

**BYLAW NO. 5/2023**  
**MUNICIPAL DISTRICT OF PEACE NO. 135**

A BYLAW OF THE MUNICIPAL DISTRICT OF PEACE NO. 135 IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITIONS OF DESIGNATED OFFICERS FOR THE MUNICIPALITY

**WHEREAS**, a Council may, in accordance with section 210 of the Municipal Government Act, RSA Alberta 2000, Chapter M-26 (MGA), establish one or more positions to carry out the powers, duties and functions of a designated officer under the *MGA* or any other enactment or municipal bylaw;

**WHEREAS**, a Council may, in accordance with section 69(1) of the Municipal Government Act, RSA Alberta 2000, Chapter M-26 appoint a designated officer for the purposes of consolidating bylaws;

**WHEREAS**, the Municipal District of Peace No. 135 has established the position of Chief Administrative Officer through Bylaw 3/2018;

**NOW THEREFORE** that the Council of the Municipal District of Peace No. 135 in the Province of Alberta, duly assembled, enacts as follows:

**1. TITLE**

- 1.1 This bylaw is cited as the "Designated Officers" bylaw.

**2. DEFINITIONS**

In this bylaw,

- 2.1 "Act" means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, as amended and any amendment or substitution thereof.
- 2.2 "CAO" means the Chief Administrative Officer of the Municipal District of Peace No. 135, appointed by Council.
- 2.3 "Council" means the Council of the Municipal District of Peace No. 135.
- 2.4 "MD" means the Municipal District of Peace No. 135
- 2.5 All other terms used in this bylaw shall have the meaning as is assigned to them in the *Municipal Government Act*, as amended from time to time.

**3. DESIGNATION:**

- 3.1 Pursuant to Section 210(1) of the Act, the following positions are designated officers of the MD:
- 3.1.1 Director of Legislative Services
- 3.1.2 Municipal Assessor
- 3.1.3 Assessment Review Board Clerk
- 3.1.4 Chief Administrative Officer

**4. DIRECTOR OF LEGISLATIVE SERVICES: POWERS, DUTIES AND FUNCTIONS**

4.1 The Director of Legislative Services is a designated officer with the following:

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|---------------------|--|
| 4.1.1 Section 213   | Signing or authorizing of minutes, bylaws, agreements and cheques and other negotiable instruments |
| 4.1.2 Section 350   | Issuing tax certificates   |
| 4.1.3 Section 69(1) | Consolidating bylaws   |

**5. ASSESSMENT REVIEW BOARD CLERK: POWERS, DUTIES AND FUNCTIONS**

5.1 The Assessment Review Board Clerk is a designated officer pursuant to the following sections of the Act:

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|-------------------------|--|
| 5.1.1 Section 456(1)    | Duties of the clerk of Assessment Review Board |
| 5.1.2 Section 461 & 462 | Assessment Complaints                          |
| 5.1.3 Section 469(1)    | Notice of decision of Assessment Review Board  |
| 5.1.4 Section 483       | Decision admissible on appeal                  |

**6. MUNICIPAL ASSESSOR: POWERS, DUTIES AND FUNCTIONS**

6.1 The Municipal Assessor is the designated officer for the purpose of the following sections of the Act:

- |                     |  |
|---------------------|--|
| 6.1.1 Section 284.2 | Carry out duties and responsibilities of an assessor |
| 6.1.2 Section 482   | Admissible evidence at hearing                       |

**7. CHIEF ADMINISTRATIVE OFFICER: POWERS, DUTIES AND FUNCTIONS**

7.1 Pursuant to Section 210(5) of the Act, the Chief Administrative Officer is a designated officer of the MD with the powers, duties and functions conferred by the Act. Notwithstanding the foregoing, nothing in this bylaw shall alter or affect the powers duties and functions outlined in Bylaw 3/2018 being the CAO Bylaw duly passed by Council February 13, 2018.

**8. GENERAL PROVISIONS:**

8.1 The CAO may appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

**9. REPEAL:**

9.1 Bylaw No. 2/2023 is hereby repealed.


**10. READING DATES:**

First reading given on the 14<sup>th</sup> day of March, 2023.

Second Reading given on the 14<sup>th</sup> day of March, 2023.

Given UNANIMOUS consent to go to third reading on this 14<sup>th</sup> day of March 2023

Third Reading and Assent given on the 14<sup>th</sup> day of March, 2023.

  
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Robert Willing, Reeve

  
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Margaret McClarty,  
Chief Administrative Officer