

BYLAW NO. 11-2025

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO ESTABLISH DESIGNATED OFFICES

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with the peace, order and good government of the City.

AND WHEREAS *The Lloydminster Charter* provides authority to City Council to pass bylaws for municipal purposes;

AND WHEREAS *The Lloydminster Charter* provides authority to the City to pass bylaws respecting the enforcement of bylaws.

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to establish certain offices; and

NOW THEREFORE, the Council of the City of Lloydminster, pursuant to the authority granted in Section 15 of *The Lloydminster Charter*, enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw shall be cited as the Designated Offices Bylaw.

2. DEFINITIONS

- 2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

- 3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.
- 3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:
- 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;
 - 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
 - 3.2.3. establish any forms required for the administration of this Bylaw.

BYLAW NO. 11-2025

4. DESIGNATION

- 4.1. The following positions are hereby established as designated offices of the City:
 - 4.1.1. Commissioner;
 - 4.1.2. Clerk;
 - 4.1.3. Municipal Assessor;
 - 4.1.4. Executive Manager, Corporate Services;
 - 4.1.5. Manager, Planning;
 - 4.1.6. Director, Public Safety.

5. COMMISSIONER

- 5.1. The Commissioner shall be given the title of "City Manager".
- 5.2. The Commissioner is the designated officer for the purpose of carrying out the duties and responsibilities of a designated officer set out in the Charter.

6. CLERK

- 6.1. The Clerk shall be given the title of "City Clerk".
- 6.2. The Clerk is the designated officer for the purpose of carrying out the duties and responsibilities of a designated officer set out in the Charter.

7. MUNICIPAL ASSESSOR

- 7.1. The Director, Assessments & Taxation is a designated officer for the purpose of carrying out the duties and responsibilities of Municipal Assessor as directed by the following:
 - 7.1.1. Parts 9, 10, 11, and 12 of the MGA as outlined in the Charter;
 - 7.1.2. any other relevant statute, regulation, or bylaw which imposes duties or responsibilities with respect to the Municipal Assessor or which is necessary for the carrying out of the duties or responsibilities referred to in Section 7.1 herein.

8. EXECUTIVE MANAGER, CORPORATE SERVICES

- 8.1. The Executive Manager, Corporate Services is a designated officer for the purpose of carrying out the duties and responsibilities of the following:
 - 8.1.1. Part 8 of the Charter;
 - 8.1.2. any other relevant statute, regulation or bylaw which is necessary for the carrying out of the duties and responsibilities referred to in Section 8.1 herein.

BYLAW NO. 11-2025

9. MANAGER, PLANNING

9.1. The Manager, Planning is a designated officer for the purpose of carrying out the duties and responsibilities of the following:

- 9.1.1. Section 500 of the Charter – City inspections and enforcement;
- 9.1.2. Section 503 of the Charter – Order to remedy contraventions;
- 9.1.3. any provision of Part 17 of the MGA which imposes duties or responsibilities on a designated officer, and;
- 9.1.4. any other relevant statute, regulation or bylaw which is necessary for the carrying out of the duties and responsibilities referred to in Section 9.1 herein.

10. DIRECTOR, PUBLIC SAFETY

10.1. The Director, Public Safety is a designated officer for the purpose of carrying out the duties and responsibilities of the following:

- 10.1.1. Part 13 Division 4 of the Charter – Enforcement of Municipal Law;
- 10.1.2. any other relevant statute, regulation, or bylaw which is necessary for the carrying out of the duties and responsibilities referred to in Section 10.1 herein.

11. GENERAL PROVISIONS

11.1. The City Manager may appoint an acting designated officer during a period of scheduled absence, illness or other incapacity of a designated officer.

11.2. A designated officer may delegate powers, duties, or responsibilities to another employee of the City provided that the designated officer and/or the City Manager retains overall responsibility to ensure that any delegated power, duty, or function is properly exercised or carried out.

11.3. All designated officers are subject to the supervision of and are accountable to the City Manager.

11.4. The City Manager may exercise all of the powers and functions of a designated officer in accordance with the Charter and the MGA.

11.5. Where a reference exists to the “Chief Financial Officer” in another bylaw or policy that predates the effective date of this Bylaw, the reference is hereby amended to the “Executive Manager, Corporate Services”.

BYLAW NO. 11-2025

11.6. Where a reference exists to the "Senior Manager, Public Safety" in another bylaw or policy that predates the effective date of this Bylaw, the reference is hereby amended to the "Director, Public Safety".

12. NUMBER AND GENDER REFERENCES

12.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

13. SEVERABILITY

13.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

This Bylaw shall come into force and effect upon the final passing thereof.

The following bylaws and all amendments thereto are hereby repealed:

- Bylaw No. 11-2023 – Designated Offices Bylaw

INTRODUCED AND READ a first time this this 21st day of July, 2025, A.D.

READ a second time this this 18th day of August, 2025, A.D.

READ a third time this this 18th day of August, 2025, A.D.

August 19, 2025
Date Signed

Gerald S. Aalbers (signed)
MAYOR

August 19, 2025
Date Signed

Shannon Rowan (signed)
CITY CLERK

BYLAW NO. 11-2025

SCHEDULE "A"

Definitions

Charter	Refers to <i>The Lloydminster Charter</i>
City	The City of Lloydminster and the area contained within the corporate boundaries of the City
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate
Council	The Municipal Council of the City of Lloydminster
MGA	The <i>Municipal Government Act, R.S.A 2000, Chapter M-26</i> , as amended.
Municipal Assessor	The assessor as defined in section 284(1)9d) of the MGA.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization