

**BYLAW 2014-17
PARKLAND COUNTY**

BEING A BYLAW OF PARKLAND COUNTY FOR THE PURPOSE OF ESTABLISHING THE POSITION OF ASSESSMENT COMPLAINTS MANAGER AND TO DELEGATE POWERS, DUTIES AND FUNCTIONS TO THAT POSITION

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, S.A. 2000, c. M-26 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, S.A. 2000, c. M-26 Council may revoke with or without just cause the appointment of a person to the position of a designated officer; and,

WHEREAS Parkland County is a participant of the Capital Region Assessment Services Commission, a Commission established pursuant to Alberta Regulation 77/96; and,

WHEREAS pursuant to Bylaw 2014-16, Council may appoint an individual to serve as Assessment Complaints Manager for the Municipality;

Parkland County Council enacts:

1.0 DEFINITIONS AND INTERPRETATION

In this Bylaw, unless the context otherwise requires:

- 1.1 Assessment Review Board means the Assessment Review Boards within the meaning of the Municipal Government Act,
- 1.2 Assessment Complaints Manager means the individual appointed by Council at the Capital Region Assessment Services Commission to administer Assessment Review Boards, or Assessment Complaints Manager's designate;
- 1.3 Capital Region Assessment Services Commission means a Regional Services Commission within the meaning of the Municipal Government Act;
- 1.4 CAO means the Chief Administrative Officer of the municipality within the meaning of the Municipal Government Act or the Chief Administrative Officer's delegate;
- 1.5 Council means the municipal council of Parkland County.
- 1.6 Manager means the individual appointed to the Manager position of the Capital Region Assessment Services Commission.

2.0 APPOINTMENT AND DELEGATION

- 2.1 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."
- 2.2 Council hereby appoints the Manager of the Capital Region Assessment Services Commission to the position of Assessment Complaints Manager.
- 2.3 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.
- 2.4 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.

3.0 ROLES

The Assessment Complaints Manager will have four roles:

- 3.1 In consultation with the municipality, coordinate the Assessment Review Boards that may be required by Council;
- 3.2 Maintain the list of potential Assessment Review Board members;

- 3.3 Recommend the list for consideration by Council their appointment; and,
- 3.4 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.

4.0 ADMINISTRATIVE POWERS, DUTIES AND FUNCTIONS

The Assessment Complaints Manager has:

- 4.1 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;
- 4.2 may exercise the powers, duties, and functions as may be required by Council from time to time;
- 4.3 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;
- 4.4 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.

5.0 GENERAL

- 5.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.
- 5.2 The headings in this Bylaw are for reference purposes only and do not form part of this bylaw.
- 5.3 Legislative references, such as from the Municipal Government Act (s.154 MGA 2000), do not form part of this bylaw.
- 5.4 This bylaw shall take full force and effect upon passage of third and final reading upon signing in accordance with Section 213, Municipal Government Act, Revised Statutes of Alberta 2000.

READ A FIRST TIME this _____ day of _____, **2014**. A.D.

READ A SECOND TIME this _____ day of _____, **2014**. A.D.

READ A THIRD TIME AND FINAL TIME this _____ day of _____, **2014**. A.D.

Mayor

Manager, Legislative and Administrative Services