



**City of Lloydminster  
Information Report (IR)**

**Subject Matter: Draft Designated Offices Bylaw**

**Department: Office of the City Clerk**

Presented By: Shannon Rowan

**GPC Meeting Date: March 20, 2023**

**Topic:** Draft Designated Offices Bylaw.

**Background:** With the recent amendments to *The Lloydminster Charter*, updates are required to the designated officers for the purpose of clearly defining responsibilities and administration of *The Lloydminster Charter*.

This bylaw will repeal both Bylaw No. 66-2013 - Designated Offices Bylaw, as well as Bylaw No. 23-2017 - Commissioner Bylaw with the substantial amendments being as follows:

- the Commissioner's responsibilities and duties are defined in the Charter;
- the Clerk's responsibilities and duties are defined in the Charter;
- the Director, Assessments & Taxation would be a designated officer for the purpose of filling the role of Municipal Assessor and administering Parts 9, 10, 11, and 12 of the *Municipal Government Act (Alberta)*;
- the Manager, Planning would be a designated officer for the purpose of administering Part 17 of the *Municipal Government Act (Alberta)* and Sections 500 and 503 of *The Lloydminster Charter*;
- the Senior Manager, Public Safety would be a designated officer for the purposes of administering Sections 500, 503, and 504 of *The Lloydminster Charter*;
- the Treasurer is no longer required to be listed as a designated officer and the responsibilities of the Chief Financial Officer will now be contained in the Financial Administration Bylaw.

**Objective:** To provide the Committee with a Draft Designated Offices Bylaw.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. The Draft Designated Offices Bylaw provides for compliance with the recent amendments to *The Lloydminster Charter*.



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**Governance Implications:** Upon passing of this new Bylaw, Administration will repeal the existing Bylaw No. 66-2013 - Designated Offices Bylaw and Bylaw No. 23-2017 - Commissioner Bylaw. Legal review has been completed to ensure compliance with *The Lloydminster Charter*.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

**Report Approval Details**

Document Title:	Draft Designated Offices Bylaw.docx
Attachments:	- Bylaw No. 11-2023 Designated Offices Bylaw - DRAFT.docx
Final Approval Date:	Mar 8, 2023

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard