

**TOWN OF REDCLIFF
BYLAW NO. 1856/2018**

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE APPOINTMENT OF DESIGNATED OFFICERS.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may by Bylaw appoint Designated Officer(s) and prescribe their duties.

PURPOSE

1. The purpose of this Bylaw is to establish certain Designated Officer positions, to assign powers, duties and function to those positions and to establish a frame work for delegation of administrative functions.

DEFINITIONS

2. **Chief Administrative Officer** means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
3. **Council** shall mean the Council of the Town of Redcliff.
4. **Municipality** shall mean the Town of Redcliff.
5. **Designated Officer** shall mean a Designated Officer within the meaning of the Municipal Government Act.
6. **Municipal Government Act** shall mean the *Municipal Government Act*, RSA 2000, c. M 26.

DESIGNATED OFFICER

7. The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:
 - a) **Manager of Legislative and Land Services** is the designated officer for the purposes of the following sections of the Municipal Government Act:
 - Section 69 – Consolidating Bylaws.
 - Section 213 (1)(b) – Signing minutes of Council Meetings.
 - Section 213 (3)(b) – Signing Bylaws.
 - Section 455(1) – Clerk of Assessment Review Board.
 - Section 461(1) and (2) – Address to which complaint is sent.
 - Section 462(1) – Notice of Assessment Review Board Hearings.
 - Section 483 – Decision admissible on appeal.
 - Section 606(7) – Requirements for proof of advertising.
 - Section 612 – Certifying copies of bylaws and records.
 - Section 627.1 – Clerk of Subdivision & Development Appeal Board
 - b) **Director of Finance and Administration** is the designated officer for the purposes of the following sections of the Municipal Government Act:
 - Section 270 – opening and closing all the accounts of the Town that hold money.
 - Section 309(1) (d) – Contents of assessment notices.
 - Section 334(1) (e) – Contents of tax notices.
 - Section 336(1) – Certifying date of sending tax notices.
 - Section 343(2) – Application of tax payments.
 - Section 350 – Issuing tax notices.



Section 420 (2) – Obtaining possession of lands.
Section 439 (2) – Preparing and issuing distress warrants and seizing goods.

- c) Development Officer is the designated officer for the purposes of and in accordance with Bylaw 1698/2011 being the Land Use Bylaw and any relevant sections (Part 17) of the Municipal Government Act as it pertains to the development officer.
- d) Bylaw Enforcement Officer, is the designated officer for the purposes of and in accordance with bylaw 1798/2015 being the Bylaw Enforcement Bylaw.
- e) Assessor, to carry out the powers, duties and functions set out by the Municipal Government Act and Professional Services Agreement.

APPOINTMENT OF DESIGNATED OFFICER

- 8. Council may by resolution appoint individuals to the Designated Officer positions established by this Bylaw.

SUB-DELEGATION

- 9. Designated Officer(s) are hereby authorized to further delegate, and to authorize for the delegation of any matter delegated to them to any employee of the municipality.

ACCOUNTABILITY

- 10. All Designated Officer(s) are accountable to the Chief Administrative Officer for the exercise of their powers, duties and functions.
- 11. The Chief Administrative Officer shall establish for each designated officer, the job description or service parameters outlining any additional and specific powers, duties and functions for the municipality.

REPEAL

- 12. Bylaw 1842/2017 A Bylaw to Appoint Designated Officer(s) is hereby repealed.

SEVERABILITY

- 13. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.



EFFECTIVE DATE

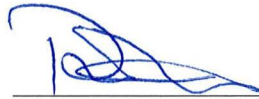
14. The effective date of this Bylaw shall be upon 3rd reading and signing.

READ A FIRST TIME THE 12th DAY OF March, 2018.

READ A SECOND TIME THE 26th DAY OF March, 2018.

READ A THIRD TIME THE 26th DAY OF March, 2018.

SIGNED AND PASSED THE 28th DAY OF MARCH, 2018.



Mayor



Manager of Legislative & Land Services