

CARTWRIGHT-ROBLIN MUNICIPALITY

30-2018 Designated Officers

Being a by-law to appoint Designated Officers

WHEREAS Section 130 of the Municipal Act provides that council may, by by-law establish one or more designated officer positions to carry out the powers, duties and functions of a designated officer under the authority of a municipal by-law or provincial legislation;

AND WHEREAS the Municipal Act provides that certain duties must be performed by designated officers and the positions responsible for these duties must be established by by-law, as designated officer positions;

AND WHEREAS the duties that must be performed by a designated officer include:

- Signing council meeting minutes (MA sec. 133)
- Signing agreements, cheques and other negotiable instruments (MA sec. 134(1))
- Signing by-laws (MA sec. 145)
- Issuing tax certificates (MA sec. 341(1))
- Performing municipal inspection (MA sec. 239(1))
- Applying to the court for orders to enter property and inspect and test water meters (MA sec. 241(1))
- Issuing written orders to remedy by-law contraventions MA sec. 242)
- Issuing written orders to remedy dangers ad unsightly property (MA sec. 243(1))
- Obtaining possession of property prior to tax sale (MA sec. 368(2))
- Bidding on or purchasing properties at the tax sale on behalf of the municipality (MA sec. 374)

NOW THEREFORE the Council of Cartwright-Roblin Municipality enacts as follows:

1. **THAT** the following positions be established as Designated Officers of Cartwright-Roblin Municipality:
 - a. Chief Administrative Officer (by title)
 - b. Assistant Administrative Officer
 - c. Public Works Foreman
 - d. By-law Enforcement Officer
 - e. Planning Officer (Development and Building/ Plumbing Inspector)
 - f. Fire Chief/ Fire Inspector
 - g. Animal Control Officer
 - h. Municipal Emergency Coordinator
 - i. Tax Sale Manager
 - j. Cemetery Records Keeper
2. That the appointment of the persons to the designated officer positions of Cartwright-Roblin Municipality is hereby authorized by Council.
3. **THAT** this by-law shall become effective upon receiving third reading and in doing so, repeals by-law #11-2015.

DONE AND PASSED as a by-law of Cartwright-Roblin Municipality at Cartwright in the Province of Manitoba this th day of AD 2018.

CARTWRIGHT-ROBLIN MUNICIPALITY

Rod Lovell, Head of Council

FIRST reading: March 27, 2018

SECOND reading: April , 2018

THIRD reading: April , 2018

Colleen Mullin, Chief Administrative Officer