

## **BYLAW 10/25**

**BEING A BYLAW OF FLAGSTAFF COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE POSITION OF CHIEF ADMINISTRATIVE OFFICER, TO ESTABLISH CERTAIN DESIGNATED OFFICER POSITIONS, TO ASSIGN POWERS, DUTIES AND FUNCTIONS TO THOSE POSITIONS, AND TO ESTABLISH A FRAMEWORK FOR DELEGATION OF ADMINISTRATIVE FUNCTIONS.**

**The Council of Flagstaff County, in the Province of Alberta, enacts as follows:**

### **1. Definitions**

- 1.1 County: the municipal corporation of Flagstaff County;
- 1.2 Chief Administrative Officer: the Chief Administrative Officer for the County within the meaning of the Municipal Government Act;
- 1.3 Council: the Municipal Council of Flagstaff County;
- 1.4 Designated Officer: a Designated Officer within the meaning of the Municipal Government Act;
- 1.5 Municipal Government Act (MGA) or Act: the Municipal Government Act, RSA 2000, Chapter M-26, as amended or replaced from time to time.

### **2. Chief Administrative Officer**

- 2.1 The position of Chief Administrative Officer is established, and the individual appointed to that position will have the title "Chief Administrative Officer".
- 2.2 Council shall, by resolution appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of employment.
- 2.3 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, provided that Council is advised of the appointment.

### **3. Designated Officers**

- 3.1 The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:
  - (i) Assessor to carry out the powers, duties and functions set out in Section 6.
- 3.2 A Designated Officer may appoint an Acting Designated Officer to act during absences of the Designated Officer.

### **4. Delegation by the Chief Administrative Officer**

- 4.1 The Chief Administrative Officer is authorized to delegate and to authorize further delegations of any of the Chief Administrative Officer's power, duties and functions under the Municipal Government Act, or under this or any other bylaw, to any employee of the Municipality.

### **5. Powers, duties, and functions of the Chief Administrative Officer**

- 5.1 In addition to the powers, duties and functions given to a Chief Administrative Officer under the Municipal Government Act or any other Act, the Chief Administrative Officer will:
  - 5.1.1 establish the structure of the administration of the municipality, including merging, dividing and eliminating departments, and establishing a managerial hierarchy and administrative and reporting policies and procedures;
  - 5.1.2 prepare and submit operating and capital budgets as required;
  - 5.1.3 retain, instruct and pay for legal counsel to provide legal services to the County;
  - 5.1.4 recommend and implement policies and programs approved by Council;
  - 5.1.5 supervise, direct, hire, fire, discipline, terminate, demote, transfer and direct all employees of the municipality;
  - 5.1.6 administer employees, salaries and benefits of employees in accordance with the Human Resources policy to carry out the powers, duties and functions of the municipality;
  - 5.1.7 direct, supervise, and review the operations of all departments of the municipality;
  - 5.1.8 monitor and control municipal spending within the budgets established by Council;
  - 5.1.9 advise and make recommendations to Council on the operations and financial condition of the County on a regular basis;
  - 5.1.10 ensure all minutes of Council are recorded in the English language;
  - 5.1.11 ensure the names of the Councillors present at Council meetings are recorded;
  - 5.1.12 ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
  - 5.1.13 ensure the bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
  - 5.1.14 ensure the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins;
  - 5.1.15 ensure the corporate seal, if any is kept in the custody of the Chief Administrative Officer;
  - 5.1.16 ensure the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
  - 5.1.17 ensure all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
  - 5.1.18 ensure the accounts for authorized expenditures referred to in section 248 of the Municipal Government Act are paid;

- 5.1.19 ensure accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for the municipality;
- 5.1.20 ensure the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- 5.1.21 ensure money invested by the municipality is invested in accordance with Section 250 of the Act;
- 5.1.22 ensure assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the Act are prepared;
- 5.1.23 ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the Act;
- 5.1.24 to review all requests of any person to obtain information in possession of the municipality and to provide such information in accordance with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA);
- 5.1.25 authorize the execution of contracts or expenditure of funds where such contracts or expenditures have been approved by Council, either in the budget or otherwise;
- 5.1.26 ensure all contracts and agreements are signed with any other person authorized by Council to sign them;
- 5.1.27 conduct a census as when required by Council and submit population affidavits in accordance with requirements of the Municipal Government Act;
- 5.1.28 ensure that the sufficiency of all petitions to Council be determined as set out in the act;
- 5.1.29 accept service of all notices and documents on behalf of the municipality;
- 5.1.30 provide certification of copies, notices, decisions, documents and any other statutory declarations as required by legislation;
- 5.1.31 ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meeting;
- 5.1.32 ensure that all bylaws are signed in conjunction with the Chief Elected Official;
- 5.1.33 authorize a temporary closure of 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;
- 5.1.34 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 municipality;
- 5.1.35 exercise such other powers, duties and functions as may be required by Council from time to time.

## **6. Assessor**

- 6.1 The Assessor will be the designated officer for purposes of carrying out the powers, duties and functions of an "assessor" as defined in Section 284 of the Municipal Government Act and as set out in the following Parts of the Municipal Government Act.

Part 9 - Assessment

Part 10 - Taxation

Part 11 - Assessment Review Boards

- 6.2 The Assessor will otherwise carry out the functions as specified in other Bylaws of the municipality.

## **7. Accountability**

- 7.1 The Chief Administrative Officer is accountable to Council for the exercise of all powers, duties and functions.

## **8. General**

- 8.1 Except for the purposes of general inquiry, Council and its members shall communicate with and exercise authority over the County's administrative services solely through the Chief Administrative Officer and shall not give direction to any employee of the County either publicly or privately.

## **9. Repeal**

Bylaw 01/10 is hereby repealed.

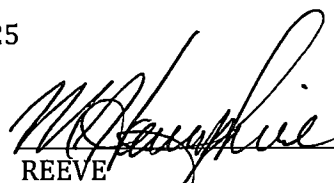
## **10. Effective Date**


This Bylaw comes into force on the day it is finally passed.

**READ** a first time this 15 day of October, 2025

**READ** a second time this 15 day of October, 2025

**READ** a third time and finally passed this 12 day of November 2025

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER