

## BYLAW NO. 3857

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**CONSOLIDATION OF A BYLAW OF THE CITY OF MEDICINE HAT** to establish the organizational structure of the City's administrative team.

**WHEREAS** every municipality is required to have one or more chief administrative officers;

**AND WHEREAS** Council wishes to appoint a chief administrative officer for the City's Municipal Services and a chief administrative officer for the City's Energy Services;

**AND WHEREAS** it is necessary to determine by bylaw how the powers, duties and functions of a chief administrative officer are to be carried out by the two chief administrative officers;

**AND WHEREAS** Council feels it is important to have advice and input from additional administrative advisors and wishes to appoint designated officers, as provided for under the *Municipal Government Act*, and to establish an Administrative Committee and to determine its powers, duties and functions;

**NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

### **TITLE**

1. This Bylaw may be referred to as the "Administrative Organization Bylaw".

### **DEFINITIONS**

2. (1) In this Bylaw, unless the context requires otherwise,
  - (a) "Act" means the *Municipal Government Act* RSA 2000 Chapter M-26;
  - (b) "CAO Municipal Services" means the chief administrative officer for Municipal Services;
  - (c) "City" means the Corporation of the City of Medicine Hat, and where the context so requires, means the land included in the boundaries of the City;
  - (d) "Commissioner" means an individual appointed to the position of Commissioner pursuant to section 30 of this Bylaw;
  - (e) "COO Energy Services" means the chief administrative officer for Energy Services, referred to as the Chief Operating Officer Energy Services or COO Energy Services;
  - (f) "Corporate Services Committee Representative" means a member of the Corporate Services Committee of Council appointed to oversee matters relating to labour relations;

- (g) “Energy Services” means the Energy Division of the City, consisting of those departments and business units determined by Council resolution;
  - (h) “Municipal Powers and Duties” means any power or duty of the City in the *Act*, another enactment or a City bylaw, where the *Act*, enactment or bylaw does not specify who in the municipality may exercise the power or duty;
  - (i) “Municipal Services” means the Corporate Services Division, Development and Infrastructure Division and Public Services Division, consisting of those departments and business units determined by Council resolution, and in addition, those departments and business units reporting directly to the CAO Municipal Services, as determined by Council resolution;
  - (j) “Natural Person Powers” means the capacity, rights, powers and privileges of a natural person, except to the extent limited by the *Act*, any other enactment or any City bylaw; and
  - (k) “Specific Legislated Powers, Duties and Functions” means powers, duties and functions of a municipal chief administrative officer set out in the *Act* or another enactment.
- (2) Any word or group of words defined in the *Act* shall be given the meaning provided in the *Act* unless the context in which it is used requires otherwise.

### **COUNCIL**

3. (1) Council is responsible for
- (a) developing and evaluating the policies and programs of the City;
  - (b) making sure that the powers, duties and functions of the City are appropriately carried out; and
  - (c) carrying out the powers, duties and functions expressly given to Council under the *Act* or any other enactment.
- (2) Council shall appoint by resolution individuals to the positions of CAO Municipal Services, COO Energy Services, City Clerk and City Solicitor.
- (3) Council may appoint up to 3 Commissioners by resolution.
- (4) Council shall determine by resolution the departments and business units in the Energy Division, Corporate Services Division, Development and Infrastructure Division and Public Services Division, and, in addition, the departments and business units reporting directly to the CAO Municipal Services.
- (5) Before passing a resolution to appoint a Commissioner, Council shall obtain and consider the recommendation of the CAO Municipal Services.
- (6) Before passing a resolution under subsection (4) Council shall obtain and consider the recommendations of the CAO Municipal Services and COO Energy Services.

- (7) Council must not exercise a power or function or perform a duty that is by the *Act*, this Bylaw or any other enactment or City bylaw specifically assigned to the City's chief administrative officers or designated officers.
- (8) Except for purposes of making inquiries, individual members of Council shall deal with the administration through the CAO Municipal Services, COO Energy Services, Commissioners, City Clerk or City Solicitor.
- (9) No individual member of Council may give orders, directives or instructions to the CAO Municipal Services, COO Energy Services, Commissioners, City Clerk, City Solicitor or any other City employee.

