



BYLAW 2014-17
Office Consolidation Current as of August 20, 2021

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH POSITIONS TO CARRY OUT THE POWERS, DUTIES, AND
FUNCTIONS OF A DESIGNATED OFFICER**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

1: TITLE

1.1. This bylaw shall be known as the “Designated Officers Bylaw.”

2: INTERPRETATION

2.1. In this bylaw:

a) “Agreement” means a document, intended to be enforceable by law, that records an arrangement between the Town and one or more other parties to perform a course of action, and includes agreements, contracts, memorandums of understanding, employment agreements, and settlements.

2016-18

b) “Negotiable instrument” means a legal document that is payable to the bearer.

2.2. Where this bylaw references a Town staff position or department, the reference is deemed to be to the current name that the staff position or department is known by.

3: AGREEMENTS FOR BUDGETED EXPENDITURES

3.1. The following positions are established as designated officers to sign or authorize agreements that commit the Town to expenditures included in an approved operating budget, interim operating budget, or capital budget, or otherwise authorized by council:

- a) chief administrative officer;
- b) general manager of municipal services;
- c) general manager of municipal infrastructure;
- d) general manager of corporate services
- e) manager of finance;
- f) manager of human resources;
- g) manager of communications;
- h) municipal clerk;
- i) manager of planning and development;
- j) manager of engineering;
- k) manager of community social development;
- l) manager of protective services;
- m) manager of public works;
- n) manager of recreation services;
- o) manager of economic development;

- p) manager of facilities;
- q) fire chief
- r) manager of information technology, and
- r.1) Town solicitor.

2018-15; 2019-13; 2019-21; 2021-18

- 3.2. Unless otherwise set out in this bylaw, agreements shall be signed by the employee who initiated the agreement and by the designated officer to whom that employee reports.

2016-18

- 3.3. Employment contracts, other than the employment contract for the chief executive officer, shall be signed by the manager of human resources and the manager to whom the new employee will report.

2016-18

4: LAND USE PLANNING AND DEVELOPMENT

- 4.1. The following positions are established as designated officers to sign or authorize documents referred to in the Planning and Development part of the Municipal Government Act:

- a) chief administrative officer;
- b) general manager of municipal infrastructure;
- c) manager of planning and development; and
- d) supervisor of planning and development.

2018-15

- 4.2. Agreements related to land use planning and development shall be signed by the employee who initiated the agreement and by the designated officer to whom that employee reports.

- 4.3. Repealed 2020-02

5: AGREEMENTS BEYOND THE FISCAL YEAR

- 5.1. Agreements that commit the Town to expenditures or other obligations beyond the fiscal year in which the agreement is signed must be approved by resolution of council and shall be signed by the mayor and the chief administrative officer.

- 5.2. Notwithstanding section 5.1, if an agreement commits the Town to expenditures or obligations beyond the fiscal year, but the obligations are contained within a normal operating budget approved by council or the value of the agreement is less than \$2,500 per annum, the agreement may be signed by the designated officer who initiated the agreement and by the designated officer to whom that employee reports. This includes but is not limited to:

- a) Contracted services for ongoing operational obligations;
- b) Renewal of leases for terms less than five years;
- c) Contracts for insurance and employee benefits; and
- d) Contracts for banking and investment services.

2016-18

6: INTERGOVERNMENTAL AGREEMENTS

6.1. Agreements between the Town and other municipal jurisdictions, the provincial government, or the federal government shall be signed by a designated officer, the chief administrative officer and the mayor.

7: CHEQUES AND OTHER NEGOTIABLE INSTRUMENTS

7.1. The following positions are established as designated officers to sign or authorize cheques and other negotiable instruments for amounts included in an operating budget, interim operating budget, or capital budget, or otherwise authorized by council:

- a) chief administrative officer;
- b) general manager of municipal infrastructure;
- c) general manager of municipal services;
- d) general manager of corporate services;
- e) manager of financial services;
- f) senior finance officer;
- g) manager of human resources, and
- h) manager of communications.

2018-15

7.2. Cheques and negotiable instruments must be signed by at least two designated officers.

8: BANK ACCOUNTS AND INVESTMENTS

8.1. The following positions are established as designated officers to open and close the accounts that hold the money of the Town and to invest the money of the Town:

- a) chief administrative officer; and
- b) manager of financial services.

8.2 Pursuant to section 8.1, the authorizing signatures of both designated officers are required.

9: MINUTES, BYLAWS, AND CERTIFICATES

9.1. The municipal clerk is the designated officer for the following:

- a) co-signing minutes of council meetings with the person who presided at the meeting;
- b) co-signing minutes of committee meetings with the person who presided at the meeting;
- c) co-signing bylaws with the chief elected official;
- d) consolidating bylaws;
- e) certifying advertising; and
- f) certifying copies of bylaws, resolutions or records of the municipality.

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10: ASSESSMENTS AND TAXATION

10.1. The manager of financial services is the designated officer for the following:

- a) receiving assessment complaints;
- b) receiving tax notice complaints;
- c) certifying the date tax notices are sent;
- d) applying tax payments;
- e) issuing tax certificates; and
- f) taking possession of land in tax arrears.

10.2. The person appointed as the Town’s assessor by the municipality is the designated officer for carrying out the powers, duties and functions of the assessor in accordance with the Municipal Government Act.

2016-18

10.3. Repealed 2020-04-04 Bylaw 2020-02 (*Amended 2018-09-06 Bylaw 2018-15*)

10.4. The clerk of the assessment review board shall perform the duties assigned to the position by the Municipal Government Act. Remuneration shall be in accordance with approved Town salary rates.

Bylaw 2016-18

11: ENACTMENT/TRANSITION

11.1. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

11.2. Bylaws 12-2000 and 15-2007 are repealed.

11.3. This bylaw comes into force on the date it is passed.

FIRST READING: September 16, 2014

SECOND READING: September 16, 2014

THIRD READING: September 16, 2014

DATE IN FORCE: September 18, 2014

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

- 2014-17 Designated Officers Bylaw
- 2016-18 Amending Bylaw Agreement Authorization

2018-15	Amending Bylaw Addition of Officers
2019-13	Amending Bylaw Addition of Officer
2019-21	Amending Bylaw Addition of Officers
2020-02	Amending Bylaw Clerk of the Assessment Review Board and the Subdivision and Development Appeal Board
2021-18	Amending Bylaw Addition of Officer