BYLAW 239

ASSESSMENT COMPLAINTS DESIGNATED OFFICER

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 Summer Village of Kapasiwin is a member of the Capital Region Assessment Services Commission, a Commission established pursuant to Alberta Regulation 77/96; and,

Whereas, pursuant to Bylaw 239, Council may appoint an individual to serve as the Assessment Complaints Manager for the municipality;

the Summer Village of Kapasiwin 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 Municipal Government Act,

"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 *Municipal Government Act;*

"CAO" means the Chief Administrative Officer of the municipality within the meaning of the *Municipal Government Act* or his delegate;

"Council" means the municipal council of the Summer Village of Kapasiwin;

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;

(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 April 28, 2010.

READ a second time April 28, 2010.

READ a third time April 28, 2010.

SIGNED AND PASSED April 28, 2010.

Municipality of the Summer Village of Kapasiwin

Mayor

Chief Administrative Officer