
**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE
PROVINCE OF ALBERTA TO ESTABLISH THE POSITIONS OF CHIEF
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.**

WHEREAS the *Municipal Government Act* provides that a council must establish by bylaw a position of chief administrative officer;

AND WHEREAS the *Municipal Government Act* provides that a council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the positions of chief administrative officer and designated officers;

NOW THEREFORE the Municipal Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the "Designated Officer Bylaw".

2. INTERPRETATION

- 2.1. In this Bylaw, the following terms shall have the following meanings:
- a) "Bylaw" means this Designated Officer Bylaw;
 - b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
 - c) "Council" means the municipal council of the Summer Village;
 - d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
 - e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
 - f) "*Municipal Government Act*" or the "Act" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder;
 - g) "Qualified Person" means a person who holds the credentials required, if any, to perform the powers, duties and functions of a Designated Officer; and
 - h) "Summer Village" means the municipal corporation of the Summer Village of Island Lake.
- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.

- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.
- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

3. CHIEF ADMINISTRATIVE OFFICER

- 3.1. The position of the CAO is hereby established.
- 3.2. The CAO shall be given the title "Chief Administrative Officer".
- 3.3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
- 3.4. The CAO shall have all of the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
- 3.5. Without limiting the generality of section 3.4 of this Bylaw, the CAO is the head of the Summer Village within the meaning of *FOIP*.
- 3.6. Unless a Designated Officer is expressly appointed in this Bylaw or another bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
- 3.7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.

4. DELEGATION BY CAO

- 4.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 4.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint a deputy CAO and delegate the CAO's powers, duties and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.
- 4.3. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a Designated Officer.

5. FINANCE MANAGER

- 5.1. The Designated Officer position of Finance Manager is established.
- 5.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Finance Manager.
- 5.3. In addition to any additional powers assigned to the Finance Manager by the CAO or Council, or through other bylaws, the Finance Manager shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 213	Signing or authorizing of agreements, cheques and other negotiable instruments
Section 270	Opening and closing of accounts that hold municipal funds
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 the tax payments
Section 350	Issuing Tax Certificates
Section 612	Certified Copies

6. DEVELOPMENT AUTHORITY

- 6.1. The Designated Officer position of Development Authority is established.
- 6.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Development Authority.
- 6.3. In addition to any additional powers assigned to the Development Authority by the CAO or Council, or through other bylaws, the Development Authority shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 624	Development Authority
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7. SUBDIVISION AUTHORITY

- 7.1. The Designated Officer position of Subdivision Authority is established.
- 7.2. Subject to the restrictions outlined in section 7.4 below, the CAO is the Subdivision Authority.
- 7.3. In addition to any additional powers assigned to the Subdivision Authority by the CAO or Council, or through other bylaws, and subject to the express restriction outlined below, the Subdivision Authority shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 623

Subdivision Authority

- 7.4. The CAO's authority is restricted in that the decision to grant approval, with or without conditions, or to refuse subdivision approval, shall be retained by the Summer Village and shall be delegated expressly to Council.

8. ASSESSMENT REVIEW BOARD CLERK

- 8.1. The Designated Officer position of Assessment Review Board Clerk is established.
- 8.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Assessment Review Board Clerk.
- 8.3. In addition to any additional powers assigned to the Assessment Review Board Clerk by the CAO or Council, or through other bylaws, the Assessment Review Board Clerk shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 456(1)	Duties of the clerk of Assessment Review Board
Section 461 and 462	Assessment Complaints
Section 469(1)	Notice of decision of Assessment Review Board
Section 483	Decision admissible on appeal

9. MUNICIPAL ASSESSOR

- 9.1. The Designated Officer position of Municipal Assessor is established.
- 9.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Municipal Assessor.
- 9.3. In addition to any additional powers assigned to the Municipal Assessor by the CAO or Council, or through other bylaws, the Municipal Assessor shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 284.2	Carry out duties and responsibilities of a municipal assessor
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10. SUBDIVISION AND DEVELOPMENT BOARD CLERK

- 10.1. The Designated Officer position of Subdivision Development and Appeal Board Clerk is established.
- 10.2. The CAO shall appoint one or more Qualified Persons to the Designated Officer position of Subdivision and Development Appeal Board Clerk.
- 10.3. In addition to any additional powers assigned to the Subdivision and Development Appeal Board Clerk by the CAO or Council, or through other bylaws, the Subdivision Development and Appeal Board Clerk shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 627.1(3)

Duties of the clerk of the Subdivision and Development
Appeal Board

11. GENERAL

- 11.1. The CAO shall establish the remuneration payable and other terms and conditions of employment, if applicable, for the Summer Village's Designated Officers.
- 11.2. Unless otherwise directed by Council, Designated Officers are accountable to, and are under the supervision of, the CAO.
- 11.3. Designated Officers may delegate any or all of their powers, duties and functions to other Qualified Persons, and may when absent or otherwise unable to perform their powers, duties and functions, designate a delegate as an acting Designated Officer.
- 11.4. The Summer Village will indemnify and save harmless Designated Officers in relation to errors and omissions made in the good faith exercise of their powers, duties and functions,
- 11.5. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 11.6. This Bylaw rescinds any previous bylaw in reference to designation of the Chief Administrative Officer or appointment of Designated Officers in their entirety, including any amendments thereto, and shall come into full force when it receives THIRD and FINAL reading and is duly signed. (Bylaws to be rescinded are: 04-2019, 04-2018, 05-2016, 04-2016, 03-2016, 04-2010)

12. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw.

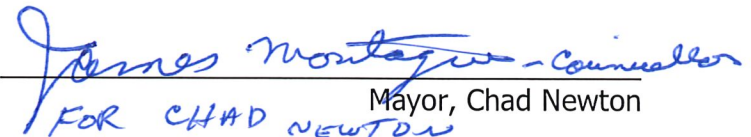
READ a first time this 21st day of July 2020.

READ a second time this 21st day of July 2020.

UNANIMOUS CONSENT to proceed to third reading this 21st of July 2020.

READ a third and final time this 21st day of July 2020.

SIGNED this 21st day of July 2020.


James Montague - Councillor
FOR CHAD NEWTON Mayor, Chad Newton


Chief Administrative Officer, Wendy Wildman