

PARKLAND COUNTY  
PROVINCE OF ALBERTA

BYLAW 2025 - 13

BEING A BYLAW OF PARKLAND COUNTY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE POSITION OF CHIEF ADMINISTRATIVE OFFICER, TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THE POSITION AND TO PROVIDE FOR DELEGATION BY THE CHIEF ADMINISTRATIVE OFFICER

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**WHEREAS** the *Municipal Government Act*, RSA 2000 c M-26, provides that Council must by bylaw, establish the position of chief administrative officer and may give the position any title Council considers appropriate; and

**WHEREAS** section 203 of the *Municipal Government Act*, RSA 2000, c M-26 provides that Council may by bylaw delegate certain powers, duties, or functions; and

**WHEREAS** pursuant to the provisions of the *Agricultural Pests Act*, RSA 2000 c A-8, the *Weed Control Act*, SA 2008, c W-5.1, the *Soil Conservation Act*, RSA 2000, c S-15, the *Forest and Prairie Protection Act*, RSA 2000, c F-19, and the *Emergency Management Act*, RSA 2000, c E-6.8, a local authority must appoint sufficient municipal officers to carry out the provisions of these Acts; and

**WHEREAS** pursuant to the *Access to Information Act*, SA 2024, c A-1.4, a municipal council must designate a person as head of a local government body; and

**WHEREAS** Council deems it expedient and advisable to delegate to the chief administrative officer certain powers, duties, functions, and responsibilities;

**NOW THEREFORE** the Council of Parkland County, duly assembled and under the authority of the *Municipal Government Act*, RSA 2000 c M-26, as amended, hereby enacts the following:

**TITLE**

1. This Bylaw shall be known as the "Chief Administrative Officer Bylaw".

**DEFINITIONS**

2. Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the *Municipal Government Act*, RSA 2000, c M-26.
3. In this Bylaw:
  - (1) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
  - (2) "Chief Administrative Officer" means the individual appointed as the chief administrative officer of the County by Council, including their delegate;
  - (3) "Council" means the Council of Parkland County; and
  - (4) "County" means Parkland County.

**PURPOSE**

3. The purpose of this Bylaw is to continue the established position of chief administrative officer of the County and to delegate specified powers, duties, and functions to the chief administrative officer.

**INTERPRETATION**

4. If a power, duty, or function under this Bylaw could also be exercised under another bylaw or enactment, the exercise of the power, duty, or function is subject to the more specific provisions wherever found.
5. If a power, duty, or function may be exercised pursuant to multiple provisions of this Bylaw, the exercise of the power, duty, or function is subject to the more specific provision.

**ESTABLISHMENT**

6. Council hereby establishes the position of Chief Administrative Officer who:
  - (1) is the sole employee of Council, and reports to Council;
  - (2) is the administrative head of the County;
  - (3) ensures that the policies and programs of the County are implemented;
  - (4) advises and informs Council on the operation and affairs of the County; and
  - (5) performs the duties and exercises the powers and functions delegated to the Chief Administrative Officer by any enactment, or as otherwise assigned by Council.
7. Council shall, by resolution, appoint the Chief Administrative Officer, and establish the terms and conditions of such employment.
8. Council may appoint an Acting Chief Administrative Officer to act during the illness, absence or incapacity of the Chief Administrative Officer. The Chief Administrative Officer may appoint an Acting Chief Administrative Officer where such absences are for a period of thirty (30) days or less.

**GENERAL POWERS, DUTIES, FUNCTIONS, AND RESPONSIBILITIES**

9. The Chief Administrative Officer has all the power, duties, functions, and responsibilities delegated to a chief administrative officer and a designated officer under the Act and any other enactment.
10. The Chief Administrative Officer shall exercise authority and responsibility in respect to the organization, supervision, and operation of all County programs and services including:
  - (1) establishing the structure of departments, including any structural changes;
  - (2) supervising, directing, and reviewing the performance of all employees of the County;
  - (3) hiring, appointing, suspending, removing, laying off, or terminating any employee with or without just cause;
  - (4) developing and amending personnel, employment, and administrative policies, procedures, rules, and guidelines as deemed necessary for the safe, efficient, economical, and effective operation of the County; and
  - (5) conducting audits, investigations, and studies of the County's operations.
11. The Chief Administrative Officer is authorized to:
  - (1) recommend policies and programs to Council;
  - (2) implement policies and programs set out by Council;
  - (3) execute or direct the execution of documents, agreements, and contracts subject to limitations imposed by any enactment;
  - (4) coordinate the prompt and proper handling of inquiries from the public;
  - (5) attend all meetings of Council and Council committees;
  - (6) attend meetings of any boards, authorities, tribunals, or other bodies as required by Council;
  - (7) retain, instruct, and pay for legal counsel to provide legal services to the County;
  - (8) register, on behalf of the County, all forms of intellectual property including, but not limited to, trademarks, copyrights, and patents;
  - (9) appoint:
    - (a) inspectors under the *Agricultural Pests Act*, RSA 2000, c A-8;
    - (b) inspectors under the *Weed Control Act*, SA 2008, c W-5.1;
    - (c) soil conservation officers under the *Soil Conservation Act*, RSA 2000, c S-15;
    - (d) agricultural fieldmen under the *Agricultural Service Board Act*, RSA 2000, c A-10;
    - (e) inspectors and investigators under the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12; and
    - (f) fire guardians under the *Forest and Prairie Protection Act*, RSA 2000, c F-19.
12. The Chief Administrative Officer is appointed as the head under the *Access to Information Act*, SA 2024, c A-1.4.

13. The Chief Administrative Officer is appointed as the director of the emergency management agency under the *Emergency Management Act*, RSA 2000, c E-6.8.

#### **FINANCIAL POWERS OF THE CHIEF ADMINISTRATIVE OFFICER**

14. The Chief Administrative Officer is authorized to:
- (1) prepare and submit proposed operating and capital budgets as required by Council;
  - (2) designate the County's bank, credit union, or financial institution and open and close accounts that hold the County's money;
  - (3) invest funds on behalf of the County as permitted under the Act or any other enactment;
  - (4) pay expenditures authorized through the budget and any amounts which the County is legally required to pay pursuant to an Order or Judgement of a Court, Board, or other tribunal of competent jurisdiction, relating to an action against the County;
  - (5) approve the settlement of all insured actions, claims, or demands, by or against the County;
  - (6) approve the settlement of all uninsured actions, claims, or demands by or against the County, where the expenditure or revenue is authorized by County bylaw or policy, or by any enactment;
  - (7) approve and enter into all agreements and contracts involving the sale, lease, or purchase of an interest in land, where the expenditure or revenue is included in an approved budget subject to limitations imposed by any enactment;
  - (8) prepare and award all procurement where the expenditure or revenue is in an approved budget, and enter into all agreements and contracts required for the completion of award projects;
  - (9) act pursuant to the provisions in any County policy that directs the Chief Administrative Officer to review expenditures;
  - (10) exercise all the taxation powers and responsibilities assigned to a municipality under Part 10 of the Act; and
  - (11) set reserve bids and conditions of sale for a parcel of land or a manufactured home offered for sale at a public auction pursuant to Part 10, Division 8, and Part 10, Division 8.1 of the Act.
15. The Chief Administrative Officer is authorized and required to report to Council on:
- (1) the operations of the County regularly;
  - (2) the financial condition of the County regularly;
  - (3) the use of natural person powers pursuant to section 202(1) of the Act, as outlined in the regulation; and
  - (4) any other matter related to the County, at the discretion of the Chief Administrative Officer.
16. The Chief Administrative Officer is required to respond to requests for information made by a councillor pursuant to section 153(d) on the operations and administration of the County, as outlined in the Act.

#### **DELEGATION BY THE CHIEF ADMINISTRATIVE OFFICER**

17. The Chief Administrative Officer is authorized to further delegate any power, duty, or function delegated by Council to the Chief Administrative Officer and is authorized to permit or prohibit further delegation of any power, duty, or function delegated by Council to the Chief Administrative Officer.
18. Notwithstanding any delegation of power by the Chief Administrative Officer pursuant to this section, the Chief Administrative Officer shall remain responsible to Council for the exercising of any powers and responsibilities conferred by this Bylaw.
19. The matters delegated to the Chief Administrative Officer by this Bylaw are in addition to any other delegations made by Council to the Chief Administrative Officer or a designated officer in another County bylaw.

## ENACTMENT/TRANSITION

20. Should any provision of this Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw and such severance will not affect the validity of the remaining portions of this Bylaw, except to the extent necessary to give effect to such severance.
21. Bylaw 2014-30 is hereby repealed.
22. This Bylaw shall come into force and take effect on the day of third reading and signing thereof.

READ A FIRST TIME this 24th day of June, 2025.

READ A SECOND TIME this 24th day of June, 2025.

READ A THIRD TIME and finally passed this 24th day of June, 2025.

SIGNED AND PASSED this 24th day of June, 2025.

  
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Mayor

  
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Chief Administrative Officer