

**TOWN OF CROSSFIELD
DESIGNATED OFFICERS BYLAW
BYLAW NO. 2025-11**

BEING A BYLAW OF THE TOWN OF CROSSFIELD IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITIONS OF CHIEF ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.

WHEREAS the Municipal Government Act, provides that Council must establish by bylaw a position of Chief Administrative Officer;

AND WHEREAS the Municipal Government Act, provides that Council may pass a bylaw to establish one or more positions to carry out the powers, duties or functions of a designated officer;

NOW THEREFORE the Council of the Town of Crossfield in the Province of Alberta wishes to exercise its authority pursuant to the Municipal Government Act by establishing the position of Chief Administrative Officer and designated officer positions;

NOW THEREFORE the Municipal Council of the Town of Crossfield, in the Province of Alberta, duly assembled, hereby enacts as follows:

SECTION 1: TITLE

1.1 This Bylaw may be cited as the "Designated Officers Bylaw".

SECTION 2: DEFINITIONS

2.1 In this Bylaw:

- a. **"Assessor (municipal)"** means a person who has the qualifications set out in the regulations and is designated by the Minister to carry out the duties and responsibilities of an assessor under the Municipal Government Act.
- b. **"Bylaw"** means a bylaw of the Town;
- c. **"Chief Administrator Officer (CAO)"** means the Chief Administrator Officer for the Town of Crossfield as defined in the Municipal Government Act.
- d. **"Council"** means the Mayor and Council of the Town of Crossfield;
- e. **"Municipal Government Act (MGA)"** means the *Municipal Government Act*, RSA 2000, M-26 and the regulations thereunder;

- f. **“Town”** means the Municipal Corporation of the Town of Crossfield.

SECTION 3: CHIEF ADMINISTRATIVE OFFICER

- 3.1 The position of the CAO is hereby established.
- 3.2 The CAO shall be given the title “Chief Administrative Officer”.
- 3.5 Council shall be resolution appoint an individual to the position of CAO. In the event a vacancy occurs in the positions, Council must by resolution, appoint an individual to serve as Interim CAO, and in such case, the provisions of the bylaw apply equally to the Interim CAO.
- 3.6 Council will, by resolution, approve the terms and conditions of the CAO' s appointment where the terms and conditions are not already established by the MGA and, upon such approval, the Mayor will execute a written employment agreement with the CAO.
- 3.7 The CAO shall have all of the powers, duties and functions of a Chief Administrative Officer as set out in the MGA.
- 3.8 Unless a designated officer is expressly appointed in this Bylaw or another bylaw of the Town, the CAO has all the powers, duties and functions given to a designated officer under the MGA or any other statute or enactment.
- 3.9 The CAO is authorized to revise any or all the bylaws of the Town by:
- 3.9.1 consolidating a bylaw by incorporating all amendments to it into one bylaw;
 - 3.9.2 omitting and providing for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;
 - 3.9.3 omitting, without providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the municipality;
 - 3.9.4 combining 2 or more bylaws into one, dividing a bylaw into 2 or more bylaws, moving provisions from one bylaw to another and creating a bylaw from provisions of another or 2 or more others;
 - 3.9.5 altering the citation and title of a bylaw and the numbering and arrangement of its provisions, and adding, changing or omitting a note, heading, title, marginal note, diagram or example to a bylaw;

- 3.9.6 omitting the preamble and long title of a bylaw;
 - 3.9.7 omitting forms or other material contained in a bylaw that can more conveniently be contained in a resolution, and adding authority for the forms or other material to be prescribed by resolution;
 - 3.9.8 correcting clerical, grammatical and typographical errors; and
 - 3.9.9 making changes, without changing the substance of the bylaw, to bring out more clearly what is considered to be the meaning of a bylaw or to improve the expression of the law.
- 3.10 The CAO is authorized to temporarily close the whole or a part of a road at any time with discretion to include a construction or maintenance project on or adjacent to the road may create a hazard, public or community event.
- 3.11 The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Town employee.

SECTION 4: DESIGNATION

- 4.1 The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the Municipal Government Act and under this or any other bylaw to a designated officer or an employee of the Town.
- 4.2 Without limiting the generality of section 4.1 of this Bylaw, the CAO may appoint an Acting Chief Administrative Officer where such absences are for a period of less than one month.
- 4.3 The following positions are designated officers of the Town:
- 4.3.1 Chief Financial Officer
 - 4.3.2 Manager of Legislative and Administrative Services
 - 4.3.3 Director of Infrastructure and Community Growth
 - 4.3.4 Director of Community and Protective Services
 - 4.3.5 Municipal Assessor – current successful contractor
 - 4.3.6 Community Peace Officer

SECTION 5: CHIEF FINANCIAL OFFICER

5.1 The Chief Financial Officer is the designated officer for the purposes of the following sections of the MGA:

Section	Description
213 (4) (b)	Signing agreements, cheques and other negotiable instruments relating to finance
270 (1)(2)	Municipal accounts
309 (1) (d)	Contents of Assessment Notices
334 (1) (e)	Contents of Tax Notices
336	Certification of date of sending tax notice
343(2)	Application of tax payment
350	Tax Certificates
420 (2)	Right to possession
439 (2)	Right to issue distress warrant
456	Clerk
461(1)	Address to which a complaint is sent
462 (1)	Notice of assessment review board hearing
469	Notice of decision
483	Decision admissible on judicial review
612	Certified Copies

SECTION 6: MANAGER OF LEGISLATIVE AND ADMINISTRATIVE SERVICES

6.1 The Manager of Legislative and Administrative Services is the designated officer for the purposes of the following sections of the MGA:

Section	Description
63	Revising Bylaws
65	Requirements relating to revised bylaws
69	Consolidation of bylaws
213 (1) (b),(3) (b), (4) (b)	Signing or authorization of municipal documents
606	Requirements for proof of advertising
612	Certified Copies

SECTION 7: DIRECTOR OF INFRASTRUCTURE AND COMMUNITY GROWTH

7.1 The Director of Infrastructure and Community Growth is the designated officer for the purposes of the following sections of the MGA:

Section	Description
22 (5)	Road closure
69	Consolidating bylaws relating to land use and planning
213 (4) (b)	Signing or authorization of municipal documents related to land use and development planning
542	Municipal inspection and enforcement
544	Inspecting meters
545	Order to remedy contraventions
606(7)	Requirements for advertising
612	Certified Copies
630 (1)(2)	Signature evidence
642	Permitted and Discretionary Uses
643	Non-Conforming use and non-conforming building
645	Stop Order

SECTION 8: DIRECTOR OF COMMUNITY AND PROTECTIVE SERVICES

8.1 The Director of Community and Protective Services is the designated officer for the purposes of the following sections of the MGA:

Section	Description
22 (5)	Road closure
69	Consolidating bylaws
213 (4) (b)	Signing agreements and other negotiable instruments
612	Certified Copies

SECTION 9: COMMUNITY PEACE OFFICER

9.1 The Community Peace Officer is the designated officer for the purposes of the following sections of the MGA:

Section	Description
542	Municipal inspection and enforcement
545	Order to remedy contraventions
546 (0.1)	Order to remedy dangers and unsightly property

SECTION 10: MUNICIPAL ASSESSOR

10.1 The Municipal Assessor (as contracted by the Town from time to time) is the designated officer for the purposes of carrying out the duties and responsibilities of an “assessor” under the MGA, and any other relevant statute, regulation, or bylaw.

10.2 The assessor shall be given the title “Municipal Assessor”.

10.3 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Municipal Government Act.

10.4 The Municipal Assessor is the designated officer for the purpose of the following sections of the MGA:

Section	Description
Part 9	Assessment of Property Division 1 – Preparation of Assessments Division 4 – Preparation of Supplementary Assessments Division 5 – Equalized Assessments
305	Correction of roll
482	Admissible evidence at hearing
525	Admissible evidence at hearing

10.5 The power, duties and functions assigned to the Municipal Assessor by this bylaw are in addition to any other powers, duties or functions assigned or delegated by Council or the CAO to the Municipal Assessor.

10.6 The Municipal Assessor is authorized to delegate and to authorize further delegations of any of the Municipal Assessor’s powers, duties or functions under an enactment or bylaw to an employee of the Town.

SECTION 11: SIGNING OR AUTHORIZING MUNICIPAL DOCUMENTS

- 11.1 Council hereby delegates authority to sign cheques for all expenses approved within the limits of the Town of Crossfield Purchasing Policy as follows:
- 11.1.1 The first signature shall be provided by the Mayor or by another member of Council and the second signature shall be provided by the CAO or Chief Financial Officer.
- 11.2 Council hereby delegates authority to the CAO, together with one of the following designated officers, to sign or approve municipal documents, agreements, contracts or other negotiable instruments:
- 11.2.1 Chief Financial Officer
 - 11.2.2 Manager of Legislative and Administrative Services
 - 11.2.3 Director of Infrastructure and Community Growth
 - 11.2.4 Director of Community and Protective Services
- 11.5 Council authorizes the CAO to further delegate authority for signing agreements, contracts, and other negotiable instruments to other employees of the Town.
- 11.6 Signatures may be printed, stamped, or electronically reproduced.

SECTION 12: REPEAL

- 12.1 Bylaw No. 2022-02 - Appointment of Designated Officers is repealed.
- 12.2 Bylaw No. 2021-09 - Chief Administrative Officer Bylaw is repealed.

SECTION 13: GENERAL

- 10.1 If any provision of this Bylaw is declared invalid by a Court, all other provisions remain valid.
- 10.2 This Bylaw comes into full force and is in effect upon the date of third and final reading.

Given first reading this 2 day of September 2025


Given second reading this 2 day of September 2025

Brought forward for third and final reading this 2 day of September 2025

Given third and final reading this 2 day of September 2025



Mayor Kim Harris



Acting Chief Administrative Officer
Russ Nash