

**TOWN OF LA RONGE
BYLAW NO. 636/20**

ADMINISTRATIVE BYLAW

A BYLAW OF THE TOWN OF LA RONGE, IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR THE ADMINISTRATION OF THE TOWN AND TO SET FORTH THE DUTIES AND POWERS OF THE DESIGNATED OFFICERS FOR THE TOWN OF LA RONGE

THE COUNCIL FOR THE TOWN OF LA RONGE, 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:

- 2.1. establish the powers, duties and functions of municipal officials and employees of the municipality; and
- 2.2. establish who may sign specific municipal documents on behalf of the Town.

3. Definitions

For the purpose of this bylaw, the expression:

- 3.1. "*The Act*" shall mean The Northern Municipalities Act, 2010.
- 3.2. "*Municipality*" shall mean the Town of La Ronge.
- 3.3. "*Chief Administrative Officer*" (CAO) shall mean the Administrator of the Town of La Ronge pursuant to Section 126 of The Northern Municipalities Act, 2010.
- 3.4. "*Director of Finance and Administration*" shall mean the person appointed as to manage the finances of the Town.
- 3.5. "*Director of Municipal Operations*" shall mean that person appointed by Council to oversee the operations of all parks and recreation facilities, public works and utilities and airport operations.
- 3.6. "*Building Inspector and Bylaw Officer*" shall mean that person appointed by Council to oversee the building, planning and development and bylaw enforcement functions of the Town.
- 3.7. "*Executive Assistant to the CAO*" shall mean that person appointed by Council to assist the CAO in performing certain duties as delegated.
- 3.8. "*Fire Chief*" means that person appointed by Council to manage all fire related services for the Town.

**PART II
ADMINISTRATOR**

4. Establishment of Position

The position of Chief Administrative Officer is established pursuant to Section 126 of The Northern Municipalities Act, 2010:

- 4.1. Council shall by resolution appoint an individual to the position of Administrator.
- 4.2. Council shall establish the terms and conditions of employment of the Administrator.
- 4.3. The Administrator shall be called the Chief Administrative Officer of the municipality.
- 4.4. Any person appointed to the position of Chief Administrative Officer must be qualified as required by The Urban Municipal Administrators Act.

5. Duties of the Chief Administrative Officer

The CAO 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.

6. Powers, Duties and Functions of the Chief Administrative Officer

Without limiting the generality of Section 5, pursuant to Section 127 of The Northern Municipalities Act, 2010, the Chief Administrative Officer shall:

- 6.1. report and be accountable to Town Council;
- 6.2. ensure that the policies and programs of the Town are implemented;
- 6.3. advise and inform Council on the operations and affairs of the Town;
- 6.4. supervise all operations of the Town and, in particular, direct, supervise and review the performance of all departments and staff of the Town;
- 6.5. restructure departments and, with the approval of Council, create, merge or eliminate departments and to delegate, and to authorize the further delegation, of any authority, function or responsibility granted under this Bylaw or any other bylaw to any Town employee on such terms and conditions, and subject to such limitations, as the CAO may deem appropriate;
- 6.6. have the authority to appoint and discipline up to termination all staff except as provided in the Act;
- 6.7. be responsible for ensuring the preparation and submission of budget estimates for the operating and capital budgets annually, or as required by Council;
- 6.8. provide information to the auditor;
- 6.9. provide for payment of writ of execution against the municipality;
- 6.10. monitor and control spending;
- 6.11. advise Council and make recommendations concerning the financial condition of the Town;
- 6.12. complete a financial statement for the preceding year in accordance with the Act;
- 6.13. give written notice for the unpaid fees of a building contract;
- 6.14. advise Council and make recommendations concerning policies or programs which may be necessary to carry out the powers, duties and functions of the Town;
- 6.15. attend meetings of Council and such other meetings as Council may direct;
- 6.16. ensures and submits such reports and recommendations to Council as Council or a Committee of Council may require;
- 6.17. keep the public informed, through reports to Council, regarding the operations of the Town;
- 6.18. execute contracts and agreements as authorized by Council;
- 6.19. be responsible for the labour relations of the Town within the mandate and policies established by Council and submit any changes to Council for approval;
- 6.20. appoint an Acting CAO in the absence of the CAO and provide Council notice of such absence and the name of the person or persons so appointed to Acting CAO;
- 6.21. exercise such other powers and perform such other duties and functions as required by Council;
- 6.22. advise the council of its legislative responsibilities pursuant to this or any other Act;
- 6.23. provide the minister with any statements, reports or other information that may be required by this act or any other Act;
- 6.24. bring forward any resignation(s) of elected officials;
- 6.25. at the first meeting in January of each year provide bond(s) to council;
- 6.26. sign minutes of council and committee meetings;
- 6.27. sign bylaws;
- 6.28. provide notice of first meeting of council following a general election;
- 6.29. call a special meeting when lawfully requested to do so;
- 6.30. determine the validity of a petition requesting a public meeting of voters;
- 6.31. determine the validity of a petition for referendum (30 days to report to council);
- 6.32. administer public disclosure statements if the municipality adopts this requirement;
- 6.33. produce certain records upon request of any inspector appointed by Minister;
- 6.34. certify the date on which tax notices are sent;

