

TOWN OF HIGH RIVER
ALBERTA
BY-LAW NO 4267/2010

Being a By-law of the Town of High River in the Province of Alberta to establish the position of Director of Legislative and Administrative Services as a designated officer.

AND
WHEREAS

The Municipal Government Act RSA 2000, Chapter M-26 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 appoint the Director of Legislative and Administrative Services as a Designated Officer under the Act;

AND
WHEREAS

Council wishes to exercise its authority under the Act by delegating certain functions to the Director of Legislative and Administrative 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 Legislative and Administrative Services" By-law.
2. There is hereby established the position of Director of Legislative and Administrative Services as a Designated Officer.
4. The powers, duties and functions conferred by Council on the Director of Legislative and Administrative Services are as presented in this or any other by-law of the Town making reference to the Municipal Secretary.
5. The Director of Legislative and Administrative Services shall be subject to the supervision of and accountable to the Town Manager.
6. The Director of Legislative and Administrative Services is required to sign minutes of Council meetings and minutes of meetings of any Council committee as defined in the Act and to which Council has delegated a power, duty or function to certify their accuracy.
7. The Director of Legislative and Administrative Services is required to sign all by-laws passed by Council.
8. The Director of Legislative and Administrative Services is hereby authorized:
 - (a) To certify any copy of a by-law, resolution or record of the Town as a true copy of the original;
 - (c) To consolidate any of the by-laws of the Town and print copies of such consolidated by-laws;

9. The position of Director of Legislative and Administrative Services shall include acting as the Secretary and performing the function of Designated Officer pursuant the Elections Act, RSA 2000 Chapter E-1, as amended and also include acting as the Head of the Local Public Body for the purposes of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 and amendments thereto.
10. The Director of Legislative and Administrative Services is designated to be in attendance at any place where a Council or Council committee meeting may be conducted pursuant to the Act.
11. The Director of Legislative and Administrative Services may further delegate any authority delegated by Council to the Director of Legislative and Administrative Services pursuant to the Act.
12. 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 DIRECTOR