

**TOWN OF ONOWAY  
By-Law 815-24**

**A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO  
ESTABLISH THE POSITION OF A DESIGNATED OFFICER FOR THE  
MUNICIPALITY.**

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**WHEREAS** pursuant to provisions of Section 210 of the Municipal Government Act, RSA Alberta 2000, Chapter M-26 and amendments thereto, the Council of the Town of Onoway may pass a Bylaw for the establishment of one or more positions to carry out the powers, duties, and functions of a designated officer under the *Municipal Government Act* or any other enactment or municipal bylaw;

**AND WHEREAS** the Council of the Town of Onoway deems it appropriate and desirable to appoint individuals as designated officers for assigned purposes.

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

**1. TITLE**

This Bylaw shall be cited as the “Designated Officer Bylaw.”

**2. DEFINITIONS**

2.1 “Council” means the duly elected Council of the Town of Onoway.

2.2 “Chief Administrative Officer/CAO” means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer’s designate.

2.3 “Municipality” means the Town of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.

2.4 “Act” means the Municipal Government Act, R.S.A. 2000, C. M-26, any regulations thereunder, and any amendments or successor legislation thereto:

**3. APPLICATION**

3.1 The following position is established as a “Designated Officer” of the Town of Onoway:

**3.1.1 Director of Corporate and Community Services**

3.2 The above individual appointed as a “Designated Officer” for the purposes of the following Parts and Sections of the Municipal Government Act:

- Part 8 – Financial Administration.
- Part 10 – Taxation.
- Section 69 Consolidating Bylaws.
- Section 213 (1)(b) Signing Minutes of Council Meetings.
- Section 213 (3)(b) Signing Bylaws.
- Section 213(4)(b)- agreement, signing cheques and other negotiable instruments.
- Section 334(2)- Application of Tax Payment.
- Section 336(1)- Certifying date of sending tax notices.
- Section 350- Issuing of tax notices.
- Section 420 (2) Right to possession of land.
- Section 606 (7) Signing Certificates of advertising.
- Section 612 (1) Certifying copies of Bylaw, resolutions and records.

#### **4. GENERAL PROVISIONS**

4.1 The Chief Administrative Officer may appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

That Bylaw 815-24 comes into full force and effect upon third reading.

**Read a first time this 11 day July, 2024.**

**Read a second time this 11 day of July, 2024.**

**Unanimous consent to proceed to third reading this 11 day of July, 2024.**

**Read a third time and passed this 11 day of July, 2024.**

**Signed by Mayor Lenard Kwasny**

**Signed by Jennifer Thompson  
Chief Administrative Officer**