7. Additional Duties of the CAO

The CAO shall:

- 7.1. 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;
- 7.2. pending approval of an operating budget, make routine expenditures on a daily basis until the annual budget is adopted by council;
- 7.3. monitor and control civic spending within the program budget established by Council, pursuant to the authorities granted under this Bylaw;
- 7.4. transfer funds between program budgets with the approval of Council;
- 7.5. approve all reports from Administration prior to their transmittal to Council and other Committees of Council, and where appropriate or necessary, may provide comments or recommendations for the benefit of Council;

- 7.6. review all reports from Advisory and other Committee of Council prior to their transmittal to Council and where appropriate or necessary, may provide comments or recommendations for the benefit of Council;
- 7.7. commence, defend or conduct any action or proceeding in any court or before any board or tribunal as directed by Council;
- 7.8. purchase goods, services or work in accordance with the Town's purchasing policy;
- 7.9. have the authority to award and approve for execution in accordance with this Bylaw, Contract or public tenders when the Town is receiving revenue from the sale of goods, services or work where the contract is being awarded to the highest qualified bidder meeting the specifications, providing the amount of the contract does not exceed \$100,000;
- 7.10. award contracts as per the direction of council;
- 7.11. manage Town owned property, conduct negotiations for land purchases, annexations, servicing agreements or other such matters as delegated by Council;
- 7.12. implement and manage The Planning and Development Act 2007;
- 7.13. where a representative of Administration is required to be a member of any Committee, Board, Association, Commission or any other group, the CAO shall appoint that representative to serve as Administration's representative at the pleasure of the CAO.
- 7.14. apply for or ensure that grants are applied for in timely manner;
- 7.15. undertake other matters Council has the authority to delegate (excepting those listed in Section 145 of the Act which must be dealt with by council).

8. Dismissal

The CAO may only be dismissed by an affirmative vote of a majority of members of Council.

PART III DELEGATION OF AUTHORITY

9. Delegation to the Chief Administrative Officer

- 9.1. The Council hereby delegates authority to the Chief Administrative Officer through the powers of authority granted to them under Section 144 (2) of The Northern Municipalities Act, 2010. The Council retains the right to delegate all decisions other than those specified by Section 145 of the Act to the Chief Administrative Officer.
- 9.2. While recognizing that the Council has the ultimate responsibility for the operations of the Municipality, the Council supports the principle of delegation of such responsibility to the CAO so that the Council is free from dealing with operational matters and it can focus solely on its legislated role.
- 9.3. The Council governs by setting strategic direction and developing policy. Policies direct the CAO to achieve certain results and require the CAO to act within the boundaries defined by these policies.

10. Councils Limit of Delegation to the Chief Administrative Officer

- 10.1. The CAO shall not make or permit decisions to be made in any area that is defined by the Northern Municipalities Act, 2010 as not being appropriate for delegation. The CAO shall report to the Council any instance where a decision has been taken in an area which cannot be lawfully delegated by the Council.
- 10.2. The CAO shall not accept or assume delegated authority as outlined in Part VI Public Accountability Section 145 of The Act.

PART IV OTHER POSITIONS

11. Delegation to Staff

- 11.1. Through the powers of authority granted to them under Section 144 (2) of The Northern Municipalities Act, 2010, the Council hereby authorizes the Chief Administrative Officer to delegate any of his/her powers, duties or functions to another employee.
- 11.2. All Council authority delegated to staff is delegated to the CAO, so that all authority

and accountability of staff- as far as the Council is concerned - is considered to be the authority and accountability of the CAO.

