



## BYLAW NO. 2022-02 ADMINISTRATION BYLAW

### A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE VILLAGE AND TO SET FORTH THE DUTIES AND POWERS OF THE DESIGNATED OFFICERS FOR THE VILLAGE OF LAIRD.

The Council for the Village of Laird, in the province of Saskatchewan, enacts as follows

#### PART I - PURPOSE AND DEFINITIONS

**1) Short Title**

This bylaw may be cited as the "Administration Bylaw".

**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 Village.

**3) Definitions**

For the purpose of this bylaw, the expression:

- a) "Act" shall mean *The Municipalities Act*.
- b) "Administrative Assistant" shall mean the person appointed by the CAO to assist the CAO in performing certain duties as delegated.
- c) "Chief Administrative Officer" (CAO) shall mean the Administrator of the Village of Laird pursuant to Section 110 of *The Municipalities Act*.
- d) "Village Foreman" shall mean the person appointed by the CAO to oversee the operations of all Public Works and Utilities.
- e) "Municipality" shall mean the Village of Laird.

#### PART II ADMINISTRATOR

**4) Establishment of Position**

The position of Administrator is established pursuant to 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 called 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 Provincial legislation, 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 111 of the Act, the Chief Administrative Officer shall:

- a) report and be accountable to Village Council;
- b) ensure that the policies and programs of the Village are implemented;
- c) advise and inform Council on the operations and affairs of the Village;
- d) supervise all operations of the Village and, in particular, direct, supervise, and annually review the performance of all departments and Staff of the Village;
- e) 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 Village employee on such terms and conditions, and subject to such limitations, as the CAO may deem appropriate;

- f) have the authority to appoint and discipline all Staff except as provided in the Act;
- g) be responsible for ensuring the preparation and submission of budget estimates for the operating and capital budgets annually, or as required by Council;
- h) provide information to the auditor;
- i) provide for payment of writ of execution against the municipality;
- j) monitor and control spending;
- k) advise Council and make recommendations concerning the financial condition of the Village;
- l) complete a financial statement for the preceding year in accordance with the Act;
- m) give written notice for the unpaid fees of a building contract or license fees;
- n) advise Council and make recommendations concerning policies or programs which may be necessary to carry out the powers, duties, and functions of the Village;
- o) attend meetings of Council and such other meetings as Council may direct;
- p) ensures and submits such reports and recommendations to Council as Council or a Committee of Council may require;
- q) keep the public informed, through reports to Council, regarding the operations of the Village;
- r) execute contracts and agreements as authorized by Council;
- s) be responsible for the labour relations of the Village within the mandate and policies established by Council and submit any changes to Council for approval;
- t) 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;
- u) exercise such other powers and perform such other duties and functions as required by Council;
- v) advise the Council of its legislative responsibilities pursuant to this or any other Act;
- w) provide the Minister with any statements, reports, or other information that may be required by this act or any other Act;
- x) bring forward any resignation(s) of elected officials;
- y) at the first meeting in January of each year provide bond(s) to Council;
- z) sign minutes of Council and committee meetings;
- aa) sign bylaws;
- bb) provide notice of first meeting of Council following a general election;
- cc) call a special meeting when lawfully requested to do so;
- dd) determine the validity of a petition requesting a public meeting of voters;
- ee) determine the validity of a petition for referendum (30 days to report to Council);
- ff) administer public disclosure statements if the municipality adopts this requirement;
- gg) produce certain records upon request of any inspector appointed by the Minister;
- hh) certify the date on which tax notices are sent;
- ii) Transfer funds between specified reserve allocations with the approval of Council;
- jj) financial operations and strategic financial planning for the Village;
- kk) 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;
- ll) Disburse the funds of the municipality in the manner and to those directed by law, bylaw, or resolution of Council;
- mm) 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;
- nn) Ensure that the financial statements and information requested by resolution are submitted to Council;
- oo) Apply, assist, or be engaged with applying for grants in timely manner;
- pp) Prepare and submit school liability statement;
- qq) Send amended tax notices when required and make necessary adjustments to the tax roll;
- rr) Transfer special assessments to the tax roll;
- ss) Apply partial tax payments on arrears first and, if undesignated, decide to which taxable property or properties the payment is to be applied;
- tt) Remove tax lien if all arrears are compromised, abated, or paid in full;
- uu) Issue tax certificates;

- vv) Proof of taxes signed by designated officer;
- ww) Identify insurance needs;
- xx) Enforce tax collection procedures;
- yy) Sign, exchange, or transfer securities on behalf of the Village with the approval of Council;
- zz) Act as Town's contact to Saskatchewan Assessment Management Agency;
- aaa) Provide written notice to any person regarding outstanding licence fees owed by a contractor as allowed by the Act;
- bbb) Provide receipt for tax payment on request of taxpayer or agent;

**7) Additional Duties of the CAO**

The CAO shall:

- a) 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;
- b) pending approval of an operating budget, make routine expenditures on a daily basis until the annual budget is adopted by Council;
- c) monitor and control civic spending within the program budget established by Council, pursuant to the authorities granted under this bylaw;
- d) transfer funds between program budgets with the approval of Council;
- e) 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;
- f) review all reports from Advisory and other Committees of Council prior to their transmittal to Council and where appropriate or necessary, may provide comments or recommendations for the benefit of Council;
- g) commence, defend, or conduct any action or proceeding in any court or before any board or tribunal as directed by Council;
- h) purchase goods, services, or work in accordance with the Village's purchasing policy;
- i) have the authority to award and approve for execution in accordance with this bylaw, contract or public tenders when the Village is receiving revenue from the sale of goods, services or work where the contract is being awarded to the qualified bidder meeting the specifications for best value, providing the amount of the contract does not exceed \$10,000;
- j) award contracts as per the direction of Council;
- k) manage Village-owned property, conduct negotiations for land purchases, annexations, leases, servicing agreements, or other such matters as delegated by Council;
- l) implement and manage The Planning and Development Act 2007;
- m) 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;
- n) act as the Returning Officer for all municipal elections under The Local Government Elections Act;
- o) play the lead role in all matters related to the Planning and Development Act, the Official Community Plan, and Zoning bylaw for the Village, Building bylaw and any policy, resolution, or bylaw related to bylaw enforcement;
- p) undertake other matters Council has the authority to delegate (excepting those listed in Section 127 of the Act which must be dealt with by Council).
- q) Send copies of bylaws for closing roadways and closing and leasing of roadways or easements to the Minister of Highways and Transportation;

**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**

- a) The Council hereby delegates authority to the Chief Administrative Officer through the powers of authority granted to them under Section 126 of The Act. The Council retains the right to delegate all decisions other than those specified by Section 127 of the Act to the Chief Administrative Officer;
- b) 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;
- c) 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) Council's Limit of Delegation to the Chief Administrative Officer**

- a) The CAO shall not make or permit decisions to be made in any area that is defined by The Act, 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;
- b) The CAO shall not accept or assume delegated authority as outlined in Section 127 of The Act.

**PART IV  
OTHER POSITIONS**

**11) Delegation to Staff**

- a) Through the powers of authority granted to them under Section 126 (2) of The Act, the Council hereby authorizes the Chief Administrative Officer to delegate any of his/her powers, duties, or functions to another employee;
- b) 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;
- c) 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:
  - i) Administrative Assistant (AA)
    - (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;
    - (2) Attend meetings of Council and such other meetings as Council may be directed;
    - (3) 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;
    - (4) Take charge of, and safely keep, all documents and records of the municipality that are committed to his/her charge;
    - (5) Ensure all minutes of Council meetings are recorded;
    - (6) Record the names of all Council present at Council meetings;
    - (7) Ensure the minutes of each Council meeting are given to the Council for approval at the next Council meeting;
    - (8) Record any abstentions or pecuniary interest declarations in the minutes;
    - (9) Ensure the safekeeping of the corporate seal, bylaws, minutes, and any other records or documents of the municipality;
    - (10) Ensure that the official correspondence of Council is carried out in accordance with Council's direction;
    - (11) Maintain an index register containing certified copies of all bylaws of the municipality;
    - (12) Send copies of bylaws for closing roadways and closing and leasing of roadways or easements to the Minister of Highways and Transportation;
    - (13) Provide copies of public documents upon request or payment of fee;
    - (14) Provide administrative support services to others as directed by the CAO;
    - (15) 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;

