

Purpose

- 1 To outline the delegation of City Manager powers, duties, and functions as a designated officer in accordance with s. 209 of the *Municipal Government Act (MGA)*.
- 2 To provide specific positions with powers, duties, and functions on matters within their divisions.

Delegation Process

- 3 This Policy is not intended to capture every single City Manager delegation. The City Manager may further delegate powers, duties, and functions via another Corporate Policy, the employee's job description, a Letter of Delegation, or as deemed appropriate by Legal Services.

Delegation to General Managers

- 4 General Managers are delegated the following powers, duties, and functions as outlined in the City Manager and Designated Officers Bylaw:
 - (1) hire, appoint, suspend, remove or terminate any employee from any position in The City.
 - (2) conduct audits, investigations and studies of the Administration, as deemed necessary or as requested by Council.
 - (3) approve provincial and federal grant funding agreements.

General Manager of Community Services

- 5 The following departments report to the General Manager of Community Services:
 - (1) Parks & Public Works;
 - (2) Safe & Healthy Communities;
 - (3) Transit & Fleet;
 - (4) Utilities; and
 - (5) CSV Business Excellence.
- 6 The General Manager of Community Services has the following powers, duties, and functions as outlined in the City Manager and Designated Officers Bylaw:
 - (1) approve all agreements involving the disposition or conveyance of burial plots.
 - (2) approve agreements with the Province of Alberta and non-profit organizations for the provisions of the family and community support program.
 - (3) approve encroachments onto City lands that is within Community Services responsibility.
- 7 The General Manager of Community Services is delegated the powers, duties, and functions within the Utility Bylaw that pertains to the management of utility supply and the administration of the utility infrastructure.

General Manager of Growth & Finance

- 8 The following departments report to the General Manager of Growth & Finance:

- (1) City Planning & Growth;
 - (2) Engineering Services;
 - (3) Financial Services/CFO;
 - (4) Inspections & Licensing; and
 - (5) Land & Economic Development.
- 9 The General Manager of Growth & Finance has the following powers, duties, and functions as outlined in the City Manager & Designated Officers Bylaw:
- (1) designate the financial institution(s) to be used by The City and open and close accounts that hold The City's money.
 - (2) prepare and submit operating and capital budgets as directed by Council.
 - (3) invest funds on behalf of The City in accordance with provisions of the *MGA* and applicable policies.
 - (4) sign cheques or other negotiable instruments.
 - (5) extend the time for endorsement of subdivision plans and for registration of subdivision plans in accordance with s. 657(6) of the *MGA*.
 - (6) initiate and direct inspection, remedial, or enforcement steps to be taken by the Administration and issue orders or make applications to a court of competent jurisdiction, for enforcement of bylaws and other matters within the jurisdiction of The City.
 - (7) unless otherwise stated in other sections of this Policy or an existing Corporate Policy (i.e., Contracts Policy), approve land and lease agreements.
 - (8) temporarily close the whole or part of a road at any time in accordance with the *MGA* or any other enactment.
- 10 The General Manager of Growth & Finance is delegated the powers, duties, and functions required for the administration of the following bylaws:
- (1) Business License Bylaw;
 - (2) Chicken Bylaw; and
 - (3) Dog Bylaw.

General Manager of Protective Services

- 11 The following departments report to the General Manager of Protective Services:
- (1) Emergency Services; and
 - (2) Municipal Policing Services.
- 12 The General Manager of Protective Services has the following powers, duties, and functions as outlined in the City Manager and Designated Officers Bylaw:
- (1) in cases of emergency, as determined by the City Manager, expend monies to address the emergency that are not in an approved budget from any source of funds, up to a maximum of \$1,000,000 for each emergency, and subsequently report to Council on the implications of those expenditures.
 - (2) monitor the RCMP contract with the federal government and K Division.
 - (3) provide oversight and direction to the RCMP Superintendent and the Municipal Policing Service in enforcing the bylaws of The City.

- (4) ensure that the Municipal Policing Service reports as required on the implementation of the City Manager directed or Council-approved objectives, priorities, and goals of the Municipal Policing Service.

13 The Chief of Emergency Services is delegated the powers, duties, and functions required for the administration of the following bylaws:

- (1) Emergency Management Bylaw;
- (2) Emergency Services Department Fees & Charges Bylaw;
- (3) Fireworks Bylaw.