- 11.3. The Chief Administrative Officer delegates to the following positions so that they may act with additional authority from other levels of staff under the following guidelines:

11.3.1. Executive Assistant to the CAO (EACAO)

- 11.3.1.1. Shall perform the duties and exercise the powers and functions that are assigned by the Chief Administrative Officer, this Bylaw, or any other bylaw or resolution of Council.
- 11.3.1.2. The main roles and functions delegated to the EACAO are those related to Human Resources and Occupational Health & Safety for the municipal corporation and, in their role as advisor, to ensure that the CAO is made aware of any potential and real areas of non-compliance with relevant legislation.
- 11.3.1.3. Attend meetings of Council and such other meetings as Council may be directed.
- 11.3.1.4. Summon all meetings of Council, prepare and distribute agendas as appropriate, communicate the resolutions and instructions of Council to the appropriate parties and conduct the official correspondence of Council;
- 11.3.1.5. Take charge of and safely keep all , documents and records of the municipality that are committed to his/her charge;
- 11.3.1.6. Ensure all minutes of council meetings are recorded;
- 11.3.1.7. Record the names of all council present at council meetings;
- 11.3.1.8. Ensure the minutes of each council meeting are given to the council for approval at the next council meeting;
- 11.3.1.9. Record any abstentions or pecuniary interest declarations in the minutes;
- 11.3.1.10. Ensure the safekeeping of the corporate seal, bylaws, minutes, and any other records or documents of the municipality;
- 11.3.1.11. Ensure that the official correspondence of council is carried out in accordance with council's direction;
- 11.3.1.12. Maintain an index register containing certified copies of all bylaws of the municipality;
- 11.3.1.13. Send copies of bylaws for closing roadways and closing and leasing of roadways or easements to the Minister of Highways and Transportation;
- 11.3.1.14. Provide copies of public documents upon request or payment of fee;
- 11.3.1.15. Act as the returning officer for all municipal elections under The Local Government Elections Act;
- 11.3.1.16. Provide administrative support services to the Mayor and Council;
- 11.3.1.17. Provide research, information and advice on procedural matters, bylaws and resolutions to the CAO and civic administration and for such purpose shall report to and be accountable to the CAO;
- 11.3.1.18. Carry out such other duties as may be assigned by the CAO.

11.3.2. Director of Finance and Administration (DFA)

- 11.3.2.1. The DFA shall perform the duties and exercise the powers and functions that are assigned by the CAO, this Bylaw, or any other bylaw or resolution of Council.
- 11.3.2.2. The main roles and functions delegated to the DFA are those related to the daily financial operations and strategic financial planning for the Town and, in their role as advisor, to ensure that the CAO is made aware of any potential and real areas of non-compliance with relevant legislation.
- 11.3.2.3. Transfer funds between specified reserve allocations with the approval of Council;
- 11.3.2.4. Attend meetings of Council and such other meetings as Council may be directed;
- 11.3.2.5. Deposit cash collections weekly or that have accumulated to Twenty-five hundred dollars (\$ 2,500.00), but not more than once a day, in the bank or credit union designated by council;

