

COMPARISON CHART

CURRENT CHIEF COMMISSIONER'S BYLAW VS. NEW CHIEF ADMINISTRATIVE OFFICER BYLAW

	CURRENT BYLAW 21-2015		NEW BYLAW 24-2025	COMMENTS ON CHANGES
Recitals	See current bylaw.	Recitals	See new bylaw.	Similar recitals included plus 3 new recitals to give more clarity as to sections in the Act.
1	Title	N/A	Name of bylaw	Title clause not necessary as bylaw is titled 'Chief Administrative Officer Bylaw'.
2	Definitions	1, 2	Definitions	Some similar, others included or not included based on defined term usage throughout the new bylaw.
3	Council hereby establishes the position of Chief Commissioner who: (a) is the administrative head of the County; (b) ensures that the policies and programs of the County are implemented; (c) advises and informs Council on the operation and affairs of the County; and (d) performs the duties and exercises the powers and functions delegated to a chief administrative officer by the Act or by this or any other Bylaw or enactment, or as otherwise assigned by Council.	5	The established position of chief administrative officer for the County, titled "Chief Commissioner", is continued, and the position title is changed to "Chief Administrative Officer".	The Chief Commissioner position is already established, and the new wording confirms its continuation with the new position title of Chief Administrative Officer. This position title better aligns with the region and the Act.
4	Council shall, by resolution, appoint an individual to the position of Chief Commissioner, and establish the terms and conditions of such employment.	6, 7, 13	6. Council must by resolution appoint an individual to the position of Chief Administrative Officer.	Clarifies the requirements for the CAO's terms and conditions of employment, and adds Council appointment for vacancy.

			<p>7. The CAO's terms and conditions of employment, including remuneration, must be set out in an agreement between the CAO and the County that is satisfactory to Council and not inconsistent with any provision of the Act or this bylaw and executed by the Mayor on behalf of the County.</p> <p>13. If a vacancy occurs in the position of CAO, then Council must by resolution appoint a person to be an interim CAO and in such case all the provisions of this bylaw will apply equally to the interim CAO.</p>	
5	The County shall indemnify the Chief Commissioner, provided that the Chief Commissioner acts in the course and scope of his or her employment, and acts in good faith to comply with any applicable bylaw, statute or enactment.	N/A	Not included.	Indemnity is not included, as it should be addressed in the CAO's employment contract.
6	The Chief Commissioner has all the power, duties, functions, and responsibilities delegated to a chief administrative officer and a designated officer under the <i>Municipal Government Act</i> , RSA 2000, c. M-26, and under any other statute or enactment.	8, 14	<p>8. The CAO may exercise all of the powers, duties and functions of a designated officer of the County if:</p> <ul style="list-style-type: none"> (a) no position of designated officer has been established by Council; (b) the position of designated officer is vacant; or (c) the power duty, function or other thing relating to the designated officer has not been assigned to any designated officer by Council. <p>14. The CAO has all the powers, duties, and functions of a chief administrative officer under the Act or any other enactment or a bylaw.</p>	Clarifies procedure for situations when there is no designated officer.

7	<p>The Chief Commissioner shall exercise authority and responsibility in respect to the organization, supervision, and operation of all County departments including:</p> <ul style="list-style-type: none"> (a) establishing the structure of departments, merging and eliminating departments, and establishing a managerial hierarchy; (b) supervising, directing, and reviewing the performance of all employees of the County, including the right to hire, fire, discipline, terminate, demote, and transfer all County employees; and (c) conducting audits, investigations and studies of the County's operations 	15	<p>As the administrative head of the County, the CAO is responsible for managing the County's Employees and resources, including:</p> <ul style="list-style-type: none"> (a) establishing the structure of departments, including adding, merging, and eliminating departments, and establishing the managerial hierarchy; (b) approving the terms and conditions of employment for Employees; (c) negotiating and approving collective agreements; (d) acting on behalf of the County for the purposes of the <i>Labour Relations Code</i>; (e) supervising, directing, and reviewing the performance of all Employees, including hiring, firing, disciplining, terminating, demoting, and transferring all Employees; (f) approving policies, procedures, standards, manuals, and guidelines applicable to the operation and administration of the County and its Employees; (g) establishing administrative and operational plans, goals, and performance measures; and (h) conducting audits, investigations, and studies of the County's operations. 	<p>Adds new subsections to give CAO authority over terms and conditions of employment of employees, clarify authority related to collective bargaining and the <i>Labour Relations Code</i>, codify authority for internal policies, procedures, standards, manuals, and guidelines applicable to operation and administration, as well as administrative and operational planning, goals, and performance measures.</p> <p>The CAO authority includes both negotiating and approving collective agreements. For clarity, Council gives budget approval, and CAO has general reporting requirements under section 20 (not specific to collective bargaining). The Authorization to Sign off on Collective Agreements Policy (HUM-001-035) will be proposed to be rescinded to ensure alignment.</p> <p>Note as well the Organizational Roles and Responsibilities Policy (GOV-001-029) and the Social Media Policy (GOV-002-028) with which this authority of the CAO aligns.</p>
8(a)	<p>The Chief Commissioner is authorized to:</p> <ul style="list-style-type: none"> (a) appoint an Acting Chief Commissioner to act in the place of, and with all the powers, duties, and 	11, 12	<p>11. If the CAO is temporarily absent or otherwise unable to perform the CAO's powers, duties, or functions, the CAO may designate an Employee as the Acting CAO</p>	<p>Clarifies the process for appointing an Acting CAO and adds Council's authority to</p>

	functions of, the Chief Commissioner during absences of the Chief Commissioner;		and when so designated, the Acting CAO will perform the CAO's powers, duties, and functions. 12. If the CAO does not designate an Acting CAO in accordance with section 11, then Council may do so.	designate one if the CAO has not.
8(b), (c)	The Chief Commissioner is authorized to: (b) attend all meetings of Council and Council Committees; (c) attend meetings of any boards, authorities, tribunals, and other bodies as required by Council;	N/A	Not expressly included.	Not expressly included, but generally covered under section 12 as well as under section 208 of the Act which outlines the CAO's administrative duties.
8(d)	The Chief Commissioner is authorized to: (d) establish and implement all policies and programs set out by Council;	75	Despite any other provision in this bylaw, if Council expressly approves a County project, program, or activity, and the budget for that project, program, or activity, and directs the CAO to negotiate and approve the agreement required for the approved project, program, or activity, the CAO may approve agreements in accordance with Council's express direction.	Same intent, but language has been expanded for clarity. Sections 14 and 15(f) and (g) also related to this function.
8(e)	The Chief Commissioner is authorized to: (e) retain, instruct, and pay for legal counsel to provide legal services to the County;	37	The CAO may initiate and respond to claims and proceedings and make, in the best interests of the County, all decisions regarding admissions, strategy, and procedure, before any court of law, quasi-judicial tribunal, administrative official or body.	Changed to give CAO broader authority to manage legal matters , including initiating and responding to claims and handling legal strategy. The retaining legal counsel falls under the purchase agreement sections within Part 8.
8(f)	The Chief Commissioner is authorized to: (f) register, on behalf of the County, all forms of intellectual property including, but not limited to, trademarks, copyrights, and patents;	35	The CAO may: (a) approve and register the County's intellectual property rights, including the County's heraldic emblems; and (b) approve the use of the County's intellectual property rights, including the	Mostly the same. Reference to section 559 of the Act regarding heraldic emblems added.

