qualifications set out in the *Municipal Government Act* and Assessment Regulations to carry out the duties and responsibilities of an ‘Assessor’.

See Also

MGA 210 (1)
MGA 284(1)(d)(i)

MGA 284(1)(d)(ii)

MGA 284(1)(d)
MGA 212

5. Manager Planning Services

5.1 Development Officer

Appointed as Development Officer with duties, responsibilities and authority of the Development Authority as set out in the *Municipal Government Act* and Rocky View County Land Use Bylaw as amended from time to time.

MGA s. 640 – 643
MGA s. 650 – 651
Land Use Bylaw s.9

5.2 Subdivision Officer

Appointed as Development Officer with duties, responsibilities and authority of the Development Authority as set out in the *Municipal Government Act* and Rocky View County Land Use Bylaw as amended from time to time.

MGA s. 652, 654 – 657
Subdivision Authority
Bylaw s.4.1 – 4.3 &
s. 4.7 – 4.8

Authorized to extend the time for endorsement of subdivision plans and for registration of subdivision plans.

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

D. General

1. This Delegation Order shall be interpreted in accordance with the following:
 - (a) The authorities given herein do not exceed the authority given to the County Manager and through the *Municipal Government Act*.
 - (b) Where Council has delegated authority to a particular position other than the position named herein, the Council delegation shall prevail.
 - (c) The authority to sign any document under this Delegation Order does not relieve the obligation to seek Council or County Manager approval, where required.
 - (d) Where an existing Delegation conflicts with this Delegation, this Delegation Order shall prevail.
 - (e) Where the delegation is to a particular position, the delegation is to any person appointed to that position, or in the absence of such a persons, any person officially acting in that position.
 - (f) The powers, duties and functions given herein cannot be sub-delegated to others without authorization in writing from the County Manager.

- (g) The delegations provided herein require the employee, in the exercise of the authority, to comply with all applicable legislation, policies, procedures, standards and guidelines adopted by Rocky View County (including, but not limited to procurement procedures and trade agreements).
 - (h) Further approvals from the General Manager of any department directly impacted must also be obtained (for example, if there is a financial or legal impact, the County Manager must also approve).
 - (i) The delegations referred to herein, relate only to funds included in a budget approved by Council.
2. Questions regarding the interpretation of this Delegation Order are to be directed to the applicable General Manager.
 3. This delegation order is an evolving document and it is expected that it will be updated as required. Once a new document is signed by the Chief Administrative Officer, all previous Delegation Orders are automatically rescinded.
 4. This Delegation Order was reviewed by the County Solicitor and will be maintained by Legislative Services. Future updates will be completed by Legislative Services in conjunction with the County Manager and the General Managers.

Original dated at Calgary, in the Province of Alberta, this 17th day of September, 2015.
Amendment dated at Calgary, in the Province of Alberta, this 18th day of January, 2016.
Amendment dated at Calgary, in the Province of Alberta, this 10th day of March 2017.



Kevin E.J. Greig, County Manager