- 11.3.2.6. Disburse the funds of the municipality in the manner and to those directed by law, bylaw or resolution of council;
 - 11.3.2.7. 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;
 - 11.3.2.8. Ensure that the financial statements and information requested by resolution are submitted to Council;
 - 11.3.2.9. Provide information to the auditor;
 - 11.3.2.10. Apply for grants in timely manner;
 - 11.3.2.11. Prepare and submit school liability statement;
 - 11.3.2.12. Send amended tax notices when required and make necessary adjustments to the tax roll;
 - 11.3.2.13. Transfer special assessments to the tax roll;
 - 11.3.2.14. Apply partial tax payments on arrears first and, if undesignated, decide to which taxable property or properties the payment is to be applied;
 - 11.3.2.15. Remove tax lien if all arrears are compromised, abated or paid in full;
 - 11.3.2.16. Issue tax certificates;
 - 11.3.2.17. Proof of taxes signed by designated officer;
 - 11.3.2.18. Identify insurance needs;
 - 11.3.2.19. Enforce tax collection procedures;
 - 11.3.2.20. Sign, exchange or transfer securities on behalf of the Town with the approval of Council;
 - 11.3.2.21. Certify the date tax notices are sent;
 - 11.3.2.22. act as Town's contact to Saskatchewan Assessment Management Agency;
 - 11.3.2.23. provide written notice to any person regarding outstanding license fees owed by a contractor as allowed by the Act;
 - 11.3.2.24. Provide receipt for tax payment on request of taxpayer or agent;
 - 11.3.2.25. The Director of Finance and Administration may act as the CAO's designate when given authorization by the Chief Administrative Officer;
 - 11.3.2.26. Carry out such other duties as may be assigned by the CAO.
- 11.3.3. Director of Municipal Operations (DMO)
- 11.3.3.1. The Director of Municipal Operations shall perform the duties and exercise the powers and functions that are assigned by the Chief Administrative Officer, this Bylaw, or any other bylaw or resolution of Council;
 - 11.3.3.2. Attend meetings of Council and such other meetings as Council may be directed;
 - 11.3.3.3. Call for tenders or proposals;
 - 11.3.3.4. Apply for grants in timely manner;
 - 11.3.3.5. Pursuant to Section 14 of The Northern Municipalities Act the DMO shall be the designated officer for the purpose of facilitating temporary road closures;
 - 11.3.3.6. Carry out such other duties as may be assigned by the CAO.
- 11.3.4. Building Inspector and Bylaw Enforcement Officer
- 11.3.4.1. The Building Inspector and Bylaw Officer shall perform the duties and exercise the powers and functions that are assigned by the Chief Administrative Officer, this Bylaw, or any other bylaw or resolution of Council;
 - 11.3.4.2. Attend meetings of Council and such other meetings as Council may be directed;
 - 11.3.4.3. Apply for grants in timely manner;
 - 11.3.4.4. Assist in all matters related to the Planning and Development Act, the Official Community Plan and Zoning bylaw for the Town, Building Bylaw and any policy, resolution or bylaw related to bylaw enforcement;
 - 11.3.4.5. Carry out such other duties as may be assigned by the CAO.
- 11.3.5. Fire Chief
- 11.3.5.1. The Fire Chief shall perform the duties and exercise the powers and functions that are assigned by the Chief Administrative Officer, this

- Bylaw, or any other bylaw or resolution of Council;
- 11.3.5.2. Attend meetings of Council and such other meetings as Council may be directed;
- 11.3.5.3. Apply for grants in timely manner;
- 11.3.5.4. Assists in relation to all matters related to The National Fire Code of Canada, 2015, The Fire Safety Act, 2015, inter-municipal fire service provision, mutual aid or any fire services related bylaw, policy or resolution of Council;
- 11.3.5.5. Issue Parade Permits in accordance with the Town Traffic Bylaw;
- 11.3.5.6. Administer the Fire Prevention Bylaw;
- 11.3.5.7. Declares fire burning bans in accordance with Council resolutions or bylaws;
- 11.3.5.8. Carry out such other duties as may be assigned by the CAO.
- 11.3.6. Acting Chief Administrative Officer
 - 11.3.6.1. Establishment of Position
 - 11.3.6.1.1. If the Chief Administrative Officer 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 Chief Administrative Officer for a period of not longer than three (3) months or any longer period that the board of examiners may allow;
 - 11.3.6.1.2. The Acting Chief Administrative Officer shall have all the powers and duties of the Chief Administrative Officer while acting in the capacity of the Chief Administrative Officer;
 - 11.3.6.1.3. In the event that the CAO is away from the workplace, the DFA shall assume the responsibilities of the CAO until the CAO's return;
 - 11.3.6.1.4. The Acting CAO shall exercise the powers and functions that are assigned by the Chief Administrative Officer, this bylaw, or any other bylaw or resolution of Council.

PART V MUNICIPAL DOCUMENTS

12. Signing Agreements

- 12.1. Section 131(4) of The Northern Municipalities Act, 2010 requires agreements to be signed by at least two (2) persons designated by council.
- 12.2. The Mayor and the Chief Administrative Officer shall sign all agreements to which the municipality is party to. In the absence of the Mayor, the Deputy Mayor and in the absence of the Chief Administrative Officer, the Director of Finance and Administration shall sign.

