

CITY OF ST. ALBERT

BYLAW 12/2002

Being a Bylaw to Establish and Define the Powers and Duties of
the City Assessor.

WHEREAS pursuant to Section 289 of the Municipal Government Act, R.S.A. 2000, c. M-26, assessments of property must be prepared by an assessor appointed to undertake that task by the municipality.

AND WHEREAS Council wishes to establish the position of the assessor as a designated officer.

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the "City Assessor Bylaw".

Definitions

2. In this Bylaw:
 - (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - (b) "Designated Officer" means a designated officer as defined by the Act;
 - (c) "City" means the municipal corporation of the City of St. Albert;
 - (d) "City Manager" means the chief administrative officer of the City of St. Albert or his or her designate;
 - (e) "Council" means the municipal council of the City of St. Albert.

Office

3. The position of City Assessor is hereby created as a Designated Officer of the City.

Appointment

4.
 - (1) The City Manager will, in writing, appoint an individual to the position of City Assessor.
 - (2) The City Manager will establish the terms and conditions of the appointment of the City Assessor.

Powers and Duties

5.
 - (1) The City Assessor shall have the powers of and shall carry out the duties and functions of an assessor under the Act and in particular, the City Assessor shall:
 - (a) prepare assessments, assessment rolls, assessment notices, supplementary assessments, supplementary assessment rolls or supplementary assessment notices;
 - (b) prepare tax rolls, tax notices and amended tax notices;

- (c) decide how to apply a payment by a taxpayer when:
 - (i) a taxpayer owns more than one taxable property,
 - (ii) amounts have been transferred to the tax roll(s) in accordance with the Act, and
 - (iii) the taxpayer has neglected to indicate how the payment is to be applied;
 - (d) issue tax certificates;
 - (e) issue certificates to certify:
 - (i) the assessment or supplementary assessment roll or any part thereof,
 - (ii) an assessment notice,
 - (iii) the date that tax notices have been sent to taxpayers, or
 - (iv) a tax notice;
 - (f) issue any statutory declaration required of an assessor by the Act or any other enactment.
- (2) The City Assessor shall carry out his or her powers, duties and functions in compliance with:
- (a) the Act;
 - (b) any other enactment; and
 - (c) applicable bylaws, policies, procedures or guidelines passed or adopted by Council.
- (3) The City Assessor may appoint an Acting City Assessor to carry out the powers, duties, and functions of the City Assessor during absences of the City Assessor.
- (4) In addition to the powers, duties and functions given to the City Assessor by this Bylaw, the City Assessor shall have such other powers, duties or functions as may be delegated to the City Assessor by Council or the City Manager.

Subdelegation

6. The City Assessor is authorized to further delegate any of the powers, duties and functions delegated to the City Assessor by this Bylaw, the Act or any other enactment to any employee of the City.

Indemnification

7. The City shall indemnify the City Assessor provided that the City Assessor was acting in good faith to carry out the powers, duties and functions given to the City Assessor by this Bylaw, the Act, any other enactment, Council or the City Manager.

READ a first time this 15th day of April 2002.

READ a second time this 15th day of April 2002.

READ a third time this 15th day of April 2002.

SIGNED AND PASSED this _____ day of April 2002.

MAYOR

CHIEF LEGISLATIVE OFFICER