

**GOVERNANCE ADVISORY COMMITTEE REPORT****Bylaw 24-2025 Chief Administrative Officer Bylaw****Report Purpose**

To give three readings to a bylaw that replaces the existing bylaw that establishes the position of Chief Administrative Officer.

**Recommendation**

THAT Bylaw 24-2025, a bylaw that establishes the position of Chief Administrative Officer and delegates certain powers, duties, and functions, be given first reading.

THAT Bylaw 24-2025 be given second reading.

THAT Bylaw 24-2025 be considered for third reading.

THAT Bylaw 24-2025 be given third reading.

**Report**

The Chief Commissioner's Bylaw and Administration's delegations of authority that developed organically as the County has grown have resulted in a structure that is complex and difficult to manage and no longer reflects the current needs of the County and its governance structure. In response, a governance review project was undertaken by Administration, and a new bylaw is proposed for Council's consideration.

The existing bylaw (Bylaw 21-2015) is proposed to be replaced with a new bylaw (Bylaw 24-2025) that empowers the Chief Administrative Officer as Council's sole direct employee, with clear and comprehensive authority, and that streamlines governance by consolidating key delegations of authority from Council to the Chief Administrative Officer within the new bylaw.

The proposed new bylaw is comprehensive and detailed, ensuring that the delegations from Council to the Chief Administrative Officer are clear. Delegations from Council that were made by policy have also been considered and many have been included within the new bylaw to ensure compliance with section 203 of the *Municipal Government Act*. Additionally, some delegations have been reconsidered to enable more effective administration, while also ensuring that Council will receive reporting as and when desired as to actions taken pursuant to such delegations.

The proposed new bylaw is included with this report as Enclosure 1. A comparison chart that includes comments on a comparison of the current Chief Commissioner's Bylaw with the proposed new bylaw is included as Enclosure 2. While the comparison chart provides significant detail regarding similarities and differences between the two bylaws, one change to highlight is the transition from the position title of 'Chief Commissioner' to 'Chief Administrative Officer'.

As part of regular policy reviews, Council can expect to see delegations removed from policies as such delegations would instead be in the new bylaw. The delegations in most existing policies are in alignment with what is included in the new bylaw and will be proposed to be revised in due course. However, based on change in certain delegated authority in the new bylaw, if Council passes the new bylaw, then Administration will bring forward certain amendments to and rescissions of policies in order to ensure alignment.

One of those policies that will be proposed for rescission is the Authorization to Sign Off on Collective Agreements Policy (HUM-001-035). Section 15(c) of the new bylaw gives the Chief Administrative Officer the authority to negotiate and approve collective agreements. The mandate for such negotiations will be authorized through the approval of the annual budget by Council. Administration intends to report to Council to provide regular confidential updates on the status and details of negotiations prior to the start of bargaining and throughout the collective bargaining process, as well as upon the achievement of a collective agreement. This reporting aligns with the reporting required pursuant to section 20 of the new bylaw.

### **Council and Committee History**

June 17, 2025	The Governance Advisory Committee passed: THAT changes to the new privacy legislation and adjusted procurement provisions be reflected in the proposed Chief Administrative Officer bylaw being presented for Council's consideration at the July 8, 2025 Council meeting.
May 20, 2025	The Governance Advisory Committee passed: THAT Administration provide the Governance Advisory Committee report and recommendations on the proposed Chief Administrative Officer bylaw, as set out as enclosure 1 of the May 20, 2025 GAC report, for Council's consideration at the July 8, 2025 Council meeting.
April 16, 2025	The Governance Advisory Committee passed: THAT the proposed Chief Commissioner Bylaw be revised based on Governance Advisory Committee feedback; and THAT Administration prepare a report, including the revised bylaw, for Governance Committee review at the May 21, 2025 meeting.
March 23, 2021	Council gave three readings to Bylaw 9-2021 Amendment No.1 to Bylaw 21-2015
November 3, 2015	Council gave three readings to Bylaw 21-2015, The Chief Commissioner Bylaw

### **Enclosures**

- 1 Bylaw 24-2025 - Chief Administrative Officer Bylaw
- 2 Chief Administrative Officer Bylaw Comparison Chart