

BY-LAW #2021-010  
OF THE VILLAGE OF ROCKYFORD  
IN THE PROVINCE OF ALBERTA

BEING A BYLAW IN THE VILLAGE OF ROCKYFORD, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF ESTABLISHING POSITIONS OF DESIGNATED OFFICERS WITHIN  
THE VILLAGE OF ROCKYFORD, IN THE PROVINCE OF ALBERTA

1. PURPOSE

WHEREAS, the *Municipal Government Act* revised statutes of Alberta 2000, Chapter M-26, as amended requires that Council pass a bylaw to establish one or more positions to carry out the powers, duties and functions of a designated officer.

NOW THEREFORE the Council of the Village of Rockyford duly assembled, enacts as follows:  
Bylaw 2021-010, Designated Officers Bylaw.

2. INTERPRETATION

This Bylaw may be cited as the Village of Rockyford Designated Officers Bylaw.

3. DEFINITIONS

- 3.1 **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended.
- 3.2 **Chief Administrative Officer** means the person appointed to the position of Chief Administrative Officer (CAO) by Council.
- 3.3 **Council** means the Municipal Council of the Village of Rockyford.
- 3.4 **Designated Officer** means a person appointed to a position established in accordance with the *Municipal Government Act*.
- 3.5 **Municipality** means the Village of Rockyford.

4. DESIGNATION

The following positions are Designated Officers for the Village:

- a) Municipal Assessor
- b) Assessment Review Board Clerk
- c) Intermunicipal Subdivision and Development Appeal Board Clerk
- d) Municipal Auditor

**Powers and Duties**

**Municipal Assessor:** 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 statute, regulation, or bylaw.

The Municipal Assessor is the Designated Officer for the purpose of administering the following sections of the *Act*:

Section 293(1), (2) & (3)	Duties of Assessors
Section 482(1) & (2)	Admissible Evidence at Hearings
Section 525(1), (2) & (3)	Admissible Evidence at Hearings

**Assessment Review Board Clerk**

The Assessment Review Board Clerk is the Designated Officer for the purposes of administering the following sections of the *Act*:

Section 456(1)	Clerk of the Assessment Review Board
Section 461(3)	Address to which complaint is sent
Section 462(1) & (2)	Notice of Assessment Review Board Hearings
Section 469	Notice of Decision of Assessment Review Board
Section 483	Decision admissible on appeal

Intermunicipal Subdivision and Development Appeal Board Clerk

The Intermunicipal Subdivision and Development Appeal Board Clerk is the Designated Officer for administering the following sections of the *Act*:

Section 627.1(2), (3) & (4)	Clerk of the Intermunicipal Subdivision and Development Appeal Board
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Municipal Auditor

The Municipal Auditor is the Designated Officer for administering the following sections of the *Act*:

Section 281(1), (2), (3) & (4)	Report to Council on the annual financial statements and financial information return.
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## 5. DELEGATION

Those persons appointed to the positions noted above, have the authority to further delegate powers, duties and functions assigned to them within this bylaw, in accordance with the *Act*.

## 6. DESIGNATION OF POWERS

The Chief Administrative Officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

- a) no position of designated officer has been appointed by Council;
- b) the position of designated officer is vacant; or
- c) this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by Council.

Council may revoke the appointment of a person to the position of Designated Officer, in accordance with the *Act*.

## 7. EFFECTIVE

This Bylaw comes into effect upon the date of third and final reading.

Read a first time this 13th Day of October 2021.

Read a second time this 13<sup>th</sup> Day of October, 2021.

Received permission to proceed to third and final reading this 13<sup>th</sup> day of October, 2021.

Read a third time and passed this 13<sup>th</sup> Day of October, 2021

  
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Mayor

  
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Municipal Administrator