



TOWN OF GIBBONS

Designated Officers

Bylaw TBE 2-22

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, TO ESTABLISH POSITIONS AND AUTHORITY OF DESIGNATED OFFICERS.

WHEREAS under provisions of the Municipal Government Act, being chapter M-26, Section 146.1 of the Revised Statutes of Alberta 2000 or thereof amended, Council may pass bylaws for the establishment of one or more positions to carry out the powers, duties and functions of a designated officer.

AND WHEREAS; it is desirable and in the best interest of the Town of Gibbons that a bylaw be passed to appoint individuals as designated officers for assigned purposes.

NOW THEREFORE; the Council of the Town of Gibbons, in the province of Alberta, hereby enacts as follows:

TITLE:

This bylaw may be cited as the “Designated Officers Bylaw”.

DEFINITIONS:

“ACT” means the Municipal Government Act.

“CAO” means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Gibbons and includes any person that the Chief Administrative Officer may appoint as his/her designate for purposes of carrying out responsibilities under the Bylaw and further includes any person that may be appointed to in the absence of the Chief Administrative Officer.

“Council” means the Municipal Council of the Town of Gibbons duly elected and holding office.

“Town” means the Town of Gibbons, a Municipal Corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

1. DESIGNATION

The following positions are designated officers of the Town:

- CAO
- Development Officer
- Municipal Assessor
- Bylaw Enforcement/Peace Officer
- Superintendent of Public Works
- Assistant Municipal Administrator
- Director of Corporate Services

If a Designated Officer position has not been established by Council, or the Designated Officer position is vacant, the CAO may exercise all the powers, duties and functions of a Designated Officer.

2. Powers, Duties and Functions

2.1 CAO

Please refer to the CAO Bylaw.

2.2 Assistant Municipal Administrator

The Assistant Municipal Administrator is a designated officer for the purposes of:

- a. In the absence of the CAO, assume the duties of the CAO in accordance with the Act, the Chief Administrator Bylaw and any directive given by the CAO prior to the absence of the CAO.
- b. Sign agreements, cheques and other negotiable instruments on behalf of the Town.
- c. Opening and closing all accounts of the Town that hold money.
- d. Perform the duties and exercise the powers and functions assigned by the CAO.

2.3 Director of Corporate Services

The Director of Corporate Services is a designated officer for the purposes of:

- a. Sign agreements, cheques and other negotiable instruments on behalf of the Town
 - b. Opening and closing of all accounts of the Town that hold money.
 - c. Ensure all requirements of the Assessment Notice have been met according to the Act.
 - d. Ensure all requirements of the Tax Notice have been met according to the Act.
 - e. Ensure accurate records and accounts are kept of the financial affairs of the Town.
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- f. Perform the duties and exercise the powers and functions assigned by the CAO.

2.4 Development Officer

The Development Officer is a designated officer for the purposes of:

- a. Municipal Inspections
- b. Order to remedy contraventions.
- c. Perform the duties and exercise the powers and functions assigned by the CAO.

2.5 Superintendent of Public Works

The Superintendent of Public Works is a designated officer for the purposes of:

- a. Inspection of public utility meters
- b. Perform the duties and exercise the powers and functions assigned by the CAO.
- c. Sign agreements, cheques and other negotiable instruments on behalf of the Town.

2.6 Municipal Assessor

The Municipal Assessor is a designated officer for the purposes of:

- a. Carrying out the duties and responsibilities of an “assessor” under the Act
- b. Admissible evidence at hearings – assessment rolls and assessment notices
- c. Certifying copies of assessment roles and assessment notices.
- d. Perform the duties and exercise the powers and functions assigned by the CAO.

2.7 Bylaw Enforcement/Peace Officer

The Bylaw Enforcement/Peace Officer is a designated officer for the purposes of:

- a. Entering on land to inspect, remedy and enforce bylaws.
- b. Issuing orders to cease contravention of any Bylaw of the Town.
- c. Orders to remedy dangerous and unsightly property.
- d. Applying to the Provincial Court for an order regarding the inspection of public utility meters.
- e. Perform the duties and exercise the powers and functions assigned by the CAO.

3. GENERAL PROVISIONS

- a. All Designated Officers are subject to the supervision of and accountable to the CAO.
 - b. The CAO may appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.
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- c. A designated officer may delegate any of his or her powers, duties or functions to an employee of the Town, but the designated officer remains responsible to ensure that any delegate power, duty or function is properly exercised or carried out.

13. REVIEW

The Designated Officer Bylaw shall be reviewed every five years following the enactment of the Bylaw.

14. ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed thereof.

Read a first time this 14th of December 2022.

Read a second time this 14th of December 2022.

Read a third and final time this 14th of December 2022.

Bylaw TBE 2-19 is now repealed.

[ORIGINAL COPY IS SIGNED]

Mayor, Dan Deck

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CAO, Farrell O'Malley
