



## BYLAW NO. 423/21 ADMINISTRATION BYLAW

### A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

The Council of the Town of Strasbourg in the Province of Saskatchewan enacts as follows:

#### 1. DEFINITIONS

1.1 In this Bylaw:

- a. **Act** - *The Municipalities Act*
- b. **Administrator** - The person appointed as Administrator pursuant to Section 110 of *The Municipalities Act*.
- c. **Bylaw Enforcement Officer** - Person appointed by the Town to enforce municipal bylaws.
- d. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- e. **Town** - The Town of Strasbourg.

#### 2. ESTABLISHMENT OF ADMINISTRATOR POSITION

2.1 The position of Administrator is established pursuant to Section 110 of *The Municipalities Act*.

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

2.3 Council shall establish the terms and conditions of employment of the Administrator.

2.4 The Administrator shall be the Chief Administrative Officer of the Town.

2.5 Any person appointed to the position of Administrator must be qualified as required by *The Urban Municipal Administrators Act*.

#### 3. ASSIGNMENT OF ADMINISTRATOR RESPONSIBILITY

3.1 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.

#### 4. DUTIES OF THE ADMINISTRATOR

4.1 Without limiting the generality of Section 3 of this Bylaw, the Administrator shall:

- a. Take charge of and safely keep all books, documents, and records of the Town that are committed to his or her charge;
- b. Produce, when called for by the Council, auditor, Minister, or other competent authority, all books, vouchers, papers, and monies belonging to the Town;
- c. On ceasing to hold office, deliver all books, vouchers, papers, and monies belonging to the Town 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 regular Council meeting;

- g. Ensure the safekeeping of the corporate seal, bylaws, minutes, funds, securities, and any other records or documents of the Town;
- 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 directions;
- k. Maintain an indexed register containing certified copies of all bylaws of the Town;
- l. Deposit cash collections that have accumulated to \$5,000.00 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 Town in the manner and to those directed by law or by the bylaws or resolutions of Council;
- n. Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the Town 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 15 of each year;
- q. Be responsible for the hiring, suspension, and dismissal of all employees of the Town;
- r. Witness any oaths or affirmations required pursuant to *The Municipalities Act*;
- s. Send copies of bylaws for closing roads and closing and leasing roads to the Minister of Highways;
- t. Bring to Council's attention any resignation(s) of elected officials;
- u. Record each abstention in the meeting minutes that may occur at the time of voting;
- v. At the first meeting in January of each year, provide all bond or equivalent insurance of employees to Council;
- w. Sign minutes of Council and committee meetings;
- x. Sign bylaws;
- y. Sign cheques and other negotiable instruments;
- z. Provide copies of public documents upon request or payment of fee;
- aa. Provide notice of first meeting of Council;
- bb. Call a special meeting when lawfully requested to do so;
- cc. Determine the sufficiency of a petition for a public meeting of voters;
- dd. Determine the sufficiency of a petition for a referendum;
- ee. Note any change reported on a Council member's annual declaration to the member's public disclosure statement, including the date that change was noted;
- ff. Make each public disclosure statement and declaration available for public inspection during regular business hours;
- gg. Provide copies of public disclosure statements to any designated officials when directed to do so by Council;
- hh. Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal;
- ii. Provide information to the auditor;

- jj. Send amended tax notices when required and make necessary adjustments to the tax roll;
- kk. Provide for payment of writ of execution against the Town; and
- ll. Produce certain records upon request of inspector appointed by the Minister.

## **5. ADDITIONAL DUTIES OF THE ADMINISTRATOR**

### **5.1 The Administrator shall:**

- a. Act as the Returning Officer for all elections under *The Local Government Election Act, 2015*;
- b. Ensure that public notice is given as required in the Act, any other Act, and/or as required by Council in this Bylaw, any other bylaw or resolution;
- c. Ensure the policies and programs of the Town are implemented, maintained, and enforced;
- d. Advise, inform, and make recommendations to Council on the:
  - i. Operations and affairs of the Town;
  - ii. Policies and programs of the Town; and
  - iii. The financial position of the Town.
- e. Supervise all operations of the Town, 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;
- j. Purchase goods, services, or work;
- k. Award contracts;
- l. Conduct negotiations for land purchases, annexations, etc.;
- m. Attend meetings of Council and other meetings as Council directs.

## **6. ACTING ADMINISTRATOR**

6.1 If the Administrator is unable to act for any reason, Council will appoint a person within 30 days to fill the position of Administrator in an acting capacity. This appointment will be for a period of no longer than three (3) months. Should Council require to extend the appointment of the Acting Administrator beyond three (3) months, they will obtain permission from the Urban Board of Examiners.

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

## **7. OTHER MUNICIPAL EMPLOYEES**

7.1 The Administrator is permitted to hire employees necessary for the operations of the Town subject to the approved municipal budget.

7.2 The Administrator will determine the job description and list of duties for each position established. Council and/or Council committees may provide suggestions regarding municipal operations and duties to the Administrator.

## **8. SIGNING AGREEMENTS**

8.1 The Mayor and the Administrator shall sign all agreements to which the Town is party. In the absence of the Mayor, the Deputy Mayor shall sign. In the absence of the Administrator, the Assistant Administrator shall sign.

**9. CHEQUES AND NEGOTIABLE INSTRUMENTS**

9.1 The Mayor and the Administrator shall sign all cheques and negotiable instruments on behalf of the Town. In the absence of the Mayor, the Deputy Mayor shall sign. In the absence of the Administrator, the Assistant Administrator shall sign.

**10. OTHER DESIGNATED OFFICERS**

- 10.1 The Foreman is designated to temporarily close a road/street;
- 10.2 The Foreman is designated to enter a building for the purpose of providing a public utility service;
- 10.3 The Bylaw Enforcement Officer is designated to inspect, remedy, or enforce any bylaw or *The Municipalities Act*; and
- 10.4 The Bylaw Enforcement Officer is designated to enter and search a premise for dangerous animals under consent of the owner or occupant, or where a warrant authorizing entry has been issued.

**11. EFFECTIVE DATE OF BYLAW**

11.1 This Bylaw shall come into force on the date of final approval by the Council of the Town of Strasbourg.



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Mayor  
*Jennifer Desjardins*  
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Administrator

Certified to be a true copy of Bylaw No. 423/21 adopted by the Council of the Town of Strasbourg, on the 10<sup>th</sup> day of November, 2021.

[SEAL]

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Administrator