

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1672**

Claresholm

A Bylaw of the Town of Claresholm to establish the positions of designated officers.

WHEREAS Section 210 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

1.1 This Bylaw may be cited as the “**DESIGNATED OFFICER BYLAW.**”

SECTION 2 DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a) “**Act**” is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
- b) “**Bylaw**” is a bylaw of the Town of Claresholm.
- c) “**Chief Administrative Officer (CAO)**” is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
- d) “**Committee**” is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
- e) “**Committee of the Whole**” is Members of Council present at a meeting of Council sitting in committee.
- f) “**Council**” is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

3.1 All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Corporate Services or Finance Assistant & Communications Administrator.

SECTION 4 DESIGNATION

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
 - b) Director of Corporate Services;
 - c) Finance Assistant & Communications Administrator;
 - d) Peace Officer;
 - e) Development Officer;
 - f) Director of Infrastructure Services;
 - g) Municipal Assessor;
 - h) Subdivision and Development Appeal Board Clerk;
 - i) Assessment Review Board Clerk;
 - j) Fire Chief.

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 5.1 The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

SECTION 6 DIRECTOR OF CORPORATE SERVICES

- 6.1 The Director of Corporate Services is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.
 - Section 213(2)(b) – Signing minutes of Council committee meetings.
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 7 FINANCE ASSISTANT & COMMUNICATIONS ADMINISTRATOR

- 7.1 The Finance Assistant & Communications Administrator is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(4)(b) – Signing cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 8 PEACE OFFICER

- 8.1 The Peace Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 546 – Order to remedy dangers and unsightly property

SECTION 9 DEVELOPMENT OFFICER

- 9.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 624 – Development Authority

SECTION 10 DIRECTOR OF INFRASTRUCTURE SERVICES

- 10.1 The Director of Infrastructure Services is the designated officers for purposes of the following sections of the Act:
- Section 544 – Inspecting Meters

SECTION 11 MUNICIPAL ASSESSOR

- 11.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 11.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 12 SUBDIVISION & APPEAL BOARD CLERK

- 12.1 The Subdivision & Development Appeal Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “Subdivision & Development Appeal Board Clerk” under the Act, and any other relevant statute, regulations or bylaw.

SECTION 13 ASSESSMENT REVIEW BOARD CLERK

13.1 The Assessment Review Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a "Assessment Review Board Clerk" under the Act, and any other relevant statute, regulations or bylaw.

SECTION 14 FIRE CHIEF

14.1 The Fire Chief is the designated officer for purposes of providing fire protection services to the Town and carrying out the duties and responsibilities the Alberta Safety Codes Act and the Alberta Fire Code, and any other relevant statute, regulations or bylaw.

SECTION 13 PASSAGE OF BYLAW

13.1 This Bylaw shall come into effect upon passage of Third Reading.

13.2 Bylaw #1637 is hereby rescinded.

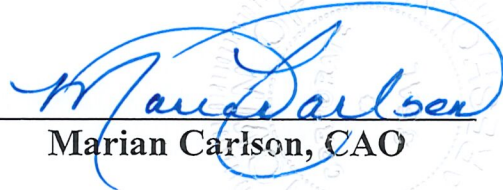
Read a first time in Council this **24th** day of **June** 2019.

Read a second time in Council this **15th** day of **July** 2019.

Read a third time in Council and finally passed in Council this **15th** day of **July** 2019.



Doug MacPherson, Mayor



Marian Carlson, CAO