- (16) Will assist the Returning Officer for all municipal elections under The Local Government Elections Act;
- (17) Carry out such other duties as may be assigned by the CAO.
- (18) 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;
- (19) 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;
- (20) Apply, assist, or be engaged with applying for grants in timely manner;
- (21) Prepare and submit school liability statement;
- (22) Send amended tax notices when required and make necessary adjustments to the tax roll;
- (23) Transfer special assessments to the tax roll;
- (24) Apply partial tax payments on arrears first and, if undesignated, decide to which taxable property or properties the payment is to be applied;
- (25) Issue tax certificates;
- (26) Proof of taxes signed by designated officer;
- (27) Provide written notice to any person regarding outstanding licence fees owed by a contractor as allowed by the Act;
- (28) Provide receipt for tax payment on request of taxpayer or agent;
- (29) The AA may act as the CAO's designate when given authorization by the Chief Administrative Officer;
- (30) Carry out such other duties as may be assigned by the CAO.

ii) Village Foreman (VF)

- (1) The Village of Laird Foreman 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;
- (2) Attend meetings of Council and such other meetings as Council may be directed;
- (3) Call for tenders or proposals;
- (4) Assist and engage with the application for grants as required and in timely manner;
- (5) Shall be the designated officer for the purpose of facilitating temporary road closures;
- (6) Carry out such other duties as may be assigned by the CAO.

iii) Acting Chief Administrative Officer

- (1) Establishment of Position
  - (a) 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;
  - (b) In the event that the CAO is away from the workplace, the Administrative Assistant shall assume the responsibilities of the CAO until the CAO's return or a period of one month, whichever is first;
  - (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;
  - (d) 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**

- 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 Mayor or Deputy Mayor.

**13) Cheques**

- a) The Chief Administrative Officer, and the Mayor, or in the absence of the Mayor, the Deputy Mayor, shall sign all cheques on behalf of the municipality.

**14) Negotiable Instruments**

- a) General
  - i) The Chief Administrative Officer, or 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.
- b) Credit Cards
  - i) 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.
- c) The signatures of all people authorized to sign documents by Council may be printed, lithographed, or otherwise mechanically reproduced.
- d) At least one signature on any documents must be an original signature and not printed, lithographed, or otherwise mechanically reproduced.

**PART VI  
DESIGNATED OFFICERS**

**15) Temporary Road Closure**

- a) The Village Foreman shall be the designated officer for the purpose of facilitating temporary road closures.

**16) Enforcement of Municipal Law**

- a) The Chief Administrative Officer, and the appointed Bylaw Enforcement Officer shall be the designated officer(s) to inspect, remedy, or enforce any bylaw or The Act.

**17) Right of Entry for Public Utility Service**

- a) The Village Foreman or their designate will be the designated officer to enter a building for the purpose of a public utility service.

**18) Other Designated Officers**

- a) The Chief Administrative Officer will be the designated officer(s) to perform the following duties:
  - i) Give written notice for the unpaid fees of a building or licensing contract (i.e. transient trader or other licence fees);
  - ii) Maintain debenture register and other duties relating to debenture transaction;
  - iii) Certify the date on which tax notices are sent;
  - iv) Prepare and send amended tax notices when required;
  - v) Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied;
  - vi) Removal of tax lien if all arrears are compromised, abated, or paid in full pursuant to The Act;
  - vii) Issue tax certificates according to The Act;
  - viii) Transfer special assessments to the tax roll;
  - ix) Submit education property tax returns.

**PART VIII  
COMING INTO FORCE**

19) Effective Date

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

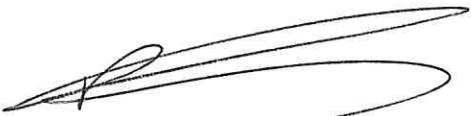
Read a FIRST time this 27 day of September, 2022.

Read a SECOND time this 27 day of September, 2022.

Read a THIRD time and adopted this 27 day of September, 2022.



  
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Mayor Kirk Walters

  
\_\_\_\_\_  
CAO Rebecca Poynder

**Certified True Copy**  
I hereby certify that this is a true  
and exact copy of the original  
document dated this 27 day  
of September, 2022