

BYLAW #2/06

ADMINISTRATIVE BYLAW

A BYLAW of the Rural Municipality of Meadow Lake #588 in the Province of Saskatchewan, to Provide for the Administration of the Municipal Corporation and to Set Forth the Duties and Powers of the Designated Officers of the Rural Municipality of Meadow Lake #588.

**THE COUNCIL FOR THE RURAL MUNICIPALITY OF MEADOW LAKE #588
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. Purpose and Scope
 - a. The purpose of this Bylaw is to establish the office of the Administrator, and
 - b. The purpose of this Bylaw is to establish who may sign specified municipal documents on behalf of the municipality; and
 - c. The purpose of this Bylaw is to establish the powers, duties and functions of the municipal officials and/or employees of the municipality.

Definitions

3. Definitions
 - a. "Act" means the Municipalities Act
 - b. "Municipality" means the Rural Municipality of Meadow Lake #588
 - c. "Administrator" means the Administrator of the rural municipality appointed pursuant to Section 110 of The Municipalities Act
 - d. "Assistant Administrator" means the person appointed as Assistant Administrator
 - e. "Department Head" means the Superintendent of Public Works.

**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 and retain a minimum "A" Certification under 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:

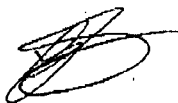


- a. Take charge of and safely keep all books, documents and records of the municipality that are committed to her/his charge; (MA 111)
- b. Ensure all minutes of council meetings are recorded; (MA 111)
- c. Record the names of all council present at council meetings; (MA 111)
- d. Ensure the minutes 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 \$10,000.00, 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 account principles; (MA 111)
- m. Ensure that the financial statements an 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 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 these requirements; (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 adjustment 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 as required by council in this bylaw, any other bylaws or resolutions.
- c. Ensure that the policies and programs of the Rural 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, except where the Superintendent of Public Works has been authorized to supervise
- f. Be responsible for the preparation and submission of the annual budget estimates from departments for Council
- g. Monitor and control spending within program budgets established by Council.
- h. Make routine expenditures on a daily basis until the annual budget is adopted by council.
- i. Facilitate negotiations for land purchases, annexations, etc.
- j. Attend meetings of Council and other meetings as Council directs
- k. Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the Council.
- l. Appoint an Assistant Administrator upon need and have the final approval of the appointment completed at the next regular council meeting.

Assistant Administrator

8. Establishment of Position

- a. As appointed by the Administrator and finalized by Council at their next regular scheduled council meeting.
- b. Any person appointed to the position of Assistant Administrator must be qualified with their "C" Certification under the Rural Municipal Administrators Act or accept to work towards and receive their "C" Certification within 3 years of employment with the Municipality. Length of time to receive the Certificate may be negotiated through discussions with the Council.

9. Duties

- a. The Assistant Administrator shall perform the duties and exercise the powers and functions that are assigned by the Administrator.

Superintendent of Public Works

10. Establishment of Position

- a. Council shall by resolution appoint an individual to the position of Superintendent of Public Works

11. Duties

- a. Supervise the "outside" employees which include:
 - i. Equipment Operators
 - ii. Labourers
 - iii. Mechanics
 - iv. Other RM of Meadow Lake employee personnel related to the road construction and maintenance of the RM of Meadow Lake
- b. Report to the Council, at each regular meeting on the Public Works Department
 - i. Inform on the operations of the Public Works Department, road work, equipment requirements, and/or repairs
- c. Work in consultation with the Administrator
- d. Complete tasks as instructed by Council or the Administrator or as required by this Bylaw
- e. Supervise contracted workers as required through the direction of the Council or the Administrator

**PART IV
DELEGATION OF AUTHORITY**



12. 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

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

Cheques

14. The Administrator and Reeve shall sign all Cheques on the behalf of the municipality or in the absence of the Reeve, the Deputy Reeve.

Negotiable Instruments

15. The Administrator and the Reeve shall sign all other negotiable instruments on behalf of the municipality or in the absence of the Reeve, the Deputy Reeve.

**PART VI
DESIGNATED OFFICERS**

Temporary Road Closures


16. The Administrator shall be the designated officer for the purpose of temporary road closures (MA 14).

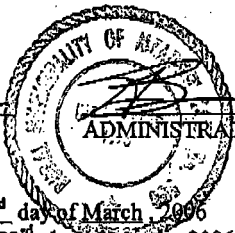
Enforcement of Municipal Law

17. The Bylaw Enforcement Officer shall inspect, remedy or enforce any bylaw of the Municipalities Act (MA 362-367)

**PART VII
COMING INTO FORCE**

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


REEVE


ADMINISTRATOR

Read a first time this 23rd day of March, 2006
Read a second time this 23rd day of March, 2006
Read a third time and passed this 23rd day of March, 2006

Certified a true copy of Bylaw #2/06
as passed by resolution of Council on
March 23/06

Administrator

