



**TOWN OF HINTON  
BYLAW No 1139-1**

**APPOINTMENT OF DESIGNATED OFFICERS BYLAW**

A Bylaw of the Town of Hinton to establish the positions of Designated Officers, and to assign powers, duties and functions to those positions.

The Council of the Town of Hinton, in the Province of Alberta, enacts as follows:

**1. DEFINITIONS**

- 1.1 Town                                   the municipal corporation of the Town of Hinton
- 1.2 CAO                                    the Chief Administrative Officer for the Town within the meaning of the Municipal Government Act.
- 1.3 Council                               the Municipal Council of the Town.
- 1.4 Designated Officer               a Designated Officer within the meaning of the Municipal Government Act.

**2. DESIGNATED OFFICERS**

- 2.1 The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:
  - 2.1.1 Corporate Services Director, to carry out the powers, duties and functions set out in Section 4.
  - 2.1.2 Assessor to carry out the powers, duties and functions set out in Section 5.
  - 2.1.3 Legislative Clerk, to carry out the powers, duties and functions set out in Section 6.
- 2.2 A Designated Officer will appoint an Acting Designated Officer to act during absences of the Designated Officer.

**3. SUBDELEGATION**

- 3.1 Designated Officers are authorized, to further delegate, and to authorize further delegation of, any matter delegated to them by Council under this bylaw, to any employee of the City, in accordance with the Municipal Government Act.

**4. CORPORATE SERVICES DIRECTOR**

- 4.1 The Corporate Services Director will be the Designated Officer for purposes of the following sections of the Municipal Government Act:

- Section 62(2)(b) - Signing certificates regarding land acquisition for roads;
- Section 213(4)(b) - Signing agreements, cheques and other negotiable instruments;
- Section 270(1) - Opening and closing all the accounts of the Town of Hinton that hold money for the Town.
- Section 336(1) - Certifying Tax Notices
- Section 343(2) - Application of tax payment;
- Section 350 - Issuing tax certificates;
- Section 420(2) - Right to possession of land
- Section 439(2) - Preparing and issuing distress warrants and seizure of goods;

4.2 The Corporate Services Director will otherwise carry out the functions as specified in other bylaws of the Town.

## **5. ASSESSOR**

5.1 The Assessor will be the Designated Officer for purposes of carrying out the powers, duties and functions of an "assessor" as stated in Section 284.2(1) of the Municipal Government Act and as set out in the following parts of the Municipal Government Act.

- Part 9 Assessment;
- Part 10 Taxation; and,
- Part 11 Assessment Review Boards.

5.2 The Assessor will otherwise carry out the functions as specified in other bylaws of the Town.

## **6. LEGISLATIVE CLERK**

6.1 The Legislative Clerk will be the Designated Officer for purposes of the following sections of the Municipal Government Act.

- Section 69(1) - 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 of bylaws
- Section 456(1), - Clerk of the Assessment Review Board
- Section 627.1(1)
- And 627.1(3) - Clerk of the Subdivision and Development Appeal Board
- Section 612(1) - Certifying true copies of bylaws, resolutions and records,

6.2 The Legislative Clerk will otherwise carry out the functions as specified in other bylaws of the Town.

## **7. ACCOUNTABILITY**

7.2 The Corporate Services Director, Assessor, and Legislative Clerk are subject to supervision of and accountable to the CAO.

**8. REPEAL**

8.1 Town of Hinton Bylaw 961, a Bylaw to establish the position of assessor as a designated officer of the municipality is repealed.

READ A FIRST TIME THIS 26 DAY OF SEPTEMBER 2022.

READ A SECOND TIME THIS 26 DAY OF SEPTEMBER 2022.

READ A THIRD TIME AND PASSED THIS 26 DAY OF SEPTEMBER 2022.



Handwritten signature in blue ink, appearing to be 'M. G. J.', written over a horizontal line.

Mayor



Handwritten signature in black ink, appearing to be 'D. D. Q.', written over a horizontal line.

Interim Chief Administrative Officer