

THE RURAL MUNICIPALITY OF NORTH QU'APPELLE NO.187
BYLAW NO. 2021-007
ADMINISTRATION BYLAW

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

The Council of the Rural Municipality of North Qu'Appelle No. 187 in the Province of Saskatchewan enacts as follows:

1. **Short Title**

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

PART I
PURPOSE AND DEFINITIONS

2. **Purpose and Scope**

The purpose of this Bylaw is to establish:

- the powers, duties and functions of municipal officials and/or employees of the municipality;
- i. the office of Manager, Administrator, Treasurer, Assistant Administrator or any other municipal office that council considers necessary;
- ii. who may sign specified municipal documents on behalf of the municipality; and
- iii. the powers, duties and functions of municipal officials and/or employees of the municipality.

3. **Definitions**

"Act" means *The Municipalities Act*.

"Municipality" means the Rural Municipality of North Qu'Appelle No. 187.

"Administrator" means the Administrator of the Rural Municipality of North Qu'Appelle No 187 appointed pursuant to Section 110 of *The Municipalities Act*.

"Assistant Administrator" means the person appointed as Assistant Administrator.

"Department Head" means the Recreation Director, the Treasurer, Public Works Foreman, Fire Chief and any other person appointed as a Department Head.

PART II
ADMINISTRATOR

4. **Establishment of Position**

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*.

5. **Assignment of Responsibility**

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

6. **Duties of the Administrator – *The Municipalities Act***

Without limiting the generality of section 5 of this bylaw 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;
- b. Produce, when called for by the council, auditor, minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality;
- c. On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the municipality to their successor in office or to any other person that the council may designate;
- d. Ensure all minutes of council meetings are recorded;
- e. Record the names of all council members present at council meetings;
- f. Ensure the minutes of each council meeting are given to the council for approval at the next council meeting;
- g. Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality;
- h. Advise the council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act;

- i. Provide the minister with any statements, reports or other information that may be required by *The Municipalities Act* or any other act;
- j. Ensure that the official correspondence of council is carried out in accordance with council's direction;
- k. Maintain an index register containing certified copies of all bylaws of the municipality;
- l. Deposit cash collections that have accumulated to ten thousand dollars (\$10,000.00), at least once a month, but not more than once a day, in the bank or credit union designated by council;
- m. Disburse the funds of the municipality in the manner and to those directed by law, the bylaws or resolutions of council;
- n. 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;
- o. Ensure that the financial statements and information requested by resolution are submitted to council;
- p. 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 Chartered Professional Accountants of Canada by June 15th of each year;
- q. Witness any oaths or affirmations required pursuant to *The Municipalities Act*;
- r. Send copies of bylaws for closing roads and closing and leasing roads to the Minister of Highways;
- s. Bring to council's attention any resignation(s) of elected officials;
- t. Record each abstention in the meeting minutes that may occur at the time of voting;
- u. At the first meeting in January of each year, provide all bond or equivalent insurance of employees to council;
- v. Sign minutes of council and committee meetings;
- w. Sign bylaws;
- x. Sign cheques and other negotiable instruments;
- y. Provide copies of public documents upon request and payment of fee;
- z. Provide notice of first meeting of council;
- aa. Call a special meeting when lawfully requested to do so;
- bb. Determine the sufficiency of a petition requesting a public meeting of voters;
- cc. Determine the sufficiency of a petition for referendum;
- dd. Note any changes reported on a council member's annual declaration to the member's public disclosure statement, including the date that change was noted;
- ee. Make each public disclosure statement and declaration available for public inspection during regular business hours;
- ff. Provide copies of public disclosure statements to any designated officials when directed to do so by council;
- gg. Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention of withdrawal;
- hh. Provide information to the Auditor;
- ii. Send amended tax notices when required and make necessary adjustments to the tax roll;
- jj. Provide for payment of writ of execution against the municipality; and
- kk. Produce certain records upon request of inspector appointed by the minister.

7. **Additional Duties of the Administrator**

The Administrator shall:

- a. Act as the returning officer for all elections under *The Local Government Elections Act, 2015*;
- 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, maintained and enforced;
- d. Advise, inform and make recommendations to council on the
 - i. Operations and affairs of the municipality
 - ii. Policies and programs of the municipality; and
 - iii. The financial position of the municipality.
- e. Supervise all operations of the municipality, ensuring appropriate internal controls are in place and followed;
- f. Be responsible for the preparation and submission of the annual budget;
- g. Monitor and control spending within the budget established by council;
- h. Make routine expenditures until the annual budget is adopted by council;
- i. Call for tenders in accordance with the RM of North Qu'Appelle No. 187's established purchasing policy, and ensuring consistency with any provincial, national or international trade agreements related to municipal procurement.

