



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Administrator- Chief Administrative Officer Job Description
Policy Number:	900-16

Authority:	Bylaw 9-2020
Council Resolution #	59-2021

Purpose:

To set out duties of the administrator as determined in Bylaw 9-2020 Administrative Bylaw

Scope:

Applies to the administrator

Definitions:

Act: Shall mean *The Municipalities Act*

Qualifications:

Minimum Rural Class "C"

Urban Standard

Must be bondable

Criminal Record Check required

Exception: If employee does not have required certificates council may appoint an acting administrator providing individual is committed to obtaining required certifications.

Policy:

1. 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

2. Without limiting the generality of section 1, 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 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

3. 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 all employees except Public Works Foreman of the municipality (MA 111(3)). Council is responsible for the hiring, suspension and dismissal of Public Works Foreman
- (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)

Effective Date/Repeal

This policy will come into effect on February 11, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Administrator job descriptions that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by bylaw adopted by Council.