

**MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 1012, 2018

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to establish the Designated Officer Position of Assessor.

WHEREAS Parts 9 through 12 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, outline the duties and responsibilities of an assessor;

AND WHEREAS provisions of the *Qualifications of Assessor Regulation*, AR 233/2005, require that an assessor meet certain minimum qualifications;

AND WHEREAS Section 210 of the *Municipal Government Act* provides that a municipality may create a designated officer position to carry out certain duties and responsibilities;

AND WHEREAS Section 284 of the *Municipal Government Act* requires that an assessor be appointed as a designated officer;

NOW THEREFORE the Council of the Municipality of Crowsnest Pass, duly assembled, enacts as follows:

PART I: TITLE AND DEFINITIONS

Bylaw Title

1. This Bylaw may be cited as the "Assessor Bylaw".

Definitions

2. In this Bylaw, words shall have the same meanings as in the *Municipal Government Act* except as otherwise defined below:
 - (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended;
 - (b) "Assessor" means the person appointed as assessor of the Municipality of Crowsnest Pass;
 - (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality of Crowsnest Pass;
 - (d) "Council" means the municipal council of the Municipality of Crowsnest Pass;
 - (e) "Municipality" means the municipal corporation of the Municipality of Crowsnest Pass.

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APPOINTMENT AND DELEGATION

Assessor

3. The position of designated officer for the purpose of assessment and taxation is established, and the individual appointed to that position will have the title "Assessor".

Appointment of Assessor

4. The Chief Administrative Officer will appoint a qualified individual to the position of Assessor and establish the terms and conditions of such appointment.

Subdelegation

5. The Assessor is authorized to further delegate, and to authorize further delegations of any powers, duties, and functions delegated to him under this or any other bylaw or resolution, to any employee of the Municipality.

PART II: GENERAL POWERS

Powers of the Assessor

6. The Assessor will exercise the powers, duties and functions as delegated to him by this bylaw and in accordance with Parts 9, 10, 11 and 12 of the Act and any regulations.

Other Delegations

7. This bylaw does not limit or restrict any other delegations to the Assessor by Council or the Chief Administrative Officer.

PART III: AUTHORITY AND RESPONSIBILITIES

Accountability

8. The Assessor is accountable to the Chief Administrative Officer for the exercise of all powers, duties and functions delegated to the Assessor.

Authority

9. The Assessor may:
 - (1) appoint an acting Assessor to act during absences of the Assessor;
 - (2) establish and implement all policies, procedures, standards and guidelines for all matters within the powers of the Assessor;
 - (3) advise, inform and make recommendations to Council about Council policies, procedures, and programs as may be necessary or desirable to carry out the Assessor's powers, duties and functions; and

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- (4) prepare and submit to Council such reports and recommendations as may be required by Council.

Duties

10. The Assessor shall:

- (1) prepare assessments, assessment rolls, assessment notices and tax rolls for the purposes of the Act;
- (2) prepare supplementary assessments, supplementary assessment rolls, supplementary assessment notices and supplementary tax rolls for the purposes of the Act;
- (3) Carry out the duties and responsibilities of an assessor under the Act.

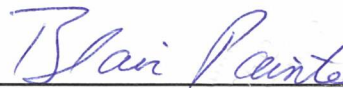
PART IV: OTHER BYLAWS/RESOLUTIONS

12. The provisions of this Bylaw shall prevail in any case where there is a conflict between this Bylaw and any previous resolution or bylaw of Council.

Read a **first** time this 10th day of July , 2018.

Read a **second** time this 10th day of July , 2018.

Read a **third** and final time this 10th day of July , 2018.



Blair Painter
Mayor



Patrick Thomas
Chief Administrative Officer