

TOWN OF CALMAR

BYLAW #2026-02

**Being a Bylaw of the Town of Calmar, in the Province of Alberta, to
Establish the Positions of Designated Officers**

WHEREAS, Section 210 of the Municipal Government Act provides that a Council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer; and

WHEREAS, Council wishes to exercise its authority, pursuant to the Municipal Government Act, by establishing the positions of designated officers,

NOW THEREFORE, the Council of the Town of Calmar, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, enacts as follows:

Part I. TITLE AND PURPOSE

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

Part II. DEFINITIONS

2. In this Bylaw,
 - a. "Act" means the Municipal Government Act;
 - b. "ATIA" means Alberta's Access to Information Act;
 - c. "Bylaw" means this Designated Officers Bylaw;
 - d. "CAO" means the chief administrative officer for the Town appointed by Council pursuant to the CAO Bylaw and as defined in the Municipal Government Act,
 - e. "Community Peace Officer" means individuals that have received their appointment under the Community Peace Officer Program to work with Calmar who is an authorized employer;
 - f. "Council" means the Council of the Town of Calmar;
 - g. "Designated Officer" means individuals appointed to designated positions under the Municipal Government Act;
 - h. "Development Officer" means individuals appointed under the Municipal Government Act to perform the duties related to the implementation of the Land Use Bylaw;
 - i. "Mayor" means the Chief Elected Official of the Town of Calmar;

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- j. "Municipal Assessor" means the individuals appointed under the Municipal Government Act to conduct functions, duties, and powers as per the Act;
- k. "Municipal Government Act" means the Municipal Government Act, S.A. 2000, c.M-26;
- l. "POPA" means Alberta's Protection of Privacy Act;

Part III. DESIGNATION

- 3. The following positions are hereby designated officers of the Town of Calmar:
 - a. Chief Administrative Officer;
 - b. Director, Corporate Services;
 - c. Director, Infrastructure and Growth;
 - d. Development Officer;
 - e. Community Peace Officer;
 - f. Municipal Assessor;
 - g. Assessment Review Board Clerk; and
 - h. Subdivision and Development Appeal Board Clerk.

Part IV. CHIEF ADMINISTRATIVE OFFICER

- 4. The Chief Administrative Officer shall be given the title "CAO" pursuant to the Chief Administrative officer Bylaw.
- 5. The CAO shall have all the powers, duties and functions of a designated officer, with exceptions pursuant to section 3.1 a) of this Bylaw, as set out in the Municipal Government Act.
- 6. Without limiting the generality of section 5 of this Bylaw, the CAO is the head of the Town within the meaning of ATIA and POPA.
- 7. The CAO, if certified, may be appointed by Council to act as the designated officer as the Clerk of the Assessment Review Boards and Subdivision and Development Appeal Board having jurisdiction in the Town of Calmar.
- 8. The CAO is authorized to consolidate bylaws in accordance with section 69 of the MGA.
- 9. 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.
- 10. The CAO is authorized to appoint an Acting CAO and delegate the CAO's powers, duties and functions to that Acting CAO and to authorize that Acting CAO to act as the CAO during absences of the CAO.



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Part V. DIRECTOR, CORPORATE SERVICES

11. The Director, Corporate Services, shall have all the powers, duties and functions of a designated officer for the purposes of the following sections of the MGA:
 - a. Section 213 – Signing or authorization of municipal documents;
 - b. Section 270 – Municipal accounts;
 - c. Section 334(1)(e) – Contents of tax notice;
 - d. Section 336(1) – Certification of date of sending tax notice;
 - e. Section 343(2) – Application of tax payment;
 - f. Section 350 – Tax certificates;
 - g. Section 420 – Right to possession;
 - h. Section 436(11) – Right to possession of a manufactured home; and
 - i. Section 612 – Certified copies.
12. The Director, Corporate Services, is authorized to consolidate bylaws in accordance with section 69 of the MGA.
13. The Director, Corporate Services, shall have all the powers, duties and functions as assigned by the CAO or as assigned as Acting CAO.

Part VI. DIRECTOR, INFRASTRUCTURE AND GROWTH

14. The Director, Infrastructure and Growth, shall have all the powers, duties and functions of a designated officer for the purposes of the following sections of the MGA and other applicable Bylaws:
 - a. Section 642(2) – Permitted and discretionary uses; and
 - b. Town of Calmar Land Use Bylaw and amendments thereto.
15. The Director, Infrastructure and Growth, shall have all the powers, duties and functions as assigned by the CAO or as assigned as Acting CAO.

Part VII. DEVELOPMENT OFFICER

16. The Development Officer shall have all the powers, duties and functions of a designated officer for the purposes of the following sections of the MGA and other applicable Bylaws:
 - a. Section 542 – Municipal inspections and enforcement;
 - b. Section 545 – Order to remedy contraventions;
 - c. Section 546 – Order to remedy dangers and unsightly property;
 - d. Section 642(2) – Permitted and discretionary uses; and
 - e. Town of Calmar Land Use Bylaw and amendments thereto.



17. The Development Officer is authorized to consolidate bylaws in accordance with section 69 of the MGA. This authorization is limited to the bylaws associated with Part 17 of the MGA.

Part VIII. COMMUNITY PEACE OFFICER

18. The Community Peace Officer shall have all the powers, duties and functions of a designated officer for the following purposes of the MGA:
 - a. Section 542 – Municipal inspections and enforcement;
 - b. Section 545 – Order to remedy contraventions;
 - c. Section 546 – Order to remedy dangers and unsightly property.
19. The Community Peace Officer shall have all the powers, duties and functions of a designated officer to perform and exercise all powers and duties as assigned by the CAO.
20. The Community Peace Officer shall have all the powers, duties and functions of a designated officer to perform and exercise all powers and duties as assigned by appointment received by the Alberta Community Peace Officer Program.

Part IX. MUNICIPAL ASSESSOR

21. The position of assessor is hereby established as a designated officer of the Town.
22. The assessor shall be given the title "Municipal Assessor".
23. The Municipal Assessor is the designated officer for the purposes of carrying out the duties and responsibility of an "assessor" pursuant to Section 284 of the MGA.
24. Council shall appoint a qualified person to the designated officer position of Municipal Assessor.
25. The Municipal Assessor is the designated officer for the following sections of the MGA:
 - a. Section 482: Admissible evidence at a hearing; and
 - b. Section 525(2): Admissible evidence at a hearing.
26. The powers, 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 the CAO to the Municipal Assessor.
27. 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.

Part X. CLERK OF THE ASSESSMENT REVIEW BOARDS

28. The designated officer position of Clerk of the Assessment Review Boards is established by Bylaw.

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29. The Council shall appoint a qualified person to the designated officer position of Clerk of the Assessment Review Board pursuant to Section 456 of the MGA.
30. The Clerk of the Assessment Review Board shall exercise the powers, and perform the duties and functions imposed on a Clerk of the Assessment Review Board by the MGA and Town bylaw.

Part XI. CLERK OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

31. The designated officer position of Clerk of the Subdivision and Development Appeal Board is established by Bylaw.
32. Council shall appoint one or more persons to the designated officer position of Clerk of the Subdivision and Development Appeal Board pursuant to Section 627(1) of the MGA.
33. A Clerk of the Subdivision and Development Appeal Board shall exercise the powers, and perform the duties and functions imposed on a Clerk of the Subdivision and Development Appeal Board by the MGA and Town Bylaw.


Part XII. GENERAL PROVISIONS

34. Each provision of the Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
35. This Bylaw shall take effect on the date of the third and final reading.
36. Bylaw 2019-07, Designated Officers Bylaw is hereby repealed.


READ A FIRST TIME THIS 19TH DAY OF JANUARY, 2026.

READ A SECOND TIME THIS 02ND DAY OF FEBRUARY, 2026.

READ A THIRD TIME AND ADOPTED ON THIS 02ND DAY OF FEBRUARY, 2026.



Deputy MAYOR



CAO

