

Purpose:

- I To outline the delegation of powers, duties, and functions of the City Manager as a Designated Officer in accordance with the Municipal Government Act (MGA) s. 209.

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General Policy Statement(s):

- 2 Any General Manager may be delegated other City Manager responsibilities as Deputy City Manager.

General Manager of Development & Protective Services:

- 3 The General Manager of Development & Protective Services has the following powers, duties, and functions in accordance with the MGA:
 - (1) Designate any highway as one which is closed temporarily in whole or in part to traffic, as authorized by s. 25 or any other enactment and cause such highway to be marked.
 - (2) Enter on land to inspect, remedy, and enforce bylaws under s. 542.
 - (3) Issue orders to remedy contraventions of any bylaw as provided in s. 545.
 - (4) Issue orders to remedy dangerous or unsightly property as provided in s. 546.
- 4 The General Manager of Development & Protective Services has the following powers, duties, and functions as outlined in the Organizational Bylaw:
 - (1) Approve and enter into all agreements and contracts involving:
 - (a) The sale of City owned land at a sale price which is not less than 90% of the appraised market value, unless it can be shown that, for a variety of reasons, the offer reflects market value; and
 - (b) The purchase of land, which has been allocated in The City capital budget, and is for a purchase price which is not greater than 10% above the appraised market value.
 - (2) Notwithstanding point 4(5), approve and enter into all contracts and agreements including leases of land to non-profit organizations at or below market value where the fair market value of the lease does not exceed \$500,000 for the term and the term does not exceed 10 years (including renewals), subject to any approved policies, procedures, standard or guidelines.
 - (3) Approve and enter into all agreements and contracts involving the acquisition of an interest in land (excluding lease) at or below fair market value for the propose of allowing The City to place its public utilities or roadways across land owned by others, provided that the consideration does not exceed \$500,000 per year.
 - (4) Approve and enter into all agreements and contracts involving the disposition of an interest in land (excluding leases) at or above fair market value for the purpose of allowing a utility operator or transportation provider to cross land owned by The City provided that the consideration does not exceed \$500,000 per year.
 - (5) Enter into all agreements and contracts incidental to the development and subdivision of land within the city pursuant to Part 17 of the MGA and complete any and all documents required for or incidental to such development or subdivision.
 - (6) Extend the time for endorsement of subdivision plans and for registration of subdivision plans in accordance with MGA s. 657.
 - (7) Monitor the RCMP contract with the federal government and K Division.
 - (8) Provide oversight and direction to the RCMP Superintendent of the Municipal Police Service in enforcing the bylaws of the municipality.

- (9) Ensure that the Municipal Police Service reports as required on the implementation of the objectives, priorities, and goals of the Municipal Police Services as set by the City Manager.
- 5 The General Manager of Development & Protective Services has the following powers, duties, and functions specific to the Utility Bylaw:
 - (1) Determine when a building is considered for demolition or is to be considered condemned.
- 6 The General Manager of Development & Protective Services is delegated the authority required for the administration of the following Bylaws:
 - (1) Fireworks Bylaw; and
 - (2) Chicken Bylaw.
- 7 The General Manager of Development & Protective Services is authorized to sign decisions on subdivision applications and is the signing authority for subdivision instruments and amendments to them.

General Manager of Community Services:

- 8 The General Manager of Community Services has the following powers, duties, and functions in accordance with the MGA:
 - (1) Inspect meters when there is the suspicion of tampering in relation to s. 544.

- 9 The General Manager of Community Services has the following powers, duties, and functions as outlined in the Organizational Bylaw:
 - (1) Approve and enter into agreements and contracts involving the disposition or conveyance of burial plots at fair market value provided that the consideration does not exceed \$500,000 per year.
 - (2) Enter into funding with the Province of Alberta and non-profit organizations for the provision of the family and community support services program in accordance with approved budget amounts and the Family and Community Support Services Act and the Family and Community Support Services regulations.

- 10 The General Manager of Community Services has the following powers, duties, and functions specific to the Utility Bylaw:
 - (1) Discontinue the supply of a Utility Service without prior notice for failure or refusal of a customer to comply with an order given.
 - (2) Discontinue the supply of the Water Utility Service without prior notice for the reason above or for any of the following reasons:
 - (a) The customer has caused, permitted, or allowed any piping, fixture, fitting, container or other appliance to be or remain connected to the water supply system which allows or has the potential to allow water from a source other than the Water Utility or any other harmful or deleterious liquid or substance to enter the Water Utility.
 - (b) Failure by a customer to notify The City within twenty four (24) hours after the seal on a bypass is broken.
 - (c) Failure by a customer to repair or replace a Backflow Preventer within ninety-six (96) hours of being directed.
 - (d) In the event of an emergency or water shortage.
 - (3) In accordance with the MGA, The City may, after giving reasonable notice to the Property Owner or occupier of the property, enter any property upon which a metre or shut-off valve is situated for the purpose of providing, maintaining, or terminating the supply of a Utility Service to that property.
 - (4) In the event of a building being demolished, permit the services to remain connected to the Utility Services line or main.
 - (5) Determine the appropriate connection permit application form and required accompanying documentation.
 - (6) Authorize the extension of time period within in which the connection to the Water Main or Wastewater Sewer must be made for such a period of time which is reasonable and subject to review every five (5) years or less, provided that such extension of time is consistent with City policies, and also provided that the failure to connect:

- (a) Will not jeopardize the health or safety of the occupants of the building or of other City residents;
 - (b) Will not adversely affect the integrity or operation of Utility; and
 - (c) Will not present an undue risk of damage to property or the environment.
- (7) Authorize the uncovering of, making connection with or opening into, use, alteration or disturbing of any Water Mains, City Services Connections, Wastewater Sewer, Storm Water Sewer or appurtenances thereof.
- (8) Determine a reasonable time within which a Property Owner, proprietor or occupier will rectify items identified when an inspection discloses any failure, omission or neglect respecting any Utility Service upon the customer's premises or discloses any defect in the location, construction, design or maintenance of any facility or any connection there from to the Utility Services.
- (9) Determine the additional amount of time any person who is in violation of any provision Bylaw has to make a satisfactory correction.
- (10) Determine which rates in the Water Rates Schedule and the Billing and Service Fees Schedule apply to any particular customer.
- (11) At such times and for such lengths of time as considered necessary, regulate, restrict or prohibit the use of water for other than human consumption, and may cause the water supply of any customer who is in contravention of any such regulation, restriction or prohibition to be shut off until the customer undertakes to abide by and comply with such regulation, restriction or prohibition.
- (12) Allow water discharge for the purposes of:
- (a) Installation and maintenance of related infrastructure.
 - (b) Freezing prevention initiatives.
 - (c) Conducting water flow tests.
 - (d) Other purposed deemed reasonable.
- (13) Provide written permission, subject to reasonable conditions with respect to the quantity, price, and times of withdrawal of water by a customer pertaining to:
- (a) The sale of supplied water.
 - (b) Use of application of water to the benefit of others or any other than the customer's own use and benefit.
 - (c) Extraction or removal of any water from any hydrant in the city.
- (14) In the event wherein a customer notifies The City of a water interruption or failure, estimate the cost of the investigation and determine if the customer is required to pay a deposit related to the cost of the investigation or sign a work order agreeing to pay said cost.
- (15) Determine if any customer installed apparatus, fitting, or fixture may cause pressure surges or other disturbances resulting in damage to other customers or the Water Utility Services.
- (16) Cause the water supply to any customer, contravening contamination prevention protocols, to be shut off provided that, if it is practicable to do so, give notice to such customer prior to the water supply being shut off.
- (17) Determine if the provision by the customer for the installation of a water meter is satisfactory.
- (18) Determine if the space provided by the customer is suitable for the installation of a water meter.
- (19) Provide approval for the supply of more than one water meter for one building if required.

- (20) Determine if the positioning of the water meter by the customer is satisfactory.
- (21) Determine if the premises to be supplied with water are too far from the City service connection to conveniently install a meter in the premises.
- (22) In the event of a customer supplying for the installation of a water meter larger than 50 millimetres in size, determine the suitability of the valved bypass contracted and maintained by the customer. In the event that the seal on this bypass is broken or failing, the General Manager of Utilities and Protection Services may shut off the water supply to the customer until satisfactory arrangement with the owner is made for the calculation and payment for water supplied and not recorded on the meter.
- (23) Estimate the consumption on a fair and equitable basis, if, upon the reading of a meter, it is determined that the meter has failed to accurately record the consumption of the Utility Service supplied.
- (24) Designate a person qualified to test and/or calibrate a meter situated on a customer's premises.
- (25) Shut off the water to a customer who refuses to provide a water meter reading or access to perform a water reading after notice has been given.
- (26) Give permission, subject to cross-connection control, flow measurement, and periodic inspection, to allow a groundwater well to remain in operation after a property has been connected to City Water Service.
- (27) Determine whether or not a meter is to be affixed to a Fire Line and if so ensure the meter is supplied and installed in a satisfactory manner.
- (28) Determine conditions when and provide authorization for persons to access fire hydrants.
- (29) Permit, at their discretion, the temporary use of water from a fire hydrant.
- (30) Determine the party who is to bear the cost of thawing water services, on a case by case basis, based on the following:
 - (a) By the customer if the private services or plumbing system connected to the water services is frozen;
 - (b) By the customer if the City service connection is frozen as a result of negligence by the customer;
 - (c) By The City if the City service connection is frozen for any other reason.
- (31) Provide authorization for water to be shut off.
- (32) Determine the risk for contamination to the water system due to the configuration of any water connection.
- (33) Give notice to make corrective action where a contamination risk exists.
- (34) Require customer to obtain compliance with contamination mitigation measures.
- (35) Determine if the configuration of any water connection creates a high risk of contamination to the water system and notify the customer, when applicable, of their requirement to install an approved backflow preventer at all identified sources of potential contamination.
- (36) Determine the inspection frequency of customer installed backflow prevention equipment.
- (37) Approve personnel for the purpose of completing the inspections as per 10(35) above.
- (38) Review and approve reporting produced by the customer as per 10(34 & 36) above.
- (39) Direct customers to make necessary repairs to or replacement of equipment which fails to meet City requirements as per 10(34 & 35) above.

- (40) In the event of a customer's failure to have backflow prevention equipment tested, provide notification of the requirement of said testing within a 96 day period.
- (41) Cause the water service or water services to be terminated in the absence of testing as per 10(40) above.
- (42) Using the Utility Bylaw, determine the applicable wastewater rates.
- (43) Make special rate and levy agreements with customers purchasing large quantities of water while not returning comparable amounts of wastewater.
- (44) Approve the connection of weeping tile, sump pump, or eaves trough systems to any wastewater sewer.
- (45) Determine if exceptional conditions exist requiring a customer to be out of compliance with provisions.
- (46) In the event that testing of wastewater shows it to be noncompliant with the Utility Bylaw, direct customers to comply with the Bylaw and, at the customers' expense, to install monitoring and recording equipment and to provide The City the results of said monitoring as required.
- (47) Determine when it is necessary for owners and/or operators of premises containing a restaurant, vehicle repair or auto body shop, petroleum service station or vehicle and equipment washing establishment to:
 - (a) Install and interceptor or filter for the removal from wastewater of grease, oil, solids, or other harmful substances; and
 - (b) Make available to the inspector, upon request, a maintenance schedule and record of maintenance of the interceptor or filter; and
 - (c) Keep and make available to the inspector, upon request, a two-year record of documentary proof of the interceptor clean out and the disposal of oil, grease, solids, and sediments.
- (48) Approve the type of interceptors as per 10(47) above.
- (49) Determine the requirement for customers to monitor, sample, and test any discharge into a wastewater system and determine the form of reporting of the results of said monitoring, sampling, and testing.
- (50) Determine if a customer submitted environmental plan in response to the customer exceeding the allowed discharge limits in the Utility Bylaw is satisfactory.
- (51) Impose requirements pertaining to the compliance of a private wastewater sewer system to be used in the event that a wastewater sewer is not available for connection as required by the Utility Bylaw.
- (52) Approve hauled wastewater discharge sites.
- (53) Provide permission for the connection of a weeping tile system to a storm water sewer in the event that the seasonally adjusted groundwater table is within 2m of the top of the footing of any residence constructed after the passage of the Utility Bylaw.
- (54) Determine if exceptional conditions create the need for persons to discharge or cause to be discharged groundwater, roof run-off, subsurface drainage, or cooling water from any industrial process to any storm water sewer.
- (55) Determine if any substance discharge into any storm water sewer or to a watercourse:
 - (a) Is or may become harmful to any recipient watercourse or storm water system or part thereof.

- (b) May interfere with the proper operation or maintenance of the storm water system.
 - (c) May become a health or safety hazard to persons, property, animals, vegetation, and the environment.
- (56) Ensure necessary precautions are taken to minimize the deleterious effects of discharge of prohibited substances in the storm water system.
- (57) In the event that testing of the storm water shows that it is not compliant with the Utility Bylaw, direct the customer to comply with the Utility Bylaw and may additionally direct the customer, at the customer's expense, to install such monitoring and recording equipment as deemed necessary, and supply the results of said monitoring as required.
- (58) May remove, disconnect, plug, or seal off the storm water sewer line where storm water discharge:
- (a) Is hazardous or creates an immediate danger to any person or the environment;
 - (b) Endangers or interferes with the operation of the storm water system; or
 - (c) Causes or is capable of causing an adverse effect.
- (59) Further prevent from being discharged into the storm water sewer until evidence has been produced assuring no further discharge of hazardous water will be made into the storm water sewer system.
- (60) Pursuant to 10(58), may advise the property owner or occupant of their potential responsibility to bear the cost of the actions taken in 10(58).
- (61) Has the following authorities with response to the Waste Management Utility:
- (a) Ensure the safe and efficient collection, removal, and disposal or recycling of solid waste, yard waste and recyclables under the Utility Bylaw.
 - (b) Require the property owner to install a lid on a garbage container when there is a problem with the containment of solid waste which could be resolved by the installation of a lid.
 - (c) Decide what does and does not constitute solid waste, yard waste, recyclables, or special waste under the Utility Bylaw.
 - (d) Determine what rates applies to a particular customer for any load of waste delivered to the disposal grounds, based on the quantity, volume or type of solid waste produced by that customer or contained in that load of waste.
 - (e) Establish the months of the year during which yard waste is collected.
 - (f) Establish such other reasonable policies or regulations as may be necessary for the safe, orderly, and efficient collection and disposal of waste within the city.
- (62) Determine if the space provided in a building, which abuts directly on the lane, is satisfactory and of sufficient area to contain all solid waste between periods of collection.
- (63) Direct, in the case of premises for which solid waste service are not provided by a lane, the placement of solid waste containers.
- (64) Determine and give direction pertaining to exceptions to the weekly maximum 5 units of solid waste pick up per residential customer.
- (65) Provide written permission for the exception of customers within a multi-family premises pertaining to the requirement that solid waste is contained in joint use or shared receptacles between multi-family residential lands or premises in the absence of solid waste containers.
- (66) Provide permission to place special solid waste into the solid waste service or disposal grounds.

- (67) Provide written permission for the deposit of solid waste originating from outside the boundaries of the city at the disposal grounds.

General Manager of Corporate & Employee Services:

- 11 The General Manager of Corporate & Employee Services has the following powers, duties, and functions in accordance with the MGA:
 - (1) Exercise powers as set out in s. 208(1)(g), (h), (j), (k), (l) and (n).
 - (2) Sign cheques and other negotiable instruments under s. 213(4).
 - (3) Authority to invest under s. 250.
 - (4) Open and close bank accounts to hold The City's money as provided in s. 270 and for that purpose also has the authority to designate in which bank, credit union, loan corporation, treasury branch, or trust corporation The City establishes accounts.
 - (5) Issue tax notices under s.333.
 - (6) Determine the contents of tax notices under s. 334.
 - (7) Certify the date the tax notices are sent as stated in s. 336.
 - (8) Allocate tax payments under s.343.
 - (9) Issue tax certificates under s.350.
 - (10) Obtain possession of lands or mobile homes sold to collect tax arrears under s.420 and 436.11.
 - (11) Issue distress warrants related to the recovery of tax arrears under s. 439.

- 12 The General Manager of Corporate & Employee Services has the following powers, duties, and functions as outlined in the Organizational Bylaw:
 - (1) Pay any amounts which The City 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, claim, or demand against The City.
 - (2) Except as otherwise instructed by the City Manager, and without limitation, instruct legal counsel to provide legal services to The City and retain, instruct, and pay for the services of legal counsel.
 - (3) Approve the:
 - (a) Settlement of all uninsured actions, claims, or demands against The City where the amount paid by The City does not exceed \$1,000,000 including prejudgement interest and court costs;
 - (b) Settlement of all uninsured actions, claims, or demands by The City where the difference between the amount recovered and the amount claimed by The City does not exceed \$500,000 including prejudgement interest and court costs;
 - (c) Settlement of all insured actions, claims, or demands against The City; and
 - (d) Settlement of all insured actions, claims, or demands by The City.
 - (4) Enter into any agreements necessary to provide insurance coverage and performance bonds for The City.
 - (5) Enter into provincial and federal grant funding agreements.
 - (6) Register on behalf of The City and pursuant to any statute or enactments, all forms of intellectual property, including without limitations, Trademarks, official marks, copyright, industrial designs and patents.

