

TOWN OF LA RONGE
BYLAW NO. 570/16

ADMINISTRATIVE BYLAW

A BYLAW OF THE TOWN OF LA RONGE, IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR THE ADMINISTRATION 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:

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

3. Definitions

For the purpose of this bylaw, the expression:

- a. “*The Act*” shall mean *The Northern Municipalities Act, 2010*.
- b. “*Municipality*” shall mean the Town of La Ronge.
- c. “*Chief Administrative Officer*” (CAO) shall mean the Administrator of the Town of La Ronge pursuant to Section 126 of *The Northern Municipalities Act, 2010*.
- d. “*Deputy Chief Administrative Officer*” shall mean the person appointed as Assistant Administrator.
- e. “*Chief Financial Officer*” shall mean the person appointed as Treasurer.

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*.

- 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 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:

- a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge;
- b) Ensure all minutes of council meetings are recorded;
- c) Record the names of all council present at council meetings;
- d) Ensure the minutes of each council meeting are given to the council for approval at the next council meeting;
- e) Advise the council of its legislative responsibilities pursuant to this or any other Act;
- f) Ensure the safekeeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality;
- g) Provide the minister with any statements, reports or other information that may be required by this act or any other Act;
- h) Ensure that the official correspondence of council is carried out in accordance with council's direction;
- i) Maintain an index register containing certified copies of all bylaws of the municipality;
- j) Deposit cash collections that have accumulated to five thousand dollars (\$ 5,000.00) at least once a month, but not more than once a day, in the bank or credit union designated by council;
- k) Disburse the funds of the municipality in the manner and to those directed by law, bylaw or resolution of council;
- 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;
- m) Ensure that the financial statements and information requested by resolution are submitted to council;
- n) Complete a financial statement for the preceding year in accordance with the generally-accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 15 of each year;
- o) Send copies of bylaws for closing roadways and closing and leasing of roadways or easements to the Minister of Highways and Transportation;
- p) Bring forward any resignation(s) of elected officials;
- q) At the first meeting in January of each year provide bond(s) to council;
- r) Sign minutes of council and committee meetings;
- s) Sign bylaws;
- t) Provide copies of public documents upon request or payment of fee;
- u) Provide notice of first meeting of council following a general election;
- v) Call a special meeting when lawfully requested to do so;
- w) Determine the validity of a petition requesting a public meeting of voters;
- x) Determine the validity of a petition for referendum (30 days to report to council);
- y) Administer public disclosure statements if the municipality adopts this requirement;
- z) Record any abstentions or pecuniary interest declarations in the minutes;
- aa) Provide information to the auditor;
- bb) Send amended tax notices when required and make necessary adjustments to the tax roll;
- cc) Provide for payment of writ of execution against the municipality;
- dd) Produce certain records upon request of inspector appointed by Minister;
- ee) Give written notice for the unpaid fees of a building contract;

- ff) Certify the date on which tax notices are sent;
- gg) Provide receipt for tax payment on request of taxpayer or agent;
- hh) Apply partial tax payments on arrears first and, if undesignated, decide to which taxable property or properties the payment is to be applied;
- ii) Remove tax lien if all arrears are compromised, abated or paid in full;
- jj) Issue tax certificates;
- kk) Proof of taxes signed by designated officer;
- ll) Transfer special assessments to the tax roll.

7. Additional Duties of the Administrator

The Administrator shall:

- a) Act as the returning officer for all municipal 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;
- e) Supervise all operations of the municipality;
- 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) Call for tenders;
- j) Purchase goods, services or work up to a limit of \$10,000.00;
- k) Award contracts as per the direction of council;
- l) Conduct negotiations for land purchases, annexations, etc.;
- m) Attend meetings of council and other meetings as council may direct;
- n) Implement and manage *The Planning and Development Act 2007*;
- o) Prepare and submit school liability statement;
- p) Manage Town-owned property;
- q) Apply for grants in timely manner;
- r) Identify insurance needs;
- s) Enforce tax collection procedures;
- t) Gather information for meetings;
- u) Present reports at meetings;
- v) Introduce delegates at meetings;
- w) Manage human resources;
- x) Deal with the public in the following manner:
 - i) handle complaints;
 - ii) deal with inquiries;
 - iii) make referrals;
 - iv) explain council decisions;
 - v) consult with the public;
 - vi) provide information to the media on relevant operational issues that affect the public.
- y) Continue professional growth by:
 - i) reading relevant literature;
 - ii) participating in continuing education courses;
 - iii) participate in professional conventions;
 - iv) communicate with other administrators.
- z) Council may delegate the authority for other matters (excepting those listed in section 145 which must be dealt with by council).

