

**TOWN OF HIGH PRAIRIE
BYLAW 05-2020**

**A BYLAW OF THE TOWN OF HIGH PRAIRIE, IN THE PROVINCE OF
ALBERTA, TO ESTABLISH THE POSITIONS OF DESIGNATED
OFFICERS AND TO ESTABLISH A FRAMEWORK FOR DELEGATION OF
ADMINISTRATIVE FUNCTIONS.**

WHEREAS, a Council may, in accordance with Section 210 of the Municipal Government Act, establish one or more positions to carry out the powers, duties or functions of a designated officer under the Municipal Government Act or any other enactment or municipal bylaw;

NOW THEREFORE, the Municipal Council of the Town of High Prairie duly assembled enacts as follows:

PART 1 TITLE

- 1.1 This bylaw shall be cited as the "Designated Officer Bylaw".

PART 2 DEFINITIONS


ACT Means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, as amended and any amendment or substitutions thereof.

MUNICIPAL ASSESSOR Municipal Government Act, Section 284.2(1)

a) a municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under the Act.

b) subject to the regulations, a municipal assessor may be delegated to any person any power or duty conferred or imposed on the municipal assessor by the Act.

c) a municipal assessor is not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of the municipal assessor's functions, duties or powers under the Act or any other enactment.

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COUNCIL Means the Municipal Council of the Town of High Prairie duly assembled meeting thereof.

- PEACE OFFICER**
- a) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town, or;
 - b) a Community Peace Officer as appointed by the Solicitor General of Alberta;
 - c) an independent contractor appointed by the Town to enforce the provision of the Town bylaws;
 - d) a Bylaw Enforcement Officer is a Designated Officer for the proposed od Section 54 of the Municipal Government Act.

TOWN Means the corporation of the Town of High Prairie.

**TREASURER
(DIRECTOR OF
CORPORATE
SERVICES)**

is the designated officer for the purposes of the following Sections of the Municipal Government Act.

- a) Part 8 – Financial Adminsistration
- b) Part 10 - Taxation

PART 3 DESIGNATIONS

3.1 The following positions are established as designated officers of the Town of High Prairie:

- i. Treasurer (Director of Corporate Services)
- ii. Community Peace Officer
- iii. Municipal Assessor

TREASURER (DIRECTOR OF CORPORATE SERVICES)

3.3 The Treasurer (Director of Corporate Services) is the designated officer for the following sections of the Act:

- Section 213(4)(b) Signing cheques and other negotiable instruments.
- Section 270 Opening and closing all the accounts of the Town that holds 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 of tax notices.
- Section 420(2) Obtaining possession of lands.
- Section 439(2) Preparing and issuing distress warrants and seizing goods.

3.4 The Treasurer (Director of Corporate Services is the designated officer for the purposed of carrying out the duties and responsibilities of the "FOIP" coordinator under the Freedom of Information and Protection of Privacy Act, RSAA 2000 c-F25 and the regulations thereunder;

COMMUNITY PEACE OFFICER

3.5 The Community Peace Officer is the designated officer for the purposes of the following sections of the Act.

- Section 420(2) Obtaining possession of parcels of land offered for tax sale at a public auction.
- Section 436.11 Obtaining possession of designated manufactured homes offered for tax sale at a public auction.
- Section 439(1) A municipality wishing to recover tax arrears may issue Distress Warrants for the seizure of goods.
(2) Each municipality may, in writing authorize the designated officer to prepare and issue a distress warrant and seize goods pursuant to distress warrants on behalf of the municipality.
- Section 542 Entering onto private land to carry out an authorized or required by an enactment or Bylaw;
- Section 544 Inspecting meters
- Section 545 Issuing orders to remedy contraventions of the Municipal Government Act or any other enactment or bylaw that the town is authorized to enforce.
- Section 546 Issuing order to remedy dangers and unsightly property.

The Town of High Prairie has implemented the Policy PO-04-2020 "The Handling of Public Complaints and Administration of Discipline for Peace Officer Policy".

The Community Peace Officer shall report to and be supervised by the Chief Administrative Officer.

MUNICIPAL ASSESSOR

3.6 The Municipal Assessor is the designated officer for the purpose of carrying out the duties and responsibilities of an "assessor" under the Act, and any other relevant statue, regulation or bylaw.

3.7 The Municipal Assessor is the designated office for the 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 assessments rolls and assessment notices.

PART 4 GENERAL PROVISIONS

4.1

- a) The Chief Administrative Officer may appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.
- a) 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 powers, duty or functions is properly exercised or carried out.
- b) Each designated officer shall appoint a person to act in his or her place during a scheduled absence.

PART 5 COMMENCEMENT OF ENFORCEMENT

5.1 If any provision of this bylaw is declared or held to be invalid, that provision shall be deemed to be severed, and the remainder of the bylaw shall remain in force and effect.

5.2 Bylaw 14-2012, 13-2012 and 02-2000 are hereby repealed.

5.3 This bylaw shall come into force and effect on third and final reading.


This Bylaw shall take effect on the date it is passed.

READ a first time this 11th day of February, 2020.

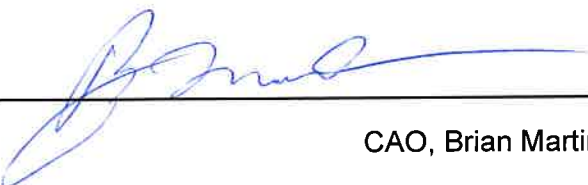
READ a second time this 11th day February, 2020.

GIVEN Unanimous Consent to proceed to Third and Final reading this 11th day of February, 2020.

READ a third time and finally passed on this 11th day of February, 2020.



Mayor, Brian Panasiuk



CAO, Brian Martinson