

**TOWN OF COCHRANE
BYLAW NO. 08/2011**

**Being a bylaw of the Town of Cochrane, in the Province of Alberta,
to establish the positions of designated officers.**

WHEREAS the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a council may pass a bylaw to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF COCHRANE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

1.1 This Bylaw may be cited as "the Designated Officers Bylaw".

2. DEFINITIONS

2.1 In this Bylaw:

- (a) "Act" means the Municipal Government Act, S.A., as amended;
- (b) "Bylaw" means a bylaw of the Town;
- (c) "Committee" means a committee, board, commission, authority, task force or any other public body established by Council, except Committee of the Whole;
- (d) "Council" means the Mayor and Councillors of the Town of Cochrane.

3. SIGNING OR AUTHORIZING OF MUNICIPAL DOCUMENTS

3.1 Section 213(4) of the Act requires that agreements and cheques and other negotiable instruments must be signed or authorized by the chief elected official or by another person authorized by Council to sign them, and by a designated officer.

3.2 Council hereby authorizes that all agreements and negotiable instruments related to land use, development planning and engineering, shall be signed by the Director, Development and Infrastructure Sustainability, and by a designated officer as detailed by Section 213(4) of the Act.

3.3 All other agreements and cheques and negotiable instruments shall be signed by the chief elected official, or in his/her absence as detailed by section 152(2) and (3) of the Act, the deputy Mayor or Acting Mayor, and by a designated officer as detailed by section 213(4) of the Act.

4. DESIGNATION

4.1 The following positions are designated officers of the Town:

- (a) Municipal Assessor
- (b) Manager, Legislative Services
- (c) Director, Corporate and Community Sustainability
- (d) Director, Development and Infrastructure Sustainability

5. MUNICIPAL ASSESSOR

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

5.2 The Municipal Assessor is the designated officer for 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 assessment rolls and assessment notices.

6. MANAGER, LEGISLATIVE SERVICES

6.1 The Manager, Legislative Services is the designated officer for the purposes of the following sections of the Act:

Section 69 – Consolidating bylaws.

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

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

Section 213(3)(b) – Signing bylaws.

Section 455(1) – Clerk of Assessment Review Board.

Section 461(1) and (2) – Address to which complaint is sent.

Section 462(1) – Notice of Assessment Review Board hearings.

Section 469(1) – Notice of decision of Assessment Review Board.

Section 483 – Decision admissible on appeal.

Section 606(7) – Requirements for proof of advertising.

Section 612 – Certifying copies of bylaws and records.

6.2 The Manager, Legislative Services is authorized to consolidate bylaws from time to time.

7. DIRECTOR, CORPORATE and COMMUNITY SUSTAINABILITY

- 7.1 The Director, Corporate and Community Sustainability is the designated officer for purposes of the following sections of the Act:
- Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold 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 tax notices.
 - Section 420(2) – Obtaining possession of lands.
 - Section 439(2) – Preparing and issuing distress warrants and seizing goods.

8. DIRECTOR, DEVELOPMENT and INFRASTRUCTURE SUSTAINABILITY

- 7.1 The Director, Development and Infrastructure Sustainability is the designated officer for purposes of the following sections of the Act:
- Section 213(4)(b) – Signing agreements and negotiable instruments related to land use, development planning and engineering.

8. GENERAL

- 8.1 Bylaw No. 18/2003 and Bylaw No. 24/2006 are repealed in their entirety.
- 8.2 If any provision of this Bylaw is declared invalid by a Court, all other provisions remain valid.
- 8.3 This Bylaw comes into full force and effect upon the date of third and final reading.

Read a first time March 28, 2011
Read a second time March 28, 2011
Read a third time March 28, 2011



Mayor



Manager, Legislative Services