

**Bylaw 64-2017 Designated Officers Bylaw****Report Purpose**

To give three readings to a bylaw that establishes the positions of three designated officers of Strathcona County

**Recommendation**

1. THAT Bylaw 64-2017, the Designated Officers Bylaw, be given first reading.
2. THAT Bylaw 64-2017 be given second reading.
3. THAT Bylaw 64-2017 be considered for third reading.
4. THAT Bylaw 64-2017 be given third reading.

**Council History**

November 8, 2011 – Council approved Bylaw 55-2011, the *Subdivision and Development Appeal Board Bylaw*.

March 9, 2010 – Council approved Bylaw 7-2010, a bylaw of Strathcona County in the Province of Alberta to establish the Assessment Review Board.

**Strategic Plan Priority Areas**

**Economy:** n/a

**Governance:** County compliance with legislative requirements fosters trust, respect and integrity within and outside of the municipal corporation.

**Social:** n/a

**Culture:** n/a

**Environment:** n/a

**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** Passage of this bylaw will create three new designated officer positions - Municipal Assessor, Clerk of the Assessment Review Board, Clerk of the Subdivision and Development Board. The individuals appointed to these positions will report to the Chief Commissioner and exercise the powers and perform the powers and duties stated in the bylaw.

**Interdepartmental:** Assessment and Taxation was consulted on the content.

**Summary**

The Municipal Government Act requires municipalities to appoint a municipal assessor and a clerk of the Assessment Review Boards as designated officers of the municipality. As of January 1, 2018, when amendments to the Municipal Government Act are expected to come into force, municipalities will also be required to appoint one or more clerks of the Subdivision and Development Appeal Board as designated officers and additional municipal assessor requirements have been added.

Designated officer positions are created by bylaw and summarize the powers, duties and functions to be performed by the officer. Proposed Bylaw 64-2017 creates these positions as required, for appointment by the Chief Commissioner. The *Municipal Government Act* permits designated officers to delegate all or any of their powers, duties and functions to another County employee, subject to that employee holding credentials required for the position.

Clerks must successfully complete provincial training prior to appointment. Municipal Assessors must possess the credentials outlined in the *Qualifications of Assessor Regulation*, AR 233/2005 and are subject to the occupational and professional requirements imposed on them in the *Municipal Assessor Regulation*, AR 347/2009.

## **Enclosure**

1 Bylaw 64-2017 Designated Officers Bylaw