



VILLAGE OF RYCROFT

BYLAW NO. 114-10

DESIGNATED OFFICERS BYLAW

A Bylaw of the Village of Rycroft in the Province of Alberta, for the purpose of establishing certain Designated Officer positions, to assign powers, duties and function to those positions and to establish a frame work for delegation of administrative functions;

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a Council, may by bylaw, establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment;

AND WHEREAS the Council of the Village of Rycroft is desirous of creating Designated Officer positions for the CAO, the Assessor, Bylaw Enforcement Officer and the Assessment Review Board Clerk;

NOW THEREFORE the Council of the Village of Rycroft duly assembled and pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, hereby establishes Designated Officers positions for the CAO, the Assessor, Bylaw Enforcement Officer and the Assessment Review Board Clerk:

IN THIS BYLAW

“Chief Administrative Officer” means the CAO for the Municipality and whatever subsequent title that may be conferred on that officer by Council or Statute;

“Council” shall mean the Council of the Village of Rycroft;

“Municipality” shall mean the Village of Rycroft;

“Designated Officer” shall mean a Designated Officer within the meaning of the Municipal Government Act;

“Municipal Government Act” shall mean the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and any other amendments thereto.

THIS BY-LAW ENACTS:

The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:

- a) CAO, to carry out the powers, duties, and functions set out in Bylaw 91-09 and as defined in the *Municipal Government Act RSA 2000, Chapter M-26 and any amendments thereto*;
 - i. The CAO will otherwise be the Designated Officer for the purposes of the Local Authorities Election Act.
 - ii. The CAO will otherwise carry out the functions as specified in other Bylaws of the Village.
- b) Assessor, to carry out the powers, duties, and functions of an “assessor” as defined in *Municipal Government Act RSA 2000, Chapter M-26 and any amendments thereto*;

- i. The Village Assessor will otherwise carry out the functions as specified in other Bylaws of the Village.
- c) Assessment Review Board Clerk, to carry out the powers, duties and functions set out in the *Municipal Government Act RSA 2000, Chapter M-26 and any amendments thereto*, and to the *Matters Relating to Assessment and Taxation Regulation*.
 - i. The Assessment Review Board Clerk will otherwise carry out the functions as specified in other Bylaws of the Village.
- d) Bylaw Enforcement Officer, to carry out the powers, duties and functions set out in the *Municipal Government Act RSA 2000, Chapter M-26 and any amendments thereto*.
 - i. The Village Bylaw Enforcement Officer will otherwise carry out the functions as specified in other Bylaws of the Village.

Appointment of Designated Officers

Council will by resolution appoint individuals to the Designated Officer positions established by this Bylaw. and provide for the terms and conditions of their employment. The CAO will review the performance of the Designated Officers.

Sub-Delegation

Designated Officers are hereby authorized to further delegate, and to authorize for the delegation of any matter delegated to them by Council under this Bylaw to any employee of the Municipality.

Accountability

All Designated Officers are accountable to the CAO for the exercise of their powers, duties and functions.

Severability

Despite that any section or sections of this bylaw, or any part or parts thereof, may be found by any court of law to be invalid or illegal that section or sections or part or parts thereof shall be deemed to be severable, and all other sections of this bylaw, or parts thereof, are separate and independent there-from and enacted as such.

Effective Date & Repeal of Previous Bylaw

This Bylaw becomes affective on the date of its final passing and Village of Rycroft Bylaw 65-03 is hereby repealed.

READ A FIRST TIME THIS 22 DAY OF JUNE 2010.

READ A SECOND TIME THIS 22 DAY OF JUNE 2010.

READ A THIRD TIME THIS 13 DAY OF JULY 2010.

**Mayor
Matt Dika**

**CAO
Monique Jeffrey**



VILLAGE OF RYCROFT

BYLAW NO. 114-10

SCHEDULE "A"

POSITION DESCRIPTION

The Assessor is subject to the supervision of and accountable to the CAO. The Assessor is responsible to carry out the duties of an assessor as set out in the Municipal Government Act and any pertinent regulations.

QUALIFICATIONS, ABILITIES AND SKILLS

- a) The Assessor is registered as an accredited municipal assessor of Alberta (AMAA) under the Municipal Assessor Regulation and its amendments from time to time.
- b) The Assessor holds the designation Certified Assessment Evaluator (CAE) issued by the International Association of Assessing Officers,
- c) The Assessor holds the designation Accredited Appraiser Canadian Institute (AACI) issued by the Appraisal Institute of Canada or
- d) The Assessor has qualifications or experience or a combination of qualifications and experience that, in the opinion of the Minister, is equivalent to one or more of the qualifications referred to in clauses (a) to (c).
- e) The Assessor shall carry out the duties and responsibilities of an assessor under the Act on behalf of the municipality and must declare to the Minister, annually in accordance with the Alberta Assessment quality Minister's Guidelines, the person's name and qualifications to carry out those duties and responsibilities.

Public Inquiries

The Assessor is required to respond to public inquires and complaints in a courteous and efficient manner, investigate the validity of the complaints and determine a course of action to remedy the problem, or prepare alternatives for the Council or CAO to consider.

Public Relations

The Assessor has an obligation to promote good relations with the public, employees of the Municipality, and other Government Agencies and Departments.