PART IV DELEGATION OF AUTHORITY

8. Delegation to the Chief Administrative Officer

The Council hereby delegates authority to the Chief Administrative Officer (CAO) 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.

- a) 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 and its prescribed role through the Governance principles and policy.
- b) The Council governs by setting strategic direction and developing policy. Policies direct the CAO to achieve certain results, while the Executive Limitations Policies require the CAO to act within the boundaries defined by these policies.
- c) The Town of La Ronge Council Governance Policy Manual articulates the entire Executive Limitations Policies.

9. Councils Limit of Delegation to the Chief Administrative Officer

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 not fail to report to the Council any instance where a decision has been taken in an area which cannot be lawfully delegated by the Council.

- a) The CAO shall not accept or assume delegated authority as outlined in Part VI Public Accountability Section 145 of The Act.

PART III OTHER POSITIONS

10. Delegation to Staff

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.

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.

The Chief Administrative Officer delegates the following Executive positions that may act with additional authority from other levels of staff under the following guidelines:

- (a) **Deputy Chief Administrative Officer**
 - i. Deputy Chief Administrative 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.
 - 1. The main roles and functions delegated to the Deputy Chief Administrative Officer 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.

2. The Deputy CAO shall act as the CAO's designate when authorized or during times of the CAO's absence of more than 5 consecutive business days.

(b) **Chief Financial Officer**

- i. Chief Financial 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.

1. The main roles and functions delegated to the Chief Financial Officer are those related to the daily financial operations and strategic financial planning 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.
2. The Chief Financial Officer may act as the CAO's designate when given authorization by the Chief Administrative Officer.

Acting Chief Administrative Officer

11. Establishment of Position

- (a) In order to protect the Municipal corporation from the sudden loss of CAO services, the CAO shall not fail to ensure that there is a minimum of two senior staff members familiar with the Council and CAO processes and current issues, and that the individuals are identified in confidence to the Council.
- (b) 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.
- (c) 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.

12. Duties

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**

13. Signing Agreements

Section 131(4) of *The Northern Municipalities Act, 2010* requires agreements to be signed by at least two (2) persons designated by council.

- a. 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 Deputy Chief Administrative Officer shall sign.

14. Cheques

The Chief Administrative Officer, or if the Chief Administrative Officer is unavailable, the Chief Administrative Officer's designate **and** the Mayor, or in the absence of the Mayor, the Deputy Mayor, shall sign all cheques on behalf of the municipality.

15. Negotiable Instruments

The Chief Administrative Officer, or if the Chief Administrative Officer is unavailable, the Chief Administrative Officer's designate **and** the Mayor, or in the absence of the Mayor the Deputy Mayor, shall sign all other negotiable instruments on behalf of the municipality.

PART VI DESIGNATED OFFICERS

16. Temporary Road Closure

Pursuant to Section 14 of *The Northern Municipalities Act* the Chief Administrative Officer shall be the designated officer for the purpose of facilitating temporary road closures.

17. Enforcement of Municipal Law

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*.

18. Right of Entry for Public Utility Service

Pursuant to Section 27 of *The Northern Municipalities Act, 2010*, the Infrastructure Manager for the Town of La Ronge will be the designated officer to enter a building for the purpose of a public utility service.

19. Other Designated Officers

The Chief Administrative Officer and/or the Chief Financial Officer will be the designated officer(s) to perform the following duties:

- a) 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*;
- b) Maintain debenture register and other duties relating to debenture transaction pursuant to section 197 of *The Northern Municipalities Act, 2010*;
- c) Certify the date on which tax notices are sent pursuant to section 290 of *The Northern Municipalities Act, 2010*;
- d) Prepare and send amended tax notices when required pursuant to section 285(2) of *The Northern Municipalities Act, 2010*;
- e) 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*;
- f) Removal of tax lien if all arrears are compromised or abated pursuant to section 295(9) of *The Northern Municipalities Act, 2010*;
- g) Issue tax certificates pursuant to section 297 of *The Northern Municipalities Act, 2010*;
- h) Transfer special assessments to the tax roll pursuant to section 329 of *The Northern Municipalities Act, 2010*;
- i) Submit education property tax returns pursuant to section 330 of *The Northern Municipalities Act, 2010*.

PART VII

REPEALED BYLAW

20. Bylaw 465/06 is hereby repealed.

PART VIII COMING INTO FORCE

21. **Effective Date**

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



Administrator

Mayor

Town

Read a first time this 15 day of June, 2016

Read a second time this 15 day of June, 2016

Read a third time and adopted this 13 day of July, 2016.

Certified a True Copy of
Bylaw 570/16 adopted
by Council on July 13, 2016.

Administrator