			County's heraldic emblems as permitted by section 559 of the Act.	
8(g)	The Chief Commissioner is authorized to: (g) appoint: (i) inspectors under the <i>Agricultural Pests Act</i> , RSA 2000, c. A-8; (ii) inspectors under the <i>Weed Control Act</i> , SA 2008, c. W-5.1; (iii) soil conservation officers under the <i>Soil Conservation Act</i> , RSA 2000, c. S-15; (iv) inspectors and investigators under the <i>Environmental Protection and Enhancement Act</i> , RSA 2000, c. E-12; Bylaw 21-2015 Page 4 of 7 (v) fire guardians under the <i>Forest and Prairie Protection Act</i> RSA 2000, c. F-19; (vi) agricultural fieldmen under the <i>Agricultural Service Board Act</i> , RSA 2000, c. A-10;	16	The CAO is authorized to appoint: (a) inspectors under the <i>Agricultural Pests Act</i> ; (b) inspectors under the <i>Weed Control Act</i> ; (c) soil conservation officers under the <i>Soil Conservation Act</i> ; (d) inspectors and investigators under the <i>Environmental Protection and Enhancement Act</i> ; (e) fire guardians under the <i>Forest and Prairie Protection Act</i> , and (f) agricultural fieldmen under the <i>Agricultural Service Board Act</i> .	No substantive change.
8(h)	The Chief Commissioner is authorized to: (h) grant an application for a leave of absence without pay to an employee seeking to be run in a municipal election, pursuant to the <i>Local Authorities Elections Act</i> , RSA c. L-21;	17	The CAO is authorized to grant an application for a leave of absence without pay to an Employee who wishes to be nominated as a candidate in an election to be held for the County, in accordance with section 22 of the <i>Local Authorities Election Act</i> .	Mostly the same, but wording is improved for clarity.
8(i)	The Chief Commissioner is authorized to: (i) prepare administrative consolidations of Bylaws.	70	The CAO may consolidate any County bylaw as permitted by section 69 of the Act.	Revised for clarity and alignment with section 69 of the Act.
9	(1) The Chief Commissioner is appointed as the Head under the <i>Freedom of Information and Protection of Privacy Act</i> , RSA 2000, c. F-25. (2) The Chief Commissioner is authorized to delegate in writing any	74	The CAO is designated as the head of the County for the purposes of the <i>Access to Information Act</i> .	Language simplified, and updated for the new legislation replacing the FOIP Act. The CAO already has the authority to further delegate their powers, duties, and functions. And

	<p>duty, power, or function of the Head under the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000, c. F-25, except the power to delegate.</p> <p>(3) Where an applicant under the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000, c. F-25 is required to pay a fee for services, the Chief Commissioner may set the fee payable, but the fee shall not exceed the fee payable in accordance with the <i>Freedom of Information and Protection of Privacy Regulation</i>, Alta Reg. 186/2008, or as amended.</p>			<p>regardless of the bylaw, the CAO cannot set fees beyond those allowed under the provincial legislation. An amendment to the Fees, Rates and Charges bylaw will be proposed to add these possible fees to that bylaw.</p>
10(1)	The Chief Commissioner is authorized to further delegate any power, duty, or function delegated by Council to the Chief Commissioner, and is authorized to permit or prohibit further delegations of any power, duty, or function delegated by Council to the Chief Commissioner.	9	The CAO may delegate any or all the CAO's powers, duties, or functions including the power to further delegate those powers, duties, or functions, to an Employee.	Simplifies delegation language, removing explicit wording on permitting/prohibiting further delegation, as this is implied in the CAO 's authority to delegate.
10(2)	Notwithstanding any delegation of power by the Chief Commissioner pursuant to this section, the Chief Commissioner shall remain responsible to Council for the exercising of any powers and responsibilities conferred by this Bylaw.	10	Despite any delegation of authority by the CAO to an Employee, the CAO remains responsible to Council for the exercise of any power, duty, or function under the Act or any other enactment or a bylaw.	Mostly the same.
11	The matters delegated to the Chief Commissioner by this Bylaw are in addition to any other delegations made by Council to the Chief Commissioner or a designated officer.	N/A	Not included.	Not necessary to include.
12(a)	The Chief Commissioner is authorized to: (a) prepare and submit proposed annual operating and capital budgets, and	24, 25	24. The CAO must prepare and submit proposed capital plans and financial plans as required by Council.	Added requirement for capital plans and financial plans as required by Council. For

	interim or special budgets as required by Council;		25. The CAO must prepare and submit proposed annual operating and capital budgets, and interim budgets as required by Council.	budgets, changed from a discretionary power to a duty/responsibility.
12(b)	The Chief Commissioner is authorized to: (b) designate the County's bank, credit union, or financial institution and open and close accounts that hold the County's money;	22	The CAO must designate the County's banking institutions as required by section 270 of the Act.	Changed from a discretionary power to a duty/responsibility, and specific reference to section 270 of Act added.
12(c)	The Chief Commissioner is authorized to: (c) invest funds on behalf of the County as permitted under the Municipal Government Act and any other statute, enactment, Bylaw, or County policy;	23	The CAO is authorized to invest funds on behalf of the County as permitted by section 250 of the Act.	Mostly the same, and note as well the Investments Policy (FIN-001-007). Reference to section 250 of Act added.
12(d), (e), (f), (g)	The Chief Commissioner is authorized to: (d) pay 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; (e) approve the settlement of all insured actions, claims, or demands by or against the County; (f) 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 Federal or Provincial statute or enactment; (g) initiate an action, claim, or demand in the appropriate court or administrative tribunal, providing the Chief Commissioner notifies Council of the	38, 39	38. The CAO may approve the settlement of: (a) any insured claim advanced by or against the County; (b) any uninsured claim against the County where the amount payable by the County does not exceed \$1,000,000.00 in addition to judgment interest and legal costs; and (c) any uninsured claim advanced by the County where the difference between the amount claimed and the amount recovered does not exceed \$1,000,000.00 in addition to judgment interest and legal costs. 39. The CAO may approve agreements regarding the release and waiver from liability for claims where the County is either the releasor or the releasee.	Similar, though these new clauses, along with new section 37, give more clarity to the authority of the CAO related to legal proceedings and settlements (with dollar limits on uninsured claims). Removes the express requiring for notifying at the next Council meeting regarding initiating an action, though reporting is generally required on matters affecting the County under sections 20 and 21.

	action at the next regular Council meeting;			
12(h)	The Chief Commissioner is authorized to: (h) 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;	42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56	Part 7 - Land and Road-Related Matters. See new bylaw for more detail.	This section has been significantly expanded in the new bylaw to distinguish between acquisitions and dispositions, as well as County as lessor/lessee and licensor/licensee, and to add authority over road-related matters. In some cases, it also expands the CAO's authority over agreements involving land within set dollar limits. This approach ensures that delegations set out in land management related Council policies are included in this bylaw (see Land Management Policy (SER-012-011)). However, the authority for licences (s. 49) is proposed for up to 10 years (which accommodates, for example, community hall licences). Also note the Storage, Service, and Consumption of Alcohol Policy (SER-004-001) that provides direction related to alcohol in a County facility.
12(i)	The Chief Commissioner is authorized to: (i) prepare and award all tender calls where the expenditure or revenue is included in an approved budget, and enter into all agreements and contracts required for the completion of awarded projects;	62, 63	62. The CAO may approve agreements for the procurement of goods, services, and construction: (a) that result from either a competitive procurement process or a non-competitive procurement process, conducted in accordance with applicable trade agreements; or	Clarifies procurement authority, and sets a \$1M cap and adds a reporting requirement for certain procurement agreements.

			<p>(b) to which no trade agreement is applicable.</p> <p>63. For the procurement of goods, services, and construction not dealt with in section 62, the CAO may approve agreements if:</p> <p>(a) the value of the agreement does not exceed \$1,000,000.00; and</p> <p>(b) the CAO reports to Council as required by section 21 of this bylaw.</p>	
12(j)	<p>The Chief Commissioner is authorized to:</p> <p>(j) act pursuant to the provisions in any County policy that directs the Chief Commissioner to review expenditures, including, but not limited to:</p> <p>(i) the Authorization and Verification of Unbudgeted Expenditures Policy;</p> <p>(ii) the Tangible Capital Assets Financial Reporting Policy; and</p> <p>(iii) the Municipal Reserves Policy;</p>	26, 27, 28	<p>26. The CAO may authorize budget adjustments between existing programs or projects:</p> <p>(a) within the approved capital budget that do not exceed \$5,000,000.00 per adjustment; or</p> <p>(b) within the approved operating budget that do not exceed \$2,000,000.00 per adjustment;</p> <p>provided that the adjustment does not result in an increase to the net requirement from the tax levy.</p> <p>27. The CAO may authorize and approve any necessary agreements for an Emergency Expenditure not in an approved budget that does not exceed \$2,000,000.00 from any source of funds.</p> <p>28. The CAO must report on the implications of any Emergency Expenditure authorized by section 27 of this bylaw to Council as soon as practicable and in any event no later than the date the next capital budget, operating budget, or interim budget is presented to Council.</p>	<p>Removes references to specific County policies and grants the CAO authority to make budget adjustments within set dollar limits within an approved budget and approve emergency expenditures, with reporting requirements. Requires Council approval for all non-emergency unbudgeted expenditures to support transparency. The budget adjustment authorities proposed in the new bylaw are different from those reflected in Council policies, specifically Expenditure and Budget Management Policy (FIN-001-004), Financial Reserves Policy (FIN-001-024), and Authorization on and Verification of Unbudgeted Expenditures Policy (GOV-001-024), and so those policies will be proposed to be revised or rescinded to ensure alignment.</p>

12(k)	The Chief Commissioner is authorized to: (k) exercise all the taxation powers and responsibilities assigned to a municipality under Part 10 of the Municipal Government Act;	29, 30	29. The CAO may approve tax agreements, as permitted by sections 333.1 and 360 of the Act, where the difference between the value of taxes as would have otherwise been levied and the value of the taxes paid under the agreement does not exceed \$500,000.00 per year. 30. The CAO must report any tax agreement authorized by section 29 of this bylaw to Council no later than the date the next capital budget, operating budget, or interim budget is presented to Council.	Narrows focus to specific sections of the Act on tax agreements, and adds reporting.
12(l)	The Chief Commissioner is authorized to: (l) 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.	31, 32	31. The CAO is authorized to set the reserve bid for each parcel of land to be offered for sale at a public auction and any conditions that apply to the sale as required by section 419 of the Act. 32. The CAO is authorized to set a reserve bid for each designated manufactured home to be offered for sale at a public auction and any conditions that apply to the sale as required by section 436.1 of the Act.	Mostly the same, but separates public auctions for land and manufactured homes, with more specific Act references.
13	The Chief Commissioner is authorized and required to regularly report to Council on: (a) the operations of the County; and (b) the financial condition of the County.	20, 21	20. The CAO must regularly report to Council on all matters and issues affecting the County including progress on Council's directions, plans, policies, and strategic goals. 21. The CAO must, at least once annually, report to Council all: (a) agreements resulting from non-competitive procurement process, including a single or sole source procurement, where the value of the agreement exceeds \$75,000.00 for procurements of goods or services or	Expands reporting requirements for the CAO, including for agreements and settlements exceeding set dollar limits. Note that the Ex Gratia Payments Policy (FIN-001-028) also requires annual reporting to Council on all instances of ex gratia payments in the previous year.

