

**CITY OF GRANDE PRAIRIE**

**OFFICE CONSOLIDATION**

**BYLAW C-1388**

**A Bylaw to establish the positions of Chief Administrative Officer, and certain Designated Officers, to assign powers, duties and functions to those positions, and to establish a framework for delegation of administrative functions.**

**(As Amended by Bylaw C-1388A - December 2, 2019)**

**THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**1. NAME**

1.1 This Bylaw shall be called the “City Administration Bylaw”.

**2. DEFINITIONS**

2.1 “**Act**” means the Municipal Government Act.

2.2 “**City**” means the Municipal Corporation of the City of Grande Prairie.

2.3 “**City Manager**” means the Chief Administrative Officer for the City within the meaning of the Act.

2.4 “**Council**” means the duly elected Municipal Council of the City.

2.5 “**Council Committee**” means a Council Committee within the meaning of the Act and Standing Committees as defined in the Procedure Bylaw that are carrying out powers, duties or functions delegated to it by Council.

2.6 “**Designated Officer**” means a Designated Officer within the meaning of the Act.

2.7 “**Emergency**” means a situation in which there is imminent danger to public safety or of serious harm to property as described in Section 541(a) of the Act.

2.8 “**Freedom of Information and Protection of Privacy Act**” means the Freedom of Information and Protection of Privacy (FOIP) Act.

2.9 “**Local Authorities Election Act**” means the Local Authorities Election Act.

**3. CHIEF ADMINISTRATIVE OFFICER**

3.1 The position of Chief Administrative Officer is established, and the individual appointed to that position will have the title City Manager.

3.2 Council shall by resolution appoint an individual to the position of City Manager, and establish the terms and conditions of the City Manager's employment.

3.3 The City Manager shall appoint an Acting City Manager to act during absences of the City Manager.

#### 4. DESIGNATED OFFICERS

4.1 The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:

4.1.1 Chief Financial Officer, to carry out the powers, duties and functions set out in Section 7;

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4.1.2 City Clerk, to carry out the powers, duties and functions set out in Section 8; and

4.1.3 City Assessor to carry out the powers, duties and functions set out in Section 9.

4.2 Council by resolution shall appoint individuals to the Designated Officer positions of Chief Financial Officer, City Clerk and City Assessor.

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4.3 A Designated Officer shall appoint an Acting Designated Officer to act during absences of the Designated Officer.

#### 5. SUBDELEGATION

5.1 The City Manager is authorized to delegate, and to authorize further delegation of, any matter delegated to the City Manager by Council under this Bylaw, to any Designated Officer or employee of the City.

5.2 Designated Officers are authorized to delegate, and to authorize further delegation of, any matter delegated to them by Council under this Bylaw, to any employee of the City.

#### 6. POWERS, DUTIES AND FUNCTIONS OF CITY MANAGER

6.1 In addition to the powers, duties and functions given to a Chief Administrative Officer under the Act or any other Act, the City Manager may:

6.1.1 establish the structure of the administration of the City, including merging, dividing and eliminating departments, and establishing a managerial hierarchy and administrative and reporting Policies and Procedures;

6.1.2 submit periodic reports to Council concerning the organization of the City's administration;

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- 6.1.3 establish Policies and Procedures for hiring employees to carry out the powers, duties and functions of the City;
  - 6.1.4 administer all salaries of those employees subject to his supervision, within the limits of any salary plan or employment agreement;
  - 6.1.5 enter into employment agreements on behalf of the City, provided the basic format of the agreement is approved by Council;
  - 6.1.6 establish administrative Committees as necessary for the proper and efficient administration of the City;
  - 6.1.7 provide for the enforcement of all Bylaws and resolutions of the City;
  - 6.1.8 attend all regular and special meetings of Council and be entitled when required, to attend or be represented by his designate at all meetings of Boards or Committees appointed by Council or the Mayor;
  - 6.1.9 keep informed of the transactions of all Boards and Committees authorized by Council and provide coordination with any other Committee pertinent to the daily operations of the City's business;
  - 6.1.10 cause annual operating and capital budgets to be prepared, including estimates of revenue and expenditures for the following year, in such detail as Council may prescribe;
  - 6.1.11 unless other provision has been made, provide for the supervision, care, control and maintenance of all thoroughfares, buildings and properties owned or controlled by the City;
  - 6.1.12 provide for the prosecution of all claims by the City of whatever nature and the defense or compromise of all claims against the City;
  - 6.1.13 have overall responsibility for purchasing as per the Policy on behalf of the City with authority to purchase all materials, supplies and services provided that no action requires an expenditure of money that has not been included in an approved operating or capital budget or otherwise authorized by Council;
  - 6.1.14 in the case of emergency:
    - i) incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council; and
    - ii) authorize over expenditures within the operating or capital budgets that are approved by Council in emergency situations only as described in Section 541(a) of the Act.