**CAO MUNICIPAL**

- 4. (1) A position for a chief administrative officer for Municipal Services, referred to in this Bylaw as the CAO Municipal Services, is established.
- (2) Council shall by resolution appoint an individual as CAO Municipal Services.
- 5. The CAO Municipal Services
  - (a) is the administrative head of Municipal Services;
  - (b) shall ensure that Municipal Services policies and programs are implemented;
  - (c) shall ensure that general City policies and programs are implemented in Municipal Services;
  - (d) shall advise and inform Council on Municipal Services operations and affairs and in the case of general City operations and affairs, shall work collaboratively with the COO Energy Services in advising and informing Council; and
  - (e) shall perform the duties and functions and exercise the powers assigned to the CAO Municipal Services by this Bylaw, the *Act* and other enactments, or assigned by Council.
- 6. Without limiting the generality of the foregoing, the CAO Municipal Services shall
  - (a) ensure that all matters referred to Municipal Services administration are dealt with in an expeditious manner, having regard to other priorities and administrative resources;
  - (b) ensure that the operations and affairs of Municipal Services are carried out within approved budget limits;
  - (c) supervise the Commissioners;
  - (d) supervise the City departments and business units in Municipal Services that the CAO Municipal Services is responsible to supervise directly; and

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- (e) attend all meetings of Council and all meetings of Council Committees that the CAO Municipal Services is required to attend or considers it advisable to attend.
  7. The CAO Municipal Services may exercise Municipal Powers and Duties with respect to the operations and affairs of Municipal Services.
  8. The CAO Municipal Services may exercise Natural Person Powers with respect to the operations and affairs of Municipal Services.
  9. The Specific Legislated Powers, Duties and Functions set out in Schedule "A" to this Bylaw are assigned to the CAO Municipal Services with respect to the operations and affairs of Municipal Services.
  10. The Specific Legislated Powers, Duties and Functions set out in Schedule "B" to this Bylaw are assigned exclusively to the CAO Municipal Services.
  11. The powers, duties and functions of the "Chief Commissioner" or "Chief Administrative Officer" set out in City bylaws are assigned exclusively to the CAO Municipal Services, unless expressly provided otherwise in a bylaw.
  12. The powers, duties and functions of the "Chief Commissioner" or "Chief Administrative Officer" set out in City policies and procedures are assigned to the CAO Municipal Services with respect to the operations and affairs of Municipal Services, unless expressly provided otherwise in the policies or procedures.
  13. The CAO Municipal Services' powers, duties and functions are subject to the following limitations and restrictions:
    - (a) The CAO Municipal Services shall comply with the provisions of the Act and all other enactments in carrying out the CAO Municipal Services' powers, duties and functions.
    - (b) The CAO Municipal Services shall comply with all orders, directives, judgments, decisions and rulings of courts, administrative tribunals and government entities in carrying out the CAO Municipal Services' powers, duties and functions.
    - (c) The CAO Municipal Services shall comply with the provisions of City bylaws, Council resolutions, City policies and procedures and contracts binding on the City in carrying out the CAO Municipal Services' powers, duties and functions.
    - (d) The CAO Municipal Services shall obtain the approval of the Corporate Services Committee Representative before the negotiations for each collective agreement are finalized.
    - (e) The CAO Municipal Services shall ensure that each collective agreement negotiated with a union or association representing City employees is presented to Council for ratification in an expeditious manner.
    - (f) The CAO Municipal Services and COO Energy Services shall be jointly responsible for the negotiation of collective agreements involving City employees working in Energy Services.

- (g) The CAO Municipal Services may not revoke the appointment of the Commissioners, City Clerk or City Solicitor.
  - (h) The CAO Municipal Services may not authorize the commencement of any legal proceedings where the amount of money claimed, if any, exceeds \$50,000.00.
  - (i) The CAO Municipal Services may not authorize settlement of legal proceedings or other claims, whether by the City or against the City, where the amount of money to be paid pursuant to the settlement, if any, exceeds \$10,000.00.
14. The CAO Municipal Services may re-allocate Municipal Services capital and operating funds on an inter-divisional or inter-departmental basis if the CAO Municipal Services considers it advisable to do so to maintain the operations and affairs of Municipal Services within approved budget limits.
15. (1) The CAO Municipal Services may delegate any of the CAO Municipal Services' powers, duties or functions to a designated officer or employee of the City.
- (2) The CAO Municipal Services shall remain responsible to ensure that any power, duty or function delegated under subsection (1) is properly exercised or carried out.
16. Notwithstanding subsection 15(1), Council shall have the right to appoint an acting CAO Municipal Services at any time that the CAO Municipal Services is absent or the position of CAO Municipal Services is vacant.

### **COO ENERGY**

17. (1) A position for a chief administrative officer for Energy Services, referred to in this Bylaw as the COO Energy Services, is established.
- (2) Council shall by resolution appoint an individual as the COO Energy Services.
18. The COO Energy Services
- (a) is the administrative head of Energy Services;
  - (b) shall ensure that Energy Services policies and programs are implemented;
  - (c) shall ensure that general City policies and programs are implemented in Energy Services;
  - (d) shall advise and inform Council on Energy Services operations and affairs and in the case of general City operations and affairs, shall work collaboratively with the CAO Municipal Services in advising and informing Council; and
  - (e) shall perform the duties and functions and exercise the powers assigned to the COO Energy Services by this Bylaw, the *Act* and other enactments, or assigned by Council.

19. Without limiting the generality of the foregoing, the COO Energy Services shall
  - (a) ensure that all matters referred to Energy Services administration are dealt with in an expeditious manner, having regard to other priorities and administrative resources;
  - (b) ensure that the operations and affairs of Energy Services are carried out within approved budget limits;
  - (c) supervise the City departments and business units in Energy Services; and
  - (d) attend all meetings of Council and all meetings of Council Committees that the COO Energy Services is required to attend or considers it advisable to attend.
  
20. The COO Energy Services may exercise Municipal Powers and Duties with respect to the operations and affairs of Energy Services.
  
21. The COO Energy Services may exercise Natural Person Powers with respect to the operations and affairs of Energy Services.
  
22. The Specific Legislated Powers, Duties and Functions set out in Schedule “A” to this Bylaw are assigned to the COO Energy Services with respect to the operations and affairs of Energy Services.
  
23. The powers, duties and functions of the “Chief Commissioner” or “Chief Administrative Officer” set out in City policies and procedures are assigned to the COO Energy Services with respect to the operations and affairs of Energy Services, unless expressly provided otherwise in the policies or procedures.
  
24. The COO Energy Services’ powers, duties and functions are subject to the following limitations and restrictions:
  - (a) The COO Energy Services shall comply with the provisions of the *Act* and all other enactments in carrying out the COO Energy Services’ powers, duties and functions.
  - (b) The COO Energy Services shall comply with all orders, directives, judgments, decisions and rulings of courts, administrative tribunals and government entities in carrying out the COO Energy Services’ powers, duties and functions.
  - (c) The COO Energy Services shall comply with the provisions of City bylaws, Council resolutions, City policies and procedures and contracts binding on the City in carrying out the COO Energy Services’ powers, duties and functions.
  - (d) The COO Energy Services may not revoke the appointment of the Commissioners, City Clerk or City Solicitor.
  - (e) The COO Energy Services may not authorize the commencement of any legal proceedings where the amount of money claimed, if any, exceeds \$50,000.00.

- (f) The COO Energy Services may not authorize settlement of legal proceedings or other claims, whether by the City or against the City, where the amount of money to be paid pursuant to the settlement, if any, exceeds \$10,000.00.
- 25. The COO Energy Services may re-allocate Energy Services capital and operating funds on an inter-departmental basis if the COO Energy Services considers it advisable to do so to maintain the operations and affairs of Energy Services within approved budget limits.
- 26. (1) The COO Energy Services may delegate any of the COO Energy Services' powers, duties or functions to a designated officer or employee of the City.
  - (2) The COO Energy Services shall remain responsible to ensure that any power, duty or function delegated under subsection (1) is properly exercised or carried out.
- 27. Notwithstanding subsection 26(1), Council shall have the right to appoint an acting COO Energy Services at any time that the COO Energy Services is absent or the position of COO Energy Services is vacant.

**GENERAL CHIEF ADMINISTRATIVE OFFICE REFERENCES**

- 28. References in enactments to a municipality's chief administrative officer that do not constitute Specific Legislated Powers, Duties and Functions apply to both the CAO Municipal Services and COO Energy Services.

**OTHER SPECIFIC LEGISLATED POWERS, DUTIES AND FUNCTIONS**

- 29. Council may by resolution assign any Specific Legislated Powers, Duties and Functions not set out in Schedule "A" or "B" to
  - (a) the CAO Municipal Services exclusively,
  - (b) the COO Energy Services exclusively, or
  - (c) the CAO Municipal Services with respect to the operations and affairs of Municipal Services and the COO Energy Services with respect to the operations and affairs of Energy Services.