			<p>\$200,000.00 for procurements of construction;</p> <p>(b) settlements of insured claims where the amount payable by the County exceeds \$1,000,000.00;</p> <p>(c) settlements of uninsured claims where the amount payable by the County exceeds \$500,000.00; and</p> <p>(d) payments of grant funding where the specific grant recipients and payment amounts were not determined by Council.</p>	
14	The Chief Commissioner may, acting alone, approve, enter into and sign agreements, contracts, cheques, and other negotiable instruments provided that if an expenditure or revenue is contemplated, the expenditure or revenue is included in an operating budget, interim operating budget, capital budget, or is otherwise authorized by County resolution, bylaw or policy, or by any federal or provincial statute or enactment.	18	The CAO may, acting alone, sign agreements, cheques, and other negotiable instruments on behalf of the County.	This language has been simplified, as the new bylaw expands on when the CAO can approve agreements and includes an interpretation clause related to budget at section 4. Note this does not preclude the CAO from requiring more than one employee to be signatory by way of the CAOs delegations of authority to employees.
15	The Chief Commissioner may, acting alone, approve, enter into and sign memorandums of understanding with respect to operational or administrative matters falling within the scope of the Chief Commissioner's powers, duties, functions, and responsibilities.	57, 58	<p>57. The CAO may approve memorandums of understanding with respect to operational or administrative matters falling within the scope of the CAO's powers, duties, and functions.</p> <p>58. Memorandums of understanding involving policy decisions for the County that do not fall within the scope of the CAO's powers, duties, and functions will be signed by the Mayor on behalf of Council if approved by Council.</p>	Similar, and adds wording to address MOUs that fall outside the CAO's powers, duties and functions.
16	The Chief Commissioner's signature, and the signatures of any other employee or designated officer with delegated signing authority may be printed, lithographed, or	19	The CAO may direct that the signatures of the CAO, Mayor, designated officers, or Employees with delegated signing authority	Mostly the same.

	otherwise reproduced, including an electronic signature as defined in the Electronic Transactions Act.		be printed, lithographed, or otherwise reproduced.	
17	Should any provision of this Bylaw be invalid then such provision shall be severed and the remaining Bylaw shall be maintained.	3(c)	The following rules apply to interpretation of this bylaw: (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable;	Mostly the same, but wording improved for clarity.
18	Nothing in this Bylaw shall operate to relieve any person from complying with any Federal, Provincial, or other County law, order, regulation, or Bylaw.	N/A	Not included.	Not necessary to include as compliance with the law is required regardless of this bylaw.
19, 20, 21	Repeals	76	Repeal	Same intent to repeal previous bylaw.
22	Coming into effect	77	Effective Date	Bylaw proposed to come into effect on a certain date. This enables Administration time to bring forward resulting bylaw amendments and policy amendments and rescissions to ensure alignment before the new bylaw comes into force.
N/A	Not included.	3(a),(b), (d)-(h), 4	Interpretation rules	Added to give instruction as to how the bylaw is to be interpreted.
		33 34	Corporate seal Power of Attorney	Added to ensure authority.
		36	Representation and Indemnification	Aligns with the Reimbursement or Indemnification for Action or Judgment Policy (GOV-002-005).

		40 41	Insurance Security and Surety Bonds	Added to ensure authority. Note as well alignment with Establishing Security in Developer Agreements Policy (SER-008-027).
		59 60, 61 62, 63 64	General Agreements Ancillary and Incidental Agreements and Actions Procurement Agreements Revenue Agreements	Generally, the authorities related to agreements of various types have been set out in more expanded and detailed manner in the new bylaw, along with certain dollar limits. This additional detail provides more clarity regarding authority of the CAO. Note, as well, the Entering into Contracts with Litigants Policy (GOV-002-022), which provides direction on contracting with certain persons. And, the Disposal of Assets policy (SER-014-006).
		65 66 67	Grant Funding Applying for Grants Family Support Services	The authority to approve the payment of grant funding is limited to when the program, project, or activity to which the grant relates has been specifically identified in the approved budget and that payment is made in accordance with express terms or conditions directed by Council (if any). Note that reporting on payment of grant funding where recipients and payment amounts were not determined by Council is included in section 21.

		69 70	Flag Protocol Lighting Protocol	These authorities are based on sections IV(9) and V(6) of the Flag and Lighting Protocol Policy (GOV-002-036).
		71 72 73	Licences and Permits Proceedings Enforcement	Generally, the authorities related to licences, permits, proceedings, and enforcement, have been set out in more expanded and detailed manner in the new bylaw. This additional detail provides more clarity regarding authority of the CAO.