

RURAL MUNICIPALITY OF CANA NO. 214

BYLAW NO. 4/2021

**A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE
DUTIES AND POWERS OF THE ADMINISTRATOR**

The Council of the Rural Municipality of Cana No. 214 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

(1) The purpose of this Bylaw is to establish the powers, duties and functions of municipal officials and/or employees of the municipality.

3. Definitions

- (1) "Act" means *The Municipalities Act*.
- (2) "Administrator" means the person appointed as Administrator pursuant to section 110 of the Act.
- (3) "Council" means the reeve and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- (4) "Municipality" means the Rural Municipality of Cana No. 214.
- (5) "Office Assistant" means the person hired as Office Assistant pursuant to Part IV of this bylaw.

**PART II
ADMINISTRATOR**

4. Establishment of Position

- (1) The position of Administrator is established pursuant to section 110 of the Act.
- (2) Council shall by resolution appoint an individual to the position of Administrator.
- (3) Any person appointed to the position of Administrator must be qualified as required by *The Rural Municipal Administrators Act*.

5. Duties of the Administrator

- (1) 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.

6. Duties of the Administrator – The Municipalities Act

- (1) 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 his or her charge;
 - b) Ensure all minutes of council meetings are recorded;
 - c) Record the names of all council members present at council meetings;
 - d) Ensure the minutes of each council meeting are given 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 safe keeping 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 the Act or any other act;

- h) Ensure 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 \$10,000.00 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 resolutions 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 the financial statements and information requested by resolution are submitted to Council;
- n) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for the municipal governments recommended from time to time by the Canadian Chartered Accountants by June 15th of each year;
- o) Allocate all revenues collected from the special service area of Otthon to a special service area account;
- p) Pay all monies on behalf of the special service area of Otthon from a special service area account for all expenditures authorized by council;
- q) Present an annual financial statement of revenues and expenditures of the additional service area of Otthon to Council;
- r) Send copies of bylaws for closing and closing and leasing to the Minister of Highways and Transportation;
- s) Bring forward any resignations(s) of elected officials;
- t) At the first meeting in January of each year provide bond(s) to Council;
- u) Sign minutes of Council and Committee meetings;
- v) Sign bylaws;
- w) Provide copies of public documents upon request or payment of fee;
- x) Provide notice of first meeting of Council;
- y) Call a special meeting when lawfully requested to do so;
- z) Determine the sufficiency of a petition requesting a public meeting of voters;
- aa) Determine the sufficiency of a petition for a referendum (30 days to report to Council);
- bb) Administer public disclosure statements filed by every member of Council;
- cc) Record any conflict of interest declarations in the minutes;
- dd) Provide information to the Auditor;
- ee) Send amended tax notices when required and make necessary adjustments to the tax roll;
- ff) Provide for payment of writ of execution against the municipality;
- gg) Produce certain records upon request of inspector appointed by Minister; and
- hh) Be responsible for the hiring, suspension and dismissal of all employees for positions established in Part IV of this bylaw.

PART III ACTING ADMINISTRATOR

7. Establishment of Position

- (1) 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.

8. Duties

- (1) The Acting Administrator shall have all the powers and duties of the Administrator while acting in the capacity of the Administrator.

**PART IV
OTHER POSITIONS**

Office Assistant

9. Establishment of Position

- (1) The Administrator, in consultation with Council, shall hire an individual for the position of Office Assistant.

10. Job Description

- (1) The Office Assistant shall perform the duties and exercise the powers and functions in accordance with the Job Description attached hereto and forming part of this bylaw as Appendix "A".

**PART V
DELEGATION OF AUTHORITY**

11. Administrator Authorized to Delegate

- (1) The Council hereby authorizes the Administrator to delegate any of his or her powers, duties, or functions to the Office Assistant with the exception of signing powers on agreements, cheques, and negotiable instruments; these shall remain the powers of the Administrator.

**PART VI
MUNICIPAL DOCUMENTS**

12. Signing Agreements

- (1) The Administrator AND the Reeve OR in the absence of the Reeve, the Deputy Reeve, shall sign all agreements to which the municipality is party.

13. Cheques

- (1) The Administrator AND the Reeve OR in the absence of the Reeve, the Deputy Reeve, shall sign all cheques on behalf of the municipality.

14. Negotiable Instruments

- (1) The Administrator AND the Reeve OR in the absence of the Reeve, the Deputy Reeve, shall sign all other negotiable instruments on behalf of the municipality.

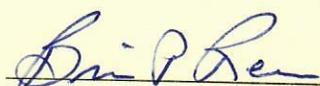
**PART VII
COMING INTO FORCE**

15. Repeal of Bylaws & Resolutions

- (1) Bylaw No. 1/2018 and Bylaw No. 5/2020 are hereby repealed.

16. Coming into Force

- (1) This bylaw shall come into force and take effect on the day of its final passing.



Reeve – Brian Reinson



Administrator – Kali Tourney



Read a third time and adopted this

13th day of April, 2021

Appendix "A"
Bylaw No. 4/2021

R.M. of Cana No. 214
JOB DESCRIPTION – Office Assistant

Job Description:

The position consists primarily of providing Administrative and Clerical support to the Administrator for the operations of the Rural Municipality of Cana No. 214.

Supervisor:

The Office Assistant shall report directly to the Administrator.

Qualifications:

- Certificate from a business-related program or relative work-experience
- Knowledge in basic accounting principles and practices
- Proficiency with Microsoft Office Programs
- Excellent communication skills, both verbal and written
- Ability to deal effectively with the general public and work independently

Duties:

The Office Assistant shall be responsible for the following tasks:

1. Accounts Payable and Receivable:

- Issuing receipts
- Depositing cheques, cash and electronic deposits
- Maintaining accounts payable, including the List of Accounts for Approval for minutes
- Issuing cheque and Electronic-Funds-Transfer (EFT) payments to vendors, employees and other taxing authorities
- Submitting education property tax and municipal hail tax collections and liability statements
- Preparing monthly Bank Reconciliations to assist with monthly financial statements

2. Payroll

- Processing monthly payroll
- Processing year-end payroll procedures including T-4s
- Preparing employee separation documents including Record of Employments

3. Public Relations and Communications:

- Writing correspondence
- Handling complaints
- Dealing with inquiries
- Making referrals
- Assisting the public in completing forms
- Explaining Council decisions to ratepayers

4. General Administration:

- Processing mail
- Ordering supplies
- Operating computer and tax systems
- Reading and updating maps
- Maintaining municipal website
- Issuing Tax Certificates

5. Other

- Other duties as assigned by the Administrator to assist in completing daily operations

General:

The Office Assistant shall be required to maintain professionalism, including business attire, and a positive attitude to work co-operatively with all managers and personnel.

Hours of Work:

This is a part-time position for approximately three days per week Monday through Friday 8:00 a.m. to 4:00 p.m. with hours scheduled at the Administrator's discretion.

Wage:

The wage shall be at an hourly rate as determined by Council.