13. Cheques

- 13.1. The Chief Administrative Officer, or if the Chief Administrative Officer is unavailable, the Director of Finance and Administration and the Mayor, or in the absence of the Mayor, the Deputy Mayor, shall sign all cheques on behalf of the municipality.

14. Electronic Transactions

- 14.1. E-transfers and other electronic type payments require dual electronic signing or approvals which shall be:
 - 14.1.1. First Signature - the Payables / Payroll Clerk and in the absence of the Payables / Payroll Clerk the Director of Finance and Administrations;
 - 14.1.2. Second Signature - the Director of Finance and Administration if not the first signature, or the Chief Administrative Officer and in the case of the absence of both the Chief Administrative Officer and the Director of Finance and Administration, the Executive Assistant to the Chief Administrative Officer shall provide the second electronic signature or approval.
- 14.2. E Transfers and other Electronic payments are subject to limits set within the Purchasing Policy.

15. Negotiable Instruments

- 15.1. General

- 15.1.1. The Chief Administrative Officer, or the Director of Finance and Administration if the CAO is unavailable, and the Mayor, or in the absence of the Mayor the Deputy Mayor, shall sign all other negotiable instruments on behalf of the municipality.
- 15.2. Credit Cards
 - 15.2.1. Credit card authorizations are to be signed by the individual named on the card. For the purpose of credit card purchases only the single signature is required. Appropriate documentation is to be attached to the payment voucher. Credit Card limits are subject to limits set within the Purchasing Policy.
- 16. The signatures of all people authorized to sign documents by Council may be printed, lithographed or otherwise mechanically reproduced.

PART VI DESIGNATED OFFICERS

- 17. Temporary Road Closure
 - 17.1. Pursuant to Section 14 of The Northern Municipalities Act the Director of Municipal Operations shall be the designated officer for the purpose of facilitating temporary road closures
- 18. Enforcement of Municipal Law
 - 18.1. Pursuant to Sections 382 through 394 of The Northern Municipalities Act, 2010 the Chief Administrative Officer and the Bylaw Enforcement Officer/Building Inspector shall be the designated officer(s) to inspect, remedy or enforce any bylaw or The Northern Municipalities Act, 2010.
- 19. Right of Entry for Public Utility Service
 - 19.1. Pursuant to Section 27 of The Northern Municipalities Act, 2010, the Director of Municipal Operations for the Town of La Ronge or their designate will be the designated officer to enter a building for the purpose of a public utility service.
- 20. Other Designated Officers
 - 20.1. The Chief Administrative Officer and/or the Director of Finance and Administration will be the designated officer(s) to perform the following duties:
 - 20.1.1. Giving written notice for the unpaid fees of a building contract (i.e. transient trader or other license fees) pursuant to section 9(5) of The Northern Municipalities Act, 2010;
 - 20.1.2. Maintain debenture register and other duties relating to debenture transaction pursuant to section 197 of The Northern Municipalities Act, 2010;
 - 20.1.3. Certify the date on which tax notices are sent pursuant to section 290 of The Northern Municipalities Act, 2010;
 - 20.1.4. Prepare and send amended tax notices when required pursuant to section 285(2) of The Northern Municipalities Act, 2010;
 - 20.1.5. Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied pursuant to section 294 of The Northern Municipalities Act, 2010;
 - 20.1.6. Removal of tax lien if all arrears are compromised or abated pursuant to section 295(9) of The Northern Municipalities Act, 2010;
 - 20.1.7. Issue tax certificates pursuant to section 297 of The Northern Municipalities Act, 2010;
 - 20.1.8. Transfer special assessments to the tax roll pursuant to section 329 of The Northern Municipalities Act, 2010;
 - 20.1.9. Submit education property tax returns pursuant to section 330 of The Northern Municipalities Act, 2010.

PART VII REPEALED BYLAW


- 21. Bylaw 570/16 is hereby repealed.

**PART VIII
COMING INTO FORCE**

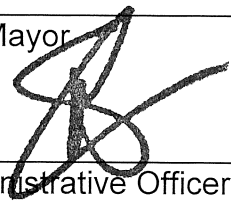
22. Effective Date

This Bylaw comes into force and takes effect on, from and after the final passing thereof.

SEAL



Mayor



Chief Administrative Officer

Read a first time this 29th day of July, 2020.
Read a second time this 29th day of July, 2020.
Read a third time and adopted this 26th day of August, 2020.