

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 and C-1388B)

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

“**Act**” means the Municipal Government Act, RSA 2000, chapter M-26.
(Bylaw C-1388B - September 18, 2023)

“**City**” means the municipal corporation of the City of Grande Prairie, or the municipal boundaries of the City of Grande Prairie, as the context requires.
(Bylaw C-1388B - September 18, 2023)

“**City Manager**” means the person appointed by Council to the position of Chief Administrative Officer of the City, or their designate.
(Bylaw C-1388B - September 18, 2023)

“**Council**” means the duly elected municipal Council of the City.

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

“**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.

“**Freedom of Information and Protection of Privacy Act**” means the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, chapter F-25.

“**Mayor**” means the member of Council duly elected in the City, as the Chief Elected Official within the meaning of the Act.
(Bylaw C-1388B - September 18, 2023)

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.
- 3.4 The City Manager or their designate is hereby appointed the "head" of the public body for the purpose of the Freedom of Information and Protection of Privacy (FOIP) Act.
(Bylaw C-1388B - September 18, 2023)

4. DESIGNATED OFFICERS

- 4.1 The City Manager is hereby authorized to carry out all the powers, duties and functions of a Designated Officer as set out within the Act:
- 4.2 A Designated Officer shall appoint an Acting Designated Officer to act during absences of the Designated Officer.
(Bylaw C-1388B - September 18, 2023)

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, establishing a managerial hierarchy and approving administrative policies and procedures;
(Bylaw C-1388B – September 18, 2023)
- 6.1.2 submit periodic reports to Council concerning the organization of the City's administration;
- 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 (awards) that result in contract terms above five (5) years shall be considered by Council.

(Bylaw C-1388B - September 18, 2023)

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. Deleted by Bylaw C-1388B - September 18, 2023

8. Deleted by Bylaw C-1388B - September 18, 2023

9. Deleted by Bylaw C-1388B - September 18, 2023

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 **Deleted by Bylaw C-1388B - September 18, 2023**

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