

**TOWN OF KILLAM  
BYLAW NO. 885**

**A BYLAW OF THE TOWN OF KILLAM, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITIONS OF CERTAIN 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 function of a designated officer under this or any other enactment;

NOW THEREFORE the council of the Town of Killam, in the Province of Alberta, duly assembled, enacts as follows:

**1. Citation**

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

**2. Definitions**

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 substitutions thereof.

2.2 “CAO” means the Chief Administrative Officer of the Town of Killam as appointed by Council.

2.3 “Council” means the elected Council of the Town of Killam.

2.4 “Designated Officer” Means a Designated Officer within the meaning of the Municipal Government Act.

2.5 “Town” means the Town of Killam.

**3. Designations**

3.1 The following designated officer positions are hereby established:

3.1.1 Assistant Chief Administrative Officer

3.1.2 Municipal Assessor

3.1.3 Bylaw Enforcement Officer

**4. Assistant Chief Administrative Officer**

4.1 The Assistant Chief Administrative Officer will be the designated officer for the purposes of the following sections of the Municipal Government Act:

4.1.1 Section 213 (1)(b) – Signing of minutes of Council meetings

4.1.2 Section 213 (2)(b) – Signing of minutes of Council committee meetings

- 4.1.3 Section 213 (3)(b) – Signing of bylaws
  - 4.1.4 Section 213 (4)(b) – Signing of agreements, cheques and other negotiable instruments
  - 4.1.5 Section 439 (2) – Preparing and issuing distress warrants and seize goods
  - 4.1.6 Section 612 – Certifying copies of bylaw and records
  - 4.1.7 Section 612 (1) – Certifying copies of bylaw, resolutions and records
  - 4.1.8 Section 606 (1) - Signing certificates of advertising
- 4.2 The Assistant Chief Administrative Officer will otherwise carry out the functions as specified in other Bylaws of the municipality.

## **5. Municipal Assessor**

- 5.1 The Assessor is the person who has the qualifications set out in the Municipal Government Act Qualifications of Assessor Regulation – Alberta Regulation 233/2005 with amendments up to and including Alberta Regulation 63/2012 and is appointed by the municipality by resolution of Council to the position of designated officer to carry out the duties and responsibilities of an Assessor under the MGA (Alberta, R.S.A. 2000, c M-26, as amended).
- 5.2 The Assessor will be the designated officer for the purposes of the following sections of the Municipal Government Act:
- 5.2.1 Part 9 – Assessment
  - 5.2.2 Part 10 – Taxation
  - 5.2.3 Part 11 - Assessment Review Board
- 5.3 Town of Killam Council, by resolution, will:
- 5.3.1 Appoint a person by resolution to the position of Assessor.
  - 5.3.2 This position will be held via an independent contract based on 3 year terms.

## **6. Bylaw Enforcement Officer**

- 6.1 The Bylaw Enforcement Officer, as appointed by Council, will be the designated officer for the purposes of the following sections of the Municipal Government Act:
- 6.1.1 Section 555(1) – Responsible for the preservation and maintenance of the public peace
  - 6.1.2 Section 542 – Municipal inspections and enforcement
  - 6.1.3 Section 545 – Order to remedy contraventions
  - 6.1.4 Section 546 – Order to remedy dangers and unsightly property

**7. Severability**

7.1 If any term of this Bylaw is found to be invalid, illegal or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

**8. Enactment**

8.1 This Bylaw shall take effect at the date of final passing thereof.

8.2 That Bylaws 858 be rescinded.

READ a first time this 16<sup>th</sup> day of May, 2024

READ a second time this 16<sup>th</sup> day of May, 2024

READ a third time this 16<sup>th</sup> day of May, 2024

SIGNED AND PASSED this 16<sup>th</sup> day of May, 2024.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER