

ADMINISTRATIVE BYLAW

RURAL MUNICIPALITY OF LOON LAKE # 561 BYLAW NO. 9-2020

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

The council of the Rural of Municipality of Loon Lake No. 561 in the Province of Saskatchewan enacts as follows:

Short Title

1. This Bylaw may be cited as the "Administration Bylaw".

PART I PURPOSE AND DEFINITIONS

Purpose and Scope

2. The purpose of this Bylaw:
 - (a) is to establish the office Administrator, Assistant Administrator or any other municipal office that council considers necessary; AND
 - (b) is to establish who may sign specified municipal documents on behalf of the municipality; AND
 - (c) is to establish the powers, duties and functions of municipal officials and/or employees of the municipality.

Definitions

3. The following definitions shall apply:
 - (a) "Act" means the Municipalities Act
 - (b) "Municipality" means the Rural Municipality of Loon Lake No. 561
 - (c) "Administrator" means the Administrator of the Rural Municipality of Loon Lake No. 561 appointed pursuant to Section 110 of The Municipalities Act.
 - (d) "Assistant Administrator" means the person appointed as Assistant Administrator.
 - (e) "Department Head" means the Public Works Foreman, Fire Chief and any other person appointed as a Department Head

PART II ADMINISTRATOR

Establishment of Position

4. The position of Administrator is established pursuant to section 110 of the Act.
 - (a) Council shall by resolution appoint an individual to the position of Administrator
 - (b) Council shall establish the terms and conditions of employment of the Administrator.
 - (c) The Administrator shall be the Chief Administrative Officer of the municipality.
 - (d) Any person appointed to the position of Administrator must be qualified as required by The Rural Municipal Administrators Act



Duties of the Administrator

5. The Administrator shall perform the duties and exercise the powers and functions that are assigned by the *Act*, any other acts, this Bylaw, or any other bylaw or resolution of Council.

Duties of the Administrator – The Municipalities Act

6. Without limiting the generality of section 5 the Administrator shall:
- (a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; *(MA 111)*
 - (b) Ensure all minutes of council meetings are recorded; *(MA 111)*
 - (c) Record the names of all council present at council meetings; *(MA 111)*
 - (d) Ensure the minutes of each council meeting are given to the council for approval at the next council meeting; *(MA 111)*
 - (e) Advise the council of its legislative responsibilities pursuant to this or any other act; *(MA 111)*
 - (f) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; *(MA 111)*
 - (g) Provide the minister with any statements, reports or other information that may be required by this Act or any other act; *(MA 111)*
 - (h) Ensure that the official correspondence of Council is carried out in accordance with Council's direction; *(MA 111)*
 - (i) Maintain an index register containing certified copies of all bylaws of the municipality; *(MA 111)*
 - (j) Deposit cash collections that have accumulated to (an amount determined by council that is equal to or less than the amount of the administrator's bond), at least once a month, but not more than once a day, in the bank or credit union designated by council; *(MA 111)*
 - (k) Disburse the funds of the municipality in the manner and to those directed by law bylaw or resolutions of council; *(MA 111)*
 - (l) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; *(MA 111)*
 - (m) Ensure that the financial statements and information requested by resolution are submitted to council; *(MA 111)*
 - (n) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1st of each year; *(MA 111, 185)*
 - (o) Send copies of bylaws for closing and leasing to the Minister of Highways and Transportation; *(MA 13)*
 - (p) Bring forward any resignation(s) of elected officials; *(MA 96)*
 - (q) At the first meeting in January of each year provide bond(s) to council; *(MA 113)*
 - (r) Sign minutes of Council and Committee meetings; *(MA 115)*
 - (s) Sign bylaws; *(MA 115)*
 - (t) Provide copies of public documents upon request or payment of fee; *(MA 117)*
 - (u) Provide notice of first meeting of council; *(MA 121)*
 - (v) Call a special meeting when lawfully requested to do so; *(MA 123)*
 - (w) Determine the sufficiency of a petition requesting a public meeting of voters; *(MA 129)*
 - (x) Determine the validity of a petition for referendum (30 days to report to council); *(MA 135)*
 - (y) Administer public disclosure statements if the municipality adopts this requirement; *(MA 142)*
 - (z) Record any abstentions or pecuniary interest declarations in the minutes; *(MA 144)*



- (aa) Provide information to the Auditor; (MA 190)
- (bb) Send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264)
- (cc) Provide for payment of writ of execution against the municipality; (MA 353)
- (dd) Produce certain records upon request of inspector appointed by Minister; (MA 396)

Additional Duties of the Administrator

7. The Administrator shall:
- (a) Act as the returning officer for all elections under The Local Government Elections Act
 - (b) Ensure that Public Notice is given as provided in the Act, or any other act and/or as required by council in this bylaw, any other bylaw or resolution.
 - (c) Ensure that the policies and programs of the Municipality are implemented
 - (d) Advise, inform and make recommendations to council on the
 - i. operations and affairs of the Municipality
 - ii. policies and programs of the Municipality
 - iii. the financial position of the Municipality
 - (e) Supervise all operations of the Municipality
 - (f) Is responsible for the hiring, suspension and dismissal of office assistant, assistant administrator, and other employees as set out in policy. (MA 111(3)).
 - (g) Be responsible for the preparation and submission of the annual budget estimates from departments for Council
 - (h) Monitor and control spending within program budgets established by Council.
 - (i) Make routine expenditures on a daily basis until the annual budget is adopted by council.
 - (j) Conduct negotiations for land purchases, annexations etc.
 - (k) Attend meetings of Council and other meetings as Council directs
 - (l) Witness any oaths or affirmations required pursuant to the Municipalities Act (111(4))
 - (m) Giving written notice for the unpaid fees of a building contract (i.e. transient trader or other license fees) (Section 9(5),
 - (n) Sign the Securities Register by designated officer requires a bylaw to be in place.(Section 174)
 - (o) Maintain debenture register and other duties relating to debenture transactions.(Section 175)
 - (p) Certify the date on which tax notices are sent. (Section 269)
 - (q) Prepare and send amended tax notices when required. (Section 271)
 - (r) Provide receipt for tax payment on request of tax payer or agent. (Section 272)
 - (s) Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied. (Section 273)
 - (t) Removal of tax lien if all arrears are compromised or abated. (Section 274)
 - (u) Issue tax certificates. (Section 276)
 - (v) Proof of taxes signed by a designated officer (Section 277)
 - (w) Transfer special assessments to the tax roll (Section 310)
 - (x) Complete required reports for taxing authorities
 - (y) Collection of amusement tax (Section 316)
 - (z) May be responsible for service for Seizure of Goods (Section 323)
 - (aa) Present identification upon request if undertaking an inspection of property (Section 362, 363, 364)
 - (bb) May enter and search for Dangerous Animals (Section 378)

**PART III
OTHER POSITIONS**

Assistant Administrator

8. Establishment of Position

Council shall by resolution appoint an individual to the position of Assistant Administrator

9. Duties

The Assistant Administrator shall perform the duties and exercise the powers and functions that are assigned by the Administrator, this Bylaw, or any other bylaw or resolution of Council.

Acting Administrator

10. Establishment of Position

If the Administrator is incapable of performing his or her duties or if there is a vacancy in such position, the Assistant Administrator shall assume the duties of Acting Administrator until such time the council appoints a person as Acting Administrator for a period of no longer than three months or any longer period that the board of examiners may allow.

11. Duties

The Acting Administrator shall have all the powers and duties of the administrator while acting in the capacity of the Administrator.

Public Works Foreman

12. Establishment of Position

The position of Public Works Foreman is established as follows:

- (a) Council shall by resolution appoint an individual to the position of Public Works Foreman
- (b) Council shall establish the terms and conditions of employment of the Public Works Foreman
- (c) Council is responsible for the hiring, firing and suspension of the Public Works Foreman.

13. Duties

- (a) The Municipal Foreman receives directives from Council and works in close cooperation with both Council and the Administrator in support of the public works department within the Municipality.
- (b) Co-ordinate the activities and timetables of the RM's maintenance staff
- (c) Maintain a close liaison with Council and Administration to identify, plan and execute the maintenance requirements and priorities of the Municipality.
- (d) Establish, in consultation with Council, a timetable that provides an appropriate mix of preparation, co-ordination and active participation in the maintenance workload.
- (e) Participate in the preparation of an annual maintenance budget for presentation to Council.
- (f) Assist with the development of reports/charts/tables to track equipment performance and associated operating costs.
- (g) Prepare reports and summaries for presentation to Council as the need arises.
- (h) Attend a portion of monthly meetings of Council to summarize monthly activities and to provide recommendations to Council on maintenance-related matters.
- (i) Verify accounts related to the Maintenance Department.
- (j) Maintain close liaison with Councillors in each division when undertaking any work beyond regular maintenance therein.
- (k) Recommend with regard to equipment purchases and priorities.



- (l) Maintain such wage and equipment costing records as may be prescribed by the Administrator.
- (m) Work to mitigate any potential legislative and or jurisdictional issues.
- (n) Ensure all appropriate permits and approvals are in place prior to commencing any job.
- (o) Co-ordinate and assign work schedules
- (p) Plan present and future operations
- (q) Cover any staffing shortfalls due to illness or holidays.
- (r) Inspect for safety hazards and ensure safe work habits
- (s) Encourage and arrange for staff training and development
- (t) Control work quality and production
- (u) Oversee the activities of contractors
- (v) Participate in the assessment and development of RM roads
- (w) Oversee the operation of the municipal gravel quarries and gravel inventories
- (x) Oversee, schedule and ensure appropriate invoicing of municipal custom work
- (y) Receive and process day-to-day messages/instructions from Council and administrative staff.
- (z) Any work that is outside the scope of 'day-to-day' operations that the foreman does not feel comfortable with or may result in a legal action against the RM must be discussed with the Reeve and or the Council in its entirety at the next regularly scheduled Council meeting.
- (aa) Operation of equipment when required
- (bb) Ensure proper maintenance on municipal equipment
- (cc) Certification of operators on power train equipment as required by Occupational Health and Safety
- (dd) Responsible to supervise, manage, hire, suspend and terminate all public employees as set out in policy.

PART IV DELEGATION OF AUTHORITY

14. The Council hereby authorizes the administrator to delegate any of his/her powers, duties or functions to another employee.

PART V MUNICIPAL DOCUMENTS

Signing Agreements

15. Subsection 115(4) requires agreements to be signed by at least 2 persons designated by council.
- (a) The Reeve and the Administrator shall sign all agreements to which the municipality is party. In the absence of the Reeve, the Deputy Reeve. AND/OR
 - (b) The Reeve and the Assistant Administrator in the absence of the Administrator, shall sign all agreements to which the municipality is party.

Cheques

16. The Administrator (required) or if the Administrator is unavailable the Assistant Administrator AND Reeve or the Deputy Reeve shall sign all cheques on the behalf of the municipality

Negotiable Instruments

17. The Administrator (required) or if the Administrator is unavailable the Assistant Administrator AND Reeve or Deputy Reeve shall sign all other negotiable instruments on behalf of the municipality.

PART VI DESIGNATED OFFICERS

Temporary Road Closure



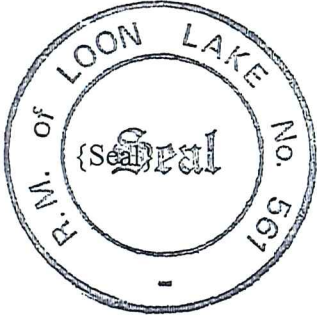
18. The Public Works Foreman shall be the designated officer for the purpose of temporary road closures. (MA 14)

Right of Entry for Public Utility Service

19. The Public Works Foreman to enter a building for the purpose of a public utility service. (MA 26(5))

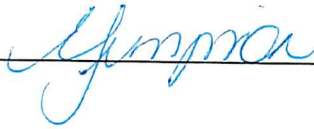
**PART VII
COMING INTO FORCE**

20. This bylaw shall come into effect on the day of its final passing.





Reeve



Administrator

Read a third time and adopted
this 11th day of February, 2021



Administrator

