

TOWN OF HIGH RIVER
ALBERTA
BY-LAW NO. 4266/2010

Being a By-law of the Town of High River in the Province of Alberta to establish the position of Director of Corporate Services (Municipal Treasurer) as a designated officer.

- WHEREAS the Municipal Government Act R.S.A. 2000, Chapter M-26.1, Section 210 of the Act allows a Council to pass a by-law establishing a position to carry out the powers, duties and functions of a Designated Officer;
- AND
WHEREAS Council wishes to make the position of Director of Corporate Services a Designated Officer under the Act;
- AND
WHEREAS Section 455(1) of the Act requires that Council must appoint a Designated Officer to act as the clerk of the Assessment Review Board having jurisdiction within the Town of High River;
- AND
WHEREAS Council wishes to exercise its authority under the Act by delegating certain functions to the Director of Corporate Services pursuant to Section 203 of the Act;
- NOW
THEREFORE the Council of the Town of High River enacts as follows:
1. This by-law may be cited as the "Director of Corporate Services" By-law.
 2. There is hereby established the position of Director of Corporate Services as a Designated Officer.
 3. The position of Director of Corporate Services shall also include acting as the Clerk of the Assessment Review Board having jurisdiction in the Town of High River and performing the functions of that Designated Officer for the purposes of Sections 461(2), 462, 469, 472, 473(2) and 483 of the Act.
 4. The powers, duties and functions conferred by Council on the Director of Corporate Services are as presented in this or any other by-law of the Town making reference to the Director of Corporate Services or Municipal Treasurer.
 5. The Director of Corporate Services shall be subject to the supervision of and accountable to the Town Manager.
 6. The Director of Corporate Services is hereby authorized:
 - (a) To certify any copy of a decision of the Assessment Review Board as being a true copy of the original.
 - (b) To sign with the Mayor or Deputy Mayor, necessary cheques and/or documents authorized to be signed by the Town Manager.
 7. The Director of Corporate Services may further delegate any authority delegated by Council to the Director of Corporate

Services pursuant to Section 212 of the Act.

8. The Director of Corporate Services is hereby authorized:
 - (a) To sign in conjunction with the Mayor or Deputy Mayor all cheques for all budget approved operational and capital expenditures.
 - (b) To sign with the Town Manager, Mayor or Deputy Mayor one cheque to cover the payroll account.
 - (c) To sign alone and transmit electronic payroll file to bank.
 - (d) To sign debentures of the Town and interest coupons attached thereto.
 - (e) To act jointly with the Town Manager for the purchase and sale of securities in accordance with policy or resolution of Council.
 - (f) To sign with the Mayor or Deputy Mayor necessary documents authorized by Council to be signed by the Town Manager in the absence of the Town Manager.
 - (g) To add to the tax roll of a parcel of land all unpaid costs, charges, expenses and remuneration which Council could add to the tax roll pursuant to Section 553 of the Act.
 - (h) To add to the tax roll of a parcel of land any amount that may be added thereto by any Provincial or Federal legislation, including any unpaid costs, charges, expenses or remuneration under Section 553 of the Act.
 - (i) To certify the date tax notices are sent under Section 336 of the Act.
 - (j) To decide to which taxable property or business owned by a taxpayer a tax payment is to be applied under Section 343 of the Act.
 - (k) To issue a tax certificate under Section 350 of the Act.
 - (l) To certify a copy of the tax roll, or part of it, or a tax notice as a true copy of the original pursuant to Section 482 of the Act.
 - (m) To take possession of tax sale properties under Section 420 of the Act.
 - (n) To bid for land at a tax forfeiture auction pursuant to Section 429 of the Act.
 - (o) To prepare and issue distress warrants and seize goods pursuant to such warrants under Section 439 of the Act.
9. Any of the signatures referred to in Section 6, subsections (a) through (e) inclusive, may be signed, printed, lithographed or otherwise reproduced pursuant to Section 213(5) of the Act.
10. The Director of Corporate Services or the Town Manager are hereby authorized to open or close accounts that hold the money of the Town of High River pursuant to Section 270 of the Act.
11. The Director of Corporate Services may further delegate any authority delegated by Council to the Director of Corporate Services pursuant to Section 212 of the Act.

12. Bylaw 3839/96 is hereby rescinded.

13. This By-law shall come into full force and effect upon the date of third and final reading.

READ A FIRST, SECOND AND WITH UNANIMOUS CONSENT OF ALL COUNCIL PRESENT A THIRD AND FINAL TIME THIS ____ DAY OF _____ A.D. ____.

MAYOR/DEPUTY MAYOR

TOWN MANAGER