6.1.15 accept all competitive bids regardless of amount, subject to the following:

- i) Council has provided the appropriation;
- ii) in the case of a tender, the tender is awarded to the lowest cost qualified bidder;
- iii) in the case of a request for proposals (RFP), the RFP is awarded to the highest evaluated proponent; and
- iv) the term of the contract is five (5) years or less.

Any competitive bids that do not comply with this Section shall be considered by Council.

6.1.16 enter into joint purchasing contracts with others where price or quality advantage may be gained; and

6.1.17 otherwise direct, supervise and review performance of all departments of the City.

**7. CHIEF FINANCIAL OFFICER**

7.1 The Chief Financial Officer will be the Designated Officer for purposes of the following Sections of the Act:

- Section 62 (2) Signing Certificates regarding land acquisition for roads;
- Section 213 (4) (b) Signing Agreements, Cheques and other Negotiable Instruments;
- Section 270 Opening and closing all accounts of the City that hold the money of the City;
- Section 336 (1) Certifying tax notices;
- Section 343 (2) Application of Tax Payment;
- Section 350 Issuing Tax Certificates;
- Section 420 (2) Right to possession of land;
- Section 439 (2) Preparing and issuing distress warrants and seize goods; and
- Section 544 (1) Applying for testing of public utility meters.

7.2 The Chief Financial Officer may, acting alone, sign agreements on behalf of the City.

7.3 The Chief Financial Officer shall otherwise carry out the functions as specified in other Bylaws of the City.

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**8. CITY CLERK**

8.1 The City Clerk shall be the Designated Officer for purposes of the following Sections of the Act:

- Section 69 Consolidating Bylaws;
- Section 213 (1)(b) Signing Minutes of Council Meetings;
- Section 213 (2)(b) Signing Minutes of Council Committee Meetings;
- Section 213 (3)(b) Signing Bylaws;
- Sections 456 (1), 461, 462, 469, 482 and 483 Clerk of Assessment Review Board;
- Section 606 (7) Signing Certificates of advertising;
- Section 612 (1) Certifying copies of Bylaw, resolutions and records; and
- Section 627.1 (3) Clerk of the Subdivision and Development Appeal Board.

8.2 The City Clerk shall otherwise carry out the functions as specified in other Bylaws of the City.

8.3 The City Clerk shall be appointed “head” of the public body for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.

8.4 The City Clerk shall be the designated Returning Officer for the purposes of the Local Authorities Election Act.

**9. CITY ASSESSOR**

9.1 The City Assessor shall be the Designated Officer for purposes of carrying out the powers, duties and functions of an “assessor” as defined in Section 284(1) (d) and as set out in the following Parts of the Act.

- Part 9 - Assessment;
- Part 10 - Taxation; and
- Part 11 - Assessment Review Boards.

9.2 The City Assessor shall otherwise carry out the functions as specified in other Bylaws of the City.

**10. ACCOUNTABILITY**

10.1 The City Manager shall report and be accountable to Council for the exercise of all his powers, duties and functions.

10.2 The Chief Financial Officer, City Clerk, and City Assessor are subject to the supervision of and accountable to the City Manager.

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**11. GENERAL**

11.1 Except for the purposes of general inquiry, Council shall deal with and control the City’s administrative services solely through the City Manager and shall not give directions to any employee of the City either publicly or privately.

**12. REPEAL**

12.1 Bylaw C-1277 and all amendments are repealed.

**13. EFFECTIVE DATE**

13.1 This Bylaw is effective on the date it is passed.

**READ** a first time this  23  day of  September , 2019.

**READ** a second time this  23  day of  September , 2019.

**READ** a third time and finally passed this  23  day of  September , 2019.

“B. Given” (signed)  
Mayor

“S. Walker” (signed)  
Corporate Services Director