- (7) Grant an application for a leave of absence, without pay, to an employee seeking to be nominated as a candidate in a municipal election, pursuant to the Local Authorities Election Act.
- 13 The General Manager of Corporate & Employee Services has the following powers, duties, and functions specific to the Utility Bylaw:
- (1) Waive the application fee in the case of a mortgage lender which acquires title to a property as part of the processes of foreclosure.
 - (2) Waive the requirements for a deposit if satisfied as to the creditworthiness of the applicant.
 - (3) Determine when The City may apply a deposit to any amount owed to The City whatsoever by the customer whether in relation to the customer's Utility account or otherwise.
 - (4) Determine when a customer has established and maintained satisfactory creditworthiness allowing the deposit to be refunded, together with accrued interest, after deducting any amount owed to The City whatsoever by the customer whether in relation to the customers' Utility account, including the cost of shutting off or discontinuing any Utility Service for non-payment or otherwise as determined.
 - (5) Discontinue the supply of all or any Utility service when a customer has not paid the full Utility account on or before the due date.
 - (6) Collect all accounts owing to The City under the Utility Bylaw and take any measure authorized under the MGA RSA2000, M-26.
 - (7) In the event wherein a water meter cannot be safely accessed and read, determine a fair and equitable estimate of Utility consumption.
- 14 The General Manager of Corporate & Employee Services has the following powers, duties, and functions specific to the Tax Instalment Bylaw:
- (1) Establish the form and method of notification for the purpose of the Tax Instalment Bylaw.
 - (2) Establish the application form for a Tax Instalment Plan.
 - (3) Establish the terms and conditions of a Tax Instalment Plan, including but not limited to, any terms and conditions that are necessary to reflect the requirements of the Canadian Payments Association for the EFT Process.
 - (4) Calculate the amount of the Payments for the Tax Instalment Plan at the time that the taxpayer is enrolled in the Tax Instalment Plan. The Payments shall be in instalments calculated so that the cumulative Payments will pay, in full, the outstanding balance of the Taxes by the end of the calendar year.
 - (5) Recalculate the amount of the Payments at any time and advise the taxpayer, in writing, of any changes in the amount of the Payments to be made.
 - (6) Cancel a taxpayer's enrolment in a Tax Instalment Plan if the Tax instalment Plan is no longer in good standing.

Legislative Services Manager/City Clerk:

- 15 The Legislative Services Manager/City Clerk has the following powers, duties, and functions in accordance with the MGA:
- (1) Exercise the powers set out in s. 213, namely:
 - (a) Signing minutes of Council meetings, minutes of Council committee meetings, and bylaws; and
 - (b) Acting alone in the signing or authorizing of agreements.
 - (2) Handle matters related to assessment and tax appeals under s. 460 to 482 inclusive, including:
 - (a) Receiving complaints in respect of assessment and tax matters under s. 460;
 - (b) Setting and giving notice of the time, date, and location for hearing before the Assessment Review Board under s. 461 and 462;
 - (c) Giving notice of decisions of Assessment Review Board under s.469; and
 - (d) Certifying decisions of the Assessment Review Board under s. 483.
 - (3) Maintain custody of the corporate seal under s. 208.
 - (4) Certify proper advertising under s. 606.
 - (5) Certify copies of bylaws and records under s. 612.
 - (6) Sign an order, decisions, approval, notice, or other thing made or given by a subdivision authority, development authority, or subdivision and development appeal board under s. 630.
- 16 The Legislative Services Manager/City Clerk has the following powers, duties, and functions as outlined in the Organizational Bylaw:
- (1) Authority to:
 - (a) Consolidate an amending bylaw with the bylaw which it amends;
 - (b) Alter the citation and title of a bylaw and the numbering and arrangement of its provisions, and to add, change, or delete a note, heading, title, marginal note, diagram, or example of a bylaw; and
 - (c) Correct clerical, grammatical, and typographical errors.
 - (2) Appointed as Returning Officer for the purposes of the Local Authorities Election Act.
 - (3) Act as the head of The City of Red Deer within the meaning of the Freedom of Information and Protection of Privacy Act (FOIPP) and as FOIPP Coordinator, responsible for the overall management of access to information and protection of privacy functions and responsibilities.
 - (4) Provide resources and administrative support to the Assessment Review Board and appoint the Clerk of the Assessment Review Board in accordance with the provisions of the Municipal Government Act.
 - (5) Provide resources and administrative support to the Subdivision and Development Appeal Board, and appoint the Clerk of the Board.

