

Municipal Affairs

Information Bulletin

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DESIGNATED OFFICERS

Section 284 of the *Municipal Government Act (MGA)* specifies a requirement to establish the assessor as a designated officer position. A person appointed to the position of Chief Administrative Officer (CAO) is also a designated officer. However, a CAO generally would not be able to retain the assessment function because the “assessor” must meet the qualifications set out in AR 233/2005 Qualifications of Assessor Regulation.

For municipalities that have established an Agricultural Service Board, section 8 of the *Agricultural Service Board Act* requires that the agricultural fieldman shall act as a designated officer of the municipality. Municipalities must ensure that a bylaw is in place to establish the position of agricultural fieldman as the designated officer to carry out the powers, duties, and functions of a designated officer under the *Agricultural Service Board Act*.

The bylaw enforcement officer appointment is established by municipal bylaw and is not a designated officer unless the designation is specified in the bylaw. The CAO may delegate the authority to the bylaw enforcement officer to take action as a designated officer under section 542 of the *MGA* if the municipality does not have a bylaw enforcement officer as a designated officer.



Local Government Services Division Municipal Services Branch

Phone: 780-427-2225 . Fax: 780-420-1016 . E-mail: ma.lgsmail@gov.ab.ca

17TH FLOOR COMMERCE PLACE, 10155 – 102 STREET, EDMONTON, ALBERTA T5J 4L4. INTERNET: www.municipalaffairs.alberta.ca

(Consolidated up to 63/2012)

ALBERTA REGULATION 233/2005

Municipal Government Act

QUALIFICATIONS OF ASSESSOR REGULATION

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Definitions

1 In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “Alberta Assessment Quality Minister’s Guidelines” means the Alberta Assessment Quality Minister’s Guidelines referred to in the *Matters Relating to Assessment and Taxation Regulation (AR 220/2004)*.

AR 233/2005 s1;307/2006

Qualifications of assessor

2 No person is eligible to be an assessor within the meaning of section 284(1)(d) of the Act unless the person

- (a) is registered as an accredited municipal assessor of Alberta (AMAA) under the *Municipal Assessor Regulation (AR 84/94)*,
- (b) holds the designation Certified Assessment Evaluator (CAE) issued by the International Association of Assessing Officers,
- (c) holds the designation Accredited Appraiser Canadian Institute (AACI) issued by the Appraisal Institute of Canada, or
- (d) has qualifications or experience or a combination of qualifications and experience that, in the opinion of the

Minister, is equivalent to one or more of the qualifications referred to in clauses (a) to (c).

Report by assessor

3 A person appointed as a designated officer to carry out the duties and responsibilities of an assessor under the Act on behalf of a municipality must declare to the Minister, annually in accordance with the Alberta Assessment Quality Minister's Guidelines, the person's name and qualifications to carry out those duties and responsibilities.

AR 233/2005 s3:307/2006

Repeal

4 The *Qualifications of Assessor Regulation* (AR 54/99) is repealed.

Expiry

5 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on May 31, 2017.

AR 233/2005 s5:63/2012

Coming into force

6 This Regulation comes into force on January 31, 2006.