General Manager of Corporate & Employee Services

14 The following departments report to the General Manager of Corporate & Employee Services:

- (1) Community & Public Relations;
- (2) Human Resources;
- (3) Information Technology Services/CIO;
- (4) Legal & Legislative Services; and
- (5) Revenue & Assessment Services.

15 The General Manager of Corporate & Employee Services is responsible for keeping the corporate seal safe as per s. 272(2) of the MGA.

16 The General Manager of Corporate & Employee Services has the following powers, duties, and functions as outlined in the City Manager & Designated Officers Bylaw:

- (1) determine salaries, benefits, hours of work and other working conditions.
- (2) arrange for training for members of Council in accordance with the requirements of the MGA.
- (3) sign minutes of Council meetings, minutes of Council committee meetings, and bylaws.
- (4) issue certificates pursuant to Section 606 of the MGA.
- (5) certify, as “true copies” a bylaw, resolution, or record of The City.
- (6) prepare revisions to bylaws and certify the proposed revisions and consolidate bylaws in accordance with the MGA.
- (7) sign an order, decision, approval, notice or other thing made or given by the subdivision and development appeal board.
- (8) prepare a tax roll annually.
- (9) prepare and send tax notices as required by the MGA.
- (10) certify the date that the tax notices are sent.
- (11) determine how a tax payment is to be applied if the taxpayer owns multiple properties and does not indicate how the payment is to be applied.
- (12) issue tax certificates.
- (13) pay any amounts The City is legally obligated to pay pursuant to an order or judgement of a Court, board, or other tribunal having jurisdiction, relating to an action, claim, or demand against or by The City.
- (14) enter into any agreements necessary to provide insurance coverage and performance bonds for The City.

- (15) sign certificates required pursuant to Section 16.1 of the *MGA* when the City is acquiring land for a road.
 - (16) appointed as the Returning Officer for the purposes of the *Local Authorities Election Act*.
 - (17) grant an employee a leave of absence without pay if an employee notifies The City that an employee seeks to be nominated as a candidate in a municipal election, pursuant to the *Local Authorities Election Act*.
- 17 The General Manager of Corporate & Employee Services has the following powers, duties, and functions within the Utility Bylaw that pertains to billing and collection of utility services, as well as the creation and maintenance of utility accounts.
- 18 The General Manager of Corporate & Employee Services is delegated the powers, duties, and functions required for the administration of the following bylaws:
- (1) Revenue and Assessment Fee Service Fee Bylaw;
 - (2) Tax Instalment Bylaw; and
 - (3) Tax Rate Bylaw.

Additional Powers, Duties, and Delegations of Named Officers

- 19 The positions described in this Policy:
- (1) perform other duties and exercise such powers and functions assigned to them by the *MGA*, any other act, bylaw or resolution, or by the City Manager; and
 - (2) may sub-delegate duties and functions as required.

References/Links:

- 1 *Municipal Government Act (MGA)*
- 2 City Manager & Designated Officers Bylaw 3685/2022
- 3 CMD-1.0 Delegation Principle
- 4 CMD-2.0 City Manager's Role & Responsibilities
- 5 EL-A-2.0 Acting City Manager

Scope/Application:

- 1 This Policy is applicable to any employees listed within this Policy or any employees in an acting capacity.

Authority/Responsibility to Implement:

- I The City Manager retains the responsibility for implementing and updating this Policy, as well as monitoring compliance.

Inquiries/Contact Person:

- I Legal and Legislative Services Manager

Policy Monitoring and Evaluation:

- I This Policy will be reviewed annually by the City Manager with revisions made whenever a delegation of City Manager powers, duties, or functions is required.

Document History:

Date:	Approved By:	Title:
Approved: October 10, 2013	"Craig Curtis"	City Manager
Revised: August 11, 2014	"Craig Curtis"	City Manager
Revised: October 23, 2014	"Craig Curtis"	City Manager
Revised: December 9, 2015	"Craig Curtis"	City Manager
Revised: January 18, 2016	"Craig Curtis"	City Manager
Revised: June 20, 2017	"Craig Curtis"	City Manager
Revised: June 30, 2020	"Allan Seabrooke"	City Manager
Revised: January 4, 2021	"Allan Seabrooke"	City Manager
Revised: June 17, 2024	"Tara Lodewyk"	City Manager