

Assessment Complaints Designated Officer Bylaw

BYLAW NO. 007-10

OF THE

TOWN OF SMOKY LAKE

IN THE PROVINCE OF ALBERTA

Whereas, pursuant to section 210 of the Municipal Government Act, S.A. 2000, c.M-26, Council may establish a position to carry out the powers, duties and functions of a designated officer; and,
Whereas, pursuant to section 203 of the *Municipal Government Act*, Council may by bylaw delegate any of its powers, duties and functions to a designated officer; and,
Whereas, pursuant to section 211 of the *Municipal Government Act*, Council may revoke with or without cause the appointment of a person to the position of a designated officer; and,
Whereas, the Town of Smoky Lake is a member of the Capital Region Assessment Services Commission, a Commission established pursuant to Alberta Regulation 77/96; and,
Whereas, pursuant to Bylaw 007-10, Council may appoint an individual to serve as the Assessment Complaints Manager for the municipality;

_____ Council enacts:

PART I-PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE	The purpose of this bylaw is to establish the position of Assessment Complaints Manager and to delegate powers, duties, and functions to that position.
DEFINITIONS	In this bylaw, unless the context otherwise requires: "Assessment Review Board" means the Assessment Review Boards within the meaning of the <i>Municipal Government Act</i> , "Assessment Complaints Manager" means the individual appointed by the Capital Region Assessment Services Commission to administer Assessment Review Boards, or his designate; "Capital Region Assessment Services Commission" means a Regional Services Commission within the meaning of the <i>Municipal Government Act</i> ; "CAO" means the Chief Administrative Officer of the municipality within the meaning of the <i>Municipal Government Act</i> or his delegate; "Council" means the municipal council of the Town of Smoky Lake "Town Manager" means the Town Manager of the Town of Smoky Lake
RULES FOR INTERPRETATION	The marginal notes and headings in this bylaw are for reference purposes only.

PART II-APPOINTMENT AND DELEGATION

DESIGNATED OFFICER	The position of Designated Officer for the purpose of managing the Assessment Complaints is established, and the individual appointed to that position will have the title "Assessment Complaints Manager."
APPOINTMENT OF ASSESSMENT COMPLAINTS MANAGER	Council by resolution will appoint an individual or individuals proposed by the Capital Region Assessment Services Commission to the position of Assessment Complaints Manager.
SUBDELEGATION	The Assessment Complaints Manager is authorized to further delegate, and to authorize further delegations of any powers, duties, and functions delegated to the Assessment Complaints Manager to another person.
ACCOUNTABILITY	Notwithstanding this Bylaw the Assessment Complaints Manager is accountable to Council for the exercise of all powers, duties, and functions delegated to the Assessment Complaints Manager.

PART III – ROLES

ROLES	The Assessment Complaints Manager will have four roles: 1. In consultation with the municipality, coordinate the Assessment Review Boards that may be required by Council;
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2. Maintain the list of potential Assessment Review Board members;
3. Recommend the list for consideration by Council their appointment; and,
4. Select from the list that Council has adopted, those members needed to serve as an Assessment Review Board to hear Assessment Complaints that may be filed in the municipality.

PART IV – ADMINISTRATIVE POWERS, DUTIES AND FUNCTIONS

POWERS, DUTIES AND FUNCTIONS

The Assessment Complaints Manager has:

- (a) All the powers, duties and functions as delegated to the Assessment Complaints Manager by Council by this or any other bylaw, including the functions of Assessment Clerk, subject to any applicable legislation;
- (b) May exercise the powers, duties, and functions as may be required by Council from time to time;
- (c) Is authorized in consultation with the municipality, to appoint from the Council approved list of individuals, those required members needed to serve on Assessment Review Boards subject to any applicable legislation;
- (d) Is authorized to establish and implement all policies, procedures, standards and guidelines for all matters relating to the administration of Assessment Review Boards that may be adopted by the Capital Region Assessment Services Commission.

PART V—GENERAL

NUMBER AND GENDER REFERENCES

All references in this bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

READ a first time in Council this 16th day of June, 2010

E Deputy

Mayor

Pat Glasschuk

Acting Town Manager

READ a second time in Council this 16th day of June, 2010

Mayor

Pat Glasschuk

Acting Town Manager

Moved and passed unanimously that Bylaw No.007-10 be presented for third and final reading

READ a third time in Council this 16th day of June, 2010

SIGNED AND PASSED June 16th, 2010

The Town of Smoky Lake

E Deputy

Mayor

Pat Glasschuk
Acting Town Manager