**COMMISSIONERS**

- 30. (1) Positions are hereby established for up to 3 designated officers to be known as Commissioners.
  - (2) A Commissioner shall be appointed by resolution of Council.
- 31. (1) A Commissioner may delegate any of the Commissioner's powers, duties or functions to an employee of the City.
  - (2) A Commissioner shall remain responsible to ensure that any power, duty or function delegated under subsection (1) is properly exercised or carried out.

- (3) Notwithstanding subsection 31(1), Council shall have the right to appoint an acting Commissioner at any time when a Commissioner is absent or a Commissioner position is vacant.
- 32. The Commissioners shall report directly to and be supervised by the CAO Municipal Services.
- 33. (1) Each Commissioner shall be responsible to supervise directly the City departments and business units contained within the Division that the Commissioner has been assigned to supervise.
- (2) In addition to the foregoing responsibilities, a Commissioner shall be responsible to carry out such other powers, duties and functions as may be assigned by the CAO Municipal Services.
- (3) In carrying out their responsibilities, the Commissioners shall
  - (a) ensure that all matters referred to the Divisions that they have been assigned to supervise are dealt with in an expeditious manner, having regard to other priorities and administrative resources;
  - (b) ensure that the operations and affairs of the Divisions that they have been assigned to supervise are carried out within approved budget limits; and
  - (c) attend all meetings of Council and such meetings of Council Committees as they are required to attend.

**CITY CLERK AND CITY SOLICITOR**

- 34. (1) Positions are hereby established for designated officers to be known as the City Clerk and City Solicitor.
- (2) Council shall appoint individuals by resolution to the positions of City Clerk and City Solicitor.
- 35. (1) The City Clerk and City Solicitor may delegate any of their powers, duties or functions to employees of the City.
- (2) The City Clerk and City Solicitor shall remain responsible to ensure that any power, duty or function delegated under subsection (1), is properly exercised or carried out.
- (3) Notwithstanding subsection (1), Council shall have the right to appoint an acting City Clerk or acting City Solicitor at any time when the City Clerk or City Solicitor is absent or the position of City Clerk or City Solicitor is vacant.
- 36. The City Clerk and City Solicitor shall report directly to and be responsible to the Mayor and Council.

37. The City Clerk shall exercise the following powers, duties and functions of a designated officer:

<b>SECTION</b>	<b>POWER, DUTIES AND FUNCTIONS*</b>	<b>APPLICABLE ACT</b>
62(2)(b)	Roadway acquisition certificate	Municipal Government Act
69	Consolidation of bylaws	Municipal Government Act
199	Electronic meetings	Municipal Government Act
213(1)(b)	Signing of minutes of Council meetings	Municipal Government Act
213(2)(b)	Signing of minutes of Committee meetings	Municipal Government Act
213(3)(b)	Signing of bylaws	Municipal Government Act
213(4)(b)	Signing of agreements other than purchase orders by chief elected official or by another person authorized by Council to sign them and by a designated officer	Municipal Government Act
606(7)	Certificate of advertising	Municipal Government Act
612	Certified copies of bylaws, resolutions and records	Municipal Government Act
1(1)(g)(iii)	Powers, duties and functions of municipal secretary	Agricultural Pests Act
1(1)(i)	Powers, duties and functions of municipal secretary	Drainage Districts Act
9(3)	Duty to forward copy of bylaw	Libraries Act
1(t)	Functions of secretary under Act	Local Authorities Election Act
455(1)	Functions of a clerk of assessment review board	Municipal Government Act

Amended by:  
Bylaw 3968  
May 3, 2010

\*Note: The description of powers, duties and functions in this column is intended for convenience of reference only. The actual sections in the *Acts* should be referred to for a complete description of the powers, duties or functions.

38. In addition to the foregoing responsibilities, the City Clerk shall
- (a) carry out such other powers, duties or functions as may be assigned by Council,
  - (b) supervise the City Clerk Department, and
  - (c) carry out the powers, duties and functions of the head of the local public body for the City for the purposes of the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c. F-25 and any regulations enacted thereunder, as amended from time to time.
39. (1) The City Solicitor shall provide all legal services required by the City in the City Solicitor's capacity as a designated officer.
- (2) In addition to the foregoing responsibilities, the City Solicitor shall
- (a) carry out such other powers, duties or functions as may be assigned by Council, and
  - (b) supervise the City Solicitor Department.
40. In carrying out their responsibilities, the City Clerk and City Solicitor shall
- (a) ensure that all matters referred to the City Clerk Department and City Solicitor Department are dealt with in an expeditious manner, having regard to other priorities and administrative resources;
  - (b) ensure that the operations and affairs of the City Clerk Department and City Solicitor Department are carried out within approved budget limits; and
  - (c) attend all meetings of Council and all meetings of Council Committees that they are required to attend or consider it advisable to attend.

#### **ADMINISTRATIVE COMMITTEE**

41. (1) In sections 41 to 50 "Committee" means the Administrative Committee.
- (2) The Administrative Committee is hereby established.
42. (1) The members of the Administrative Committee shall be the Mayor, CAO Municipal Services, COO Energy Services, Commissioners, City Clerk and City Solicitor.
- (2) If the Mayor is unable to attend a meeting of the Committee the Mayor may designate a member of Council to attend the meeting in the Mayor's place.
43. The CAO Municipal Services shall be Chairman of the Committee.
44. The Committee shall meet for the transaction of business when directed by the CAO Municipal Services.

45. No business shall be conducted by the Committee unless a quorum of Committee members is present.
46. A quorum of Committee members shall be five members of the Committee.
47. The City Clerk shall act as secretary of the Committee and shall keep accurate minutes or notes of all formal meetings and proceedings of the Committee.
48. The Committee shall carry out the powers, duties and functions assigned to it by:
  - (a) Council under this Bylaw or any other bylaw or resolution;
  - (b) the CAO Municipal Services; and
  - (c) the COO Energy Services.
49. Without limiting the generality of the foregoing, the Committee shall:
  - (a) ensure that all matters referred to the Committee are dealt with in an expeditious manner, having regard to other priorities and administrative resources;
  - (b) cause to be prepared and recommend to Council policies and programs requested by Council or considered advisable by the Committee, the CAO Municipal Services or the COO Energy Services;
  - (c) cause the operating and capital budgets and long range forecasts to be prepared;
  - (d) review and present to Council the operating and capital budgets and long range forecasts;
  - (e) submit to Council:
    - (i) after the passage of the operating budget, quarterly or at such other intervals as Council may direct, a statement of the City's revenues and expenditures in relation to the operating budget, and a progress report on the projects included in the budget with relevant explanations, and
    - (ii) after the passage of the capital budget, quarterly or at such other intervals as Council may direct, a progress report on the projects included in the capital budget;
  - (f) with respect to legal proceedings and claims, authorize
    - (i) commencement of any legal proceedings where the amount of money claimed exceeds \$50,000.00, and
    - (ii) settlement of legal proceedings or other claims, whether by the City or against the City, where the amount of money to be paid pursuant to the settlement exceeds \$10,000.00;

- (g) subject to the provisions of the Procurement Bylaw, award tenders or proposals for services to be rendered, construction to be done, projects to be carried out and goods and materials to be supplied to the City, and on behalf of the City, enter into contracts or direct contracts to be entered into for such purposes.
- 50. The Committee may, in any year, between January 1 and the date of adoption by Council of the operating budget for that year, approve expenditures up to ninety per centum (90%) of the amount of the appropriations for the programs approved by Council for the previous year.

**GENERAL**

- 51. It is the intention of Council that if any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 52. The appointment of an individual holding the position of Commissioner, City Clerk or City Solicitor immediately prior to the coming into force of this Bylaw shall continue under this Bylaw until the appointment is terminated.
- 53. Bylaw No. 2939, the Administrative Organization Bylaw, is repealed.
- 54. This Bylaw comes into force at the beginning of the day that it is passed.

**READ A FIRST TIME** in Open Council on May 5, 2008

**READ A SECOND TIME** in Open Council on May 5, 2008

**READ A THIRD TIME** in Open Council on May 5, 2008

**SIGNED AND PASSED** on May 5, 2008

**I HEREBY CERTIFY** that this is a true and correct copy of Bylaw No. 3857 consolidated pursuant to Section 69 of the *Municipal Government Act* to incorporate all subsequent amendments thereto, printed under the authority vested in me by the said Section 69 and by City of Medicine Hat Bylaw No. 1957.