- j. Purchase goods, services or work in accordance with the RM of North Qu'Appelle No. 187 established purchasing policy, and ensuring consistency with any provincial, national or international trade agreements related to municipal procurement.
- k. Award contracts in accordance with the RM of North Qu'Appelle No. 187 established purchasing policy, and ensuring consistency with any provincial, national or international trade agreements related to municipal procurement.
- l. Conduct negotiations for land purchases, annexations etc;
- m. Attend meetings of council and other meetings as council directs.

**PART III
OTHER POSITIONS**

8. Acting Administrator

Establishment of Position

If the Administrator is incapable of performing his or her duties or if there is a vacancy in such position, the council may appoint a person as Acting Administrator for a period of not longer than three months or any longer period that the board of examiners may allow.

Duties

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

Other Municipal Employees

9. Assistant Administrator

Establishment of Position

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

Duties

- a. The Assistant Administrator shall perform the duties and exercise the powers and functions as specific to the Job Description for the Assistant Administrator as adopted by Council.
- b. 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 in the Administrator's absence.
- c. The Assistant Administrator shall be authorized to call special meetings of Council in the Administrator's absence.

10. Administration Support Officer

Establishment of Position

Council shall by resolution appoint an individual to the position of Administration Support Officer.

Duties

- a. The Administration Support Officer shall perform the duties and exercise the powers and functions as specific to the Job Description for the Administration Support Officer as adopted by Council.

11. Foreman

Establishment of Position

Council shall by resolution appoint an individual to the position of Foreman.

Duties

- a. The Foreman shall perform the duties and exercise the powers and functions as specific to the Job Description for the Foreman as adopted by Council.

12. Lead Hand

Establishment of Position

Council shall by resolution appoint an individual to the position of Lead Hand

Duties

- a. The Lead Hand shall perform the duties and exercise the powers and functions as specific to the Job description for the Lead Hand as adopted by Council.

13. Grader Operator

Establishment of Position

Council shall by resolution hire an individual (s) as a Grader Operator.

Duties

- a. The Grader Operator shall perform the duties and exercise the powers and functions as specific to the Job Description for the Grader Operator as adopted by Council.

14. **Maintenance Person**

Establishment of Position

Council shall by resolution hire an individual(s) as a Maintenance Person.

Duties

- a. The Maintenance Person shall perform the duties and exercise the powers and functions as specific to the Job Description the Maintenance Person as adopted by Council.

**PART IV
DELEGATION OF AUTHORITY**

- 15. Council hereby authorizes the administrator to delegate any of its powers, duties or functions to another employee.

**PART V
MUNICIPAL DOCUMENTS**

16. **Signing Agreements**

The Reeve and the Administrator shall sign all agreements to which the municipality is party. In the absence of the Reeve, the Deputy Reeve; in the absence of the Administrator, the Assistant Administrator.

17. **Cheques and Negotiable Instruments**

The Reeve and the Administrator shall sign all cheques and negotiable instruments to which the municipality is party. In the absence of the Reeve, the Deputy Reeve; in the absence of the Administrator, the Assistant Administrator.

**PART V
DESIGNATED OFFICERS**

18. **Enforcement of Municipal Law**

Council may appoint a bylaw enforcement officer, other than the administrator, to inspect, remedy or enforce any bylaw or *The Municipalities Act*, depending on Council's desired process to be applied to the enforcement of municipal law.


19. **Repealed**

Bylaw 2017-11 is hereby repealed.

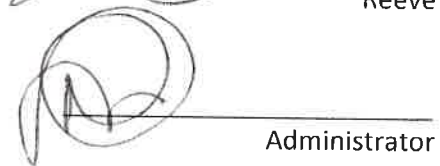
20. **Coming into Force**

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



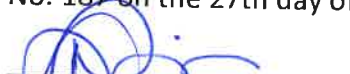


Reeve



Administrator

Certified A True Copy of Bylaw No. 2021-007 passed by the Council of the Rural Municipality of North Qu'Appelle No. 187 on the 27th day of October, 2021.



Administrator