Inspector:

- 17 The Inspector has the following powers, duties, and functions specific to the Utility Bylaw:
- (1) Determine, for the purpose of determining compliance with the Utility Bylaw, if discrete wastewater or storm water streams within a premises need to be sampled.
 - (2) Observe, sample, and flow measurement as required by the Utility Bylaw.
 - (3) Determine if all tests measurements, analyses and examinations of wastewater or storm water, its characteristics or contents pursuant to the Utility Bylaw have been carried out in accordance with Standard Methods and performed by a laboratory accredited for the analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation.
 - (4) Determine what businesses, aside from dental offices or businesses using photographic equipment, require sampling ports when it is not possible to install a monitoring access point.
 - (5) As required and in accordance with the Utility Bylaw:
 - (a) Enter upon all properties for the purpose of inspection, observation, measurement, sampling, and testing with the provisions of the Utility Bylaw.
 - (b) Take samples of wastewater, storm water, clear-water waste, and subsurface water being release from the premises or flowing within a private drainage system.
 - (c) Perform onsite testing of the wastewater, storm water, clear-water waste, and subsurface water within or being release from a private drainage systems, pre-treatment facilities and storm water management facilities.
 - (d) Make inspections of the types and quantities of chemicals being handled or used on the premise in relation to possible release to a drainage system or watercourse.
 - (e) Require information from any person, inspect and copy documents or remove document from premises to make copies, concerning any potential violation of the Utility Bylaw.
 - (f) Inspect chemical storage areas and spill containment facilities and request material safety data sheets (MSDS) for materials stored or used on site.
 - (g) Inspect the premise where a release of a prohibited or restricted wastes or of water containing prohibited or restricted wastes has been made or is suspected of having been made, and to sample any or all matter that, in their opinion, could have been part of the release
 - (6) Require rectification when an inspection discloses any failure, omission, or neglect respecting the utility services, or discloses any defect in location, construction design, or maintenance of any facility or any connection to the utility service.
 - (7) Conduct or approve the customer to conduct sampling and testing of the wastewater being discharged into the wastewater collection system for the purpose of determining wastewater surcharge rate.
 - (8) In addition to other remedy available, remove, disconnect, plug, or shut off the sewer line discharging unacceptable wastewater into the wastewater collection system when the wastewater:
 - (a) Is hazardous or creates and immediate danger to any person;
 - (b) Endangers or interferes with the operation of the wastewater collection system; or
 - (c) Causes or is capable of causing an adverse effect.

- (9) Determine what evidence is satisfactory to ensure that no further discharge of hazardous wastewater will be made into the wastewater collection system.
- (10) May, when action is taken as per 17(7) and 14(8), by notice in writing, advise the owner or occupier of the premises from which the wastewater has been discharged, of the cost of taking such action and that the owner or occupier is financially responsible for the aforementioned action.

Additional Powers, Duties, and Delegations of Named Officers:

- 18 The persons holding the positions described in this policy:
 - (1) Perform such other duties and exercise such powers and functions assigned to them by the MGA, any other act, any other bylaw or resolution, or by the City Manager; and
 - (2) May sub-delegate duties and functions as required.

References/Links:

- 1 Municipal Government Act (MGA)
- 2 Tax Instalment Bylaw 3457
- 3 Organization Bylaw 3505
- 4 Utility Bylaw 3606
- 5 Chicken Bylaw 3517
- 6 Fireworks Bylaw 3626
- 7 CMD-2.0 City Manager's Role & Responsibilities
- 8 5326-CA Contracts

Scope/Application:

- 1 This policy is applicable to any position as outlined by delegation.

Authority/Responsibility to Implement:

- 1 City Manager

Inquiries/Contact Person:

- 1 Legislative Services Manager/City Clerk

Policy Monitoring and Evaluation:

I This policy will be reviewed annually by the City Manager.

Document History:

Date:	Approved By:	Title:
Approved: October 10, 2013	"Craig Curtis"	City Manager
Revised: August 11, 2014	"Craig Curtis"	City Manager
Revised: October 23, 2014	"Craig Curtis"	City Manager
Revised: December 9, 2015	"Craig Curtis"	City Manager
Revised: January 18, 2016	"Craig Curtis"	City Manager
Revised: June 20, 2017	"Craig Curtis"	City Manager
Revised: June 30, 2020	"Allan Seabrooke"	City Manager
Revised: January 4, 2021	"Allan Seabrooke"	City Manager