



**TOWN OF HIGH LEVEL
DESIGNATED OFFICERS
BYLAW NO. 941-13**

WHEREAS, WHEREAS, pursuant to the provisions of the Municipal Government Act, being chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, the Council of the Town of High Level may by Bylaw, establish one or more positions of Designated Officer and outline the powers, duties and functions of those positions;

**NOW THEREFORE, the Council of the Town of High Level in the Province of Alberta,
DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. That two positions of designated officer for the Town of High Level be established, and that these positions be titled “Director of Finance” and “Municipal Clerk”;
2. In this Bylaw, unless the context otherwise requires,

“ACT” means the Municipal Government Act, Revised Statutes of Alberta, 2000 and amendments thereto;

“CHIEF ADMINISTRATIVE OFFICER” means the Chief Administrative Officer appointed by the Council of the Town of High Level, pursuant to Section 205 of the Act;

“COUNCIL” means the Council of the Town of High Level, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta, 2000 and amendments thereto;

“MAYOR” means the Chief Elected Official elected to the position under Section 150 of the Act;

“MUNICIPAL CLERK” means an employee of the Town appointed as such who is responsible to carry out the powers, duties and functions of a Designated Officer under this Bylaw and as delegated by the Chief Administrative Officer;

“DIRECTOR OF FINANCE” means an employee of the Town appointed as such who is responsible to carry out the powers, duties and functions of a Designated Officer under this Bylaw and as delegated by the Chief Administrative Officer; and

“TOWN” means the municipality of the Town of High Level, incorporated in the Province of Alberta;

3. The Director of Finance and Municipal Clerk shall be appointed by the Chief Administrative Officer and are subject to the supervision of and are accountable to the Chief Administrative Officer.

4. The Director of Finance is hereby authorized as a Designated Officer to ensure that:
 - (a) the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
 - (b) all money belonging to or held by the Town is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
 - (c) the accounts for authorized expenditures referred to in Section 248 of the Act are paid;
 - (d) accurate records and accounts are kept of the financial affairs of the Town, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
 - (e) the actual revenues and expenditures of the Town compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
 - (f) money invested by the Town is invested in accordance with section 250 of the Act;
 - (g) assessment, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the Act are prepared;
 - (h) public auctions held to recover taxes are carried out in accordance with Part 10 of the Act;
 - (i) sign agreements and cheques and other negotiable instruments on behalf of the Town in accordance to the Signing Authority Policy;
 - (j) perform the duties and exercise the powers and functions assigned by the Chief Administrative Officer;

5. The Municipal Clerk is hereby authorized as a Designated Officer to ensure that:
 - (a) all minutes of Council meetings are recorded in the English language, without note or comment;
 - (b) the names of the Councillors present at Council meetings are recorded;
 - (c) the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting, and signed by the Mayor or the presiding person and the Designated Officer;
 - (d) all minutes of Council Committee Meetings are signed by the presiding person and the Designated Officer;
 - (e) all bylaws of the Town are signed by the Mayor and the Designated Officer;
 - (f) the bylaws and minutes of Council meetings and all other records and documents of the Town are kept safe;
 - (g) the Minister of Municipal Affairs is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins;
 - (h) the corporate seal is kept in the custody of the Chief Administrative Officer;
 - (i) a planned agenda is prepared and recommended to the Chief Administrative Officer for the regular meetings of Council, and that the agenda packages are distributed to Council members;
 - (j) perform the duties and exercise the powers and functions assigned by the Chief Administrative Officer;
 - (k) act as the Clerk of the Assessment Review Board and the Subdivision and Development Appeal Board;
 - (l) act as the Clerk of any other board or Committee assigned by the Chief Administrative Officer.
6. The Director of Finance and the Municipal Clerk may, subject to the Chief Administrative Officer's approval, delegate any duties or functions delegated to them under this bylaw to an employee of the Town.
7. In the absences of either the Director of Finance or the Municipal Clerk, the Chief Administrative Officer shall assume their powers, duties and functions.
8. The Director of Finance and the Municipal Clerk shall not:

- (a) fail to discharge the powers, duties and functions delegated by this bylaw;
- (b) sign any statement, report or return required by this bylaw, the Chief Administrative Officer and Council, knowing that it contains a false statement;
- (c) fail to hand over to a successor or to the person designated in writing by Council or the Chief Administrative Officer, all money, books, papers and other property of the Town.

9. Bylaw No. 868-08 is hereby repealed.

10. This bylaw comes into force on passing.

READ A FIRST TIME this ____ day of _____, 2013.

READ A SECOND TIME this ____ day of _____, 2013.

READ A THIRD TIME this ____ day of _____, 2013.

SIGNED AND PASSED THIS ____ day of _____, 2013.

MAYOR

MUNICIPAL SECRETARY