**CERTIFIED THIS** \_\_\_\_ **DAY OF** \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**LARRY P. GODIN, MMC**  
**MUNICIPAL SECRETARY AND CITY CLERK**  
**CITY OF MEDICINE HAT**

**SCHEDULE “A”**  
**SPECIFIC LEGISLATED POWERS, DUTIES AND FUNCTIONS**  
**ASSIGNED TO CAO MUNICIPAL SERVICES AND COO ENERGY SERVICES IN**  
**THEIR RESPECTIVE AREAS OF RESPONSIBILITY**

Statute	Section	
Climate Change and Emissions Management Act (SA 2003 c. C-16.7)	50(1)	Liability of public officials
Environmental Protection and Enhancement Act (RSA 2000 c. E-12)	233(1)	Liability of public officials
Municipal Government Act (RSA 2000 c. M-26)	153(d)	General Duties of Councillors
	202(1)	Exercise of certain powers and duties
	207	Chief administrative officer's responsibilities
	208(1)(o)	Performance of major administrative duties
	209	Delegation by chief administrative officer
	283(2)	Access to information by auditors
	429(1)	Prohibited bidding and buying
	436.21(1)	Prohibited bidding and buying
	558	Offences applicable to officials
	571(4)	Inspection
	574	Directions and dismissal
Water Act (RSA 2000 c. W-3)	147(1)	Liability of public officials
Matters Relating to Assessment and Taxation Regulation (A/R 220/2004)	20(3)	Assessment audits

**SCHEDULE “B”**  
**SPECIFIC LEGISLATED POWERS, DUTIES AND FUNCTIONS**  
**ASSIGNED EXCLUSIVELY TO CAO MUNICIPAL SERVICES**

Statute	Section	
Agricultural Pests Act <i>(RSA 2000 c. A-8)</i>	1(1)	Interpretation
	2	Declaration of pest or nuisance
Highways Development and Protection Act <i>(SA 2004 c. H-8.5)</i>	29	Compensation for loss from removal of access
Jury Act <i>(RSA 2000 c. J-3)</i>	1	Definitions
	7	Information from Municipalities
	22	Penalty for refusal to provide information
Local Authorities Election Act <i>(RSA 2000 c. L-21)</i>	1	Definitions
	13	Appointment of returning officers
Municipal Government Act <i>(RSA 2000 c. M-26)</i>	64(2)	Bylaw adopting revised bylaws
	160(3)	Positions Unfilled at General Election
	161	Resignation
	166(d)	Minister orders by-election
	168(3)	No quorum
	208 (1) (a) to (n)	Performance of major administrative duties
	210	Designated officers
	217	What information must a municipality provide
	225	Counting petitioners
	226(1)	Report on sufficiency of petition
	229	Petition for a Meeting
	231	Petition for vote on advertised bylaws and resolutions
	233	Council's duty on receiving certain petition
	234	Petitions respecting public vote bylaws
238(1)	Delaying Votes	
396	Procedure after plan is prepared	
436.24(1)	Reporting requirements	
607	Service of Documents	
Personal Property Security Act <i>(RSA 2000 c. P-7)</i>	72	Service of notices and demands
Police Officers Collective Bargaining Act <i>(RSA 2000 c. P-18)</i>	41	Service of documents
Provincial Court Act <i>(RSA 2000 c. P-31)</i>	29	Service of documents
Provincial Offences Procedure Act <i>(RSA 2000 c. P-34)</i>	25	Violation ticket
Public Health Act <i>(RSA 2000 c. P-37)</i>	63	Recovery of costs

<b>Statute</b>	<b>Section</b>	
Public Works Act ( <i>RSA 2000 c. P-46</i> )	28	Filing of a plan
School Act ( <i>RSA 2000 c. S-3</i> )	161	Equalized assessment
Alberta Rules of Court ( <i>AR 390/68</i> )	353	Service of Documents
Business Revitalization Zone Regulation ( <i>AR 377/94</i> )	4	Petition objecting to establishment
	23	Disestablishment bylaw and taxpayers vote
Oil and Gas Conservation Regulations ( <i>AR 151/71</i> )	17.530	Enforcement of lien
Seed Cleaning Plant Regulation ( <i>AR 15/2003</i> )	7	Sanctions
Criminal Code ( <i>Federal - R.S., 1985, c. C-46</i> )	703.2	Service of process on an organization
Contraventions Act ( <i>Federal - 1992, c. 47</i> )	10(2)	Service on corporations