

TOWN OF LA RONGE
Administration Bylaw 711, 2024

A bylaw to provide for the administration of the Municipality and set forth the duties and powers of the CAO and designated officers for the Town of La Ronge.

The Council of the Town of La Ronge, in the Province of Saskatchewan hereby enact as follows:

PART 1 TITLE

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

PART 2 INTERPRETATION

2.1. General

- 2.1.1. The headings used in this Bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.
- 2.1.2. Any enactment referred to herein is a reference to an enactment of the Province of Saskatchewan and regulations thereto, as amended, revised, consolidated, or replaced from time to time, and any Bylaw referred to herein is a reference to a Bylaw of the Town, as amended, revised, consolidated, or replaced from time to time.
- 2.1.3. Unless otherwise defined in this Bylaw, terms herein shall have the meanings as set out in the *Act*.
- 2.1.4. Every provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 2.1.5. Nothing in this Bylaw relieves a Person from complying with any federal, provincial, or Municipal law or regulation, order, or other lawful direction.

2.2. Purpose and Scope

- 2.2.1. This Bylaw establishes:
 - i. the powers, duties, and functions of officials and employees of the Municipality; and
 - ii. who may sign specific documents on behalf of the Municipality.

2.3. Definitions

- 2.3.1. In this bylaw:
 - "**Act**" means the *Northern Municipalities Act 2010* of the Province of Saskatchewan.
 - "**CAO**" or "**Chief Administrative Officer or Administrator**" means the person appointed by Council as the CAO for the Municipality pursuant to Section 126 of the *Act*, or their lawful deputy, including any person appointed as Acting Chief Administrative Officer by Council or CAO.
 - "**CFO**" or "**Chief Financial Officer**" means the person appointed to this position by the CAO.
 - "**Town**", "**Municipality**", or "**Municipal**" means the Town of La Ronge.

PART 3 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 3.1. Council shall, by resolution, appoint an individual to the position of CAO and establish the associated terms and conditions of employment for this position.
- 3.2. If for any reason the CAO is unable to act, Council shall appoint a person within 30 days after the CAO is

unable to act to fill the position of Acting CAO. This appointment shall be for a period of not more than 3 months unless otherwise deemed permissible by the Board of Examiners.

- 3.3. The CAO may only be dismissed by an affirmative vote of the majority of Council.
- 3.4. The CAO shall perform the duties, and exercise the powers and functions, that are assigned to them by the Act, by any other legislation or acts, and by this or any other bylaw or resolution of Council.
- 3.5. Without limiting the generality of Section 4 of this bylaw, or anything else herein or pursuant to Section 127 of the Act, the CAO shall:
 - (a) Report to, and be accountable to, Council;
 - (b) Take charge of, and safely keep, all books, documents, and records of the municipality that are committed to his or her charge;
 - (c) Produce, when called for by the Council, auditor, minister or other competent authority, all books, vouchers, papers and moneys belonging to the Municipality;
 - (d) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the Municipality;
 - (e) Ensure that the policies and programs of the Municipality are implemented, and advise Council on recommendations concerning the same;
 - (f) Advise and inform Council on the operations and affairs of the Municipality, and keep the public informed on operational matters that impact the same;
 - (g) Supervise all operations of the Municipality, and direct, supervise, and review the performance of all Municipal departments and staff;
 - (h) Restructure, create, merge, or eliminate departments and departments subject to the budget and policies approved by Council;
 - (i) Appoint, discipline, and terminate all Municipal staff, except as provided in the Act;
 - (j) Be responsible for ensuring the preparation and submission of budget estimates for the operating and capital budgets annually, or as requested by Council;
 - (k) Disburse the funds of the Municipality in the manner and to those directed by law or by the bylaws or resolutions of Council;
 - (l) Maintain an accurate account of assets, liabilities, and all transactions affecting the financial position of the Municipality in accordance with generally accepted accounting principles;
 - (m) Provide information to the auditor for the Municipality;
 - (n) Provide for payment of writ of execution against the Municipality;
 - (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) Attend meetings of Council and other such meetings as Council may direct;
 - (r) Ensures the submission of reports and recommendations to Council as required;
 - (s) Execute contracts and agreements as authorized by Council;
 - (t) Be responsible for the labour relations of the Municipality within the mandate and policies established by Council, and submit any recommended changes to said policies for Council approval;
 - (u) Appoint an Acting CAO when absent, and provide Council notice of such absence and appointments;
 - (v) Advise Council on its legislative and legal responsibilities pursuant to the Act, any applicable legislation, or Municipal bylaw;
 - (w) 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;

- (x) Provide bonds or equivalent insurance of employees to Council at the first meeting in January of each year;
- (y) Ensure minutes are recorded for all Council and Council committee meetings, which must include the names of all Council members present;
- (z) Ensure Council meeting minutes are presented at the next regular Council meeting for approval;
- (aa) Sign minutes of Council and Council committee meetings;
- (bb) Bring forward any resignations of elected officials;
- (cc) Maintain an indexed register containing certified copies of all bylaws of the Municipality;
- (dd) Sign Municipal bylaws;
- (ee) Provide notice of the 1st meeting of Council following a general election;
- (ff) Call a special meeting of Council when lawfully requested to do so;
- (gg) Determine the validity of a petition requesting a public meeting of voters or for a referendum;
- (hh) Make each public disclosure statement and declaration available for public inspection during regular business hours;
- (ii) 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;
- (jj) Certify the date on which tax notices are sent;
- (kk) Send amended tax notices when required and make necessary adjustments to the tax roll;
- (ll) Ensure official correspondence of Council is carried out in accordance with Council's directions;
- (mm) Send copies of bylaws for closing roads and closing and leasing roads to the Minister of Highways;
- (nn) Deposit cash collections that have accumulated to the amount determined by Council that is equal to or less than the amount for which the CAO is bonded or insured, but in any case not less than once a month nor more than once each day, in the name of the municipality in a bank or credit union, of which the CAO may not be an employee, designated by Council;
- (oo) Ensure that public notice is given as provided in the Act, by any other legislation or act, and as required by Council in any Municipal bylaw or resolution;
- (pp) Exercise such other powers and perform such other duties and functions as assigned by Council;
- (qq) On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the Municipality to their successor in office or any other person that Council may designate;

PART 4 DELEGATION OF AUTHORITY

4.1 While recognizing that Council has the ultimate responsibility for the operations of the Municipality, Council supports the principle of delegation of such responsibility to the CAO so that Council is free from dealing with operational matters and can focus on its legislative and governance role. Council governs by setting strategic direction, developing policy, and directing the CAO through boundaries and guidance provided in various Municipal policy documents and resolutions.

4.2 Consistent with Section 4.1 herein, and under the authority granted under Section 144 of the Act, Council hereby delegates all lawfully permissible authority to the CAO. This includes, but is not limited to, the authority for the following:

- facilitating Temporary Road Closures (Section 14 of the Act);
- inspecting, remedying, or enforcing any bylaw of the Act (Section 382 through 394 of the Act);
- right of entry described in Section 27 of the Act for the purpose of providing a public utility service;
- maintaining a debenture register and related duties in Section 197 of the Act;
- preparing and sending of tax notices as per Section 285 of the Act;
- removing a tax lien if all arrears are compromised or abated pursuant to Section 295(9) of the Act;

- issue tax certificates pursuant to Section 297 of the Act;
- transferring special assessments to the tax roll pursuant to Section 329 of the Act;
- submitting education property tax returns pursuant to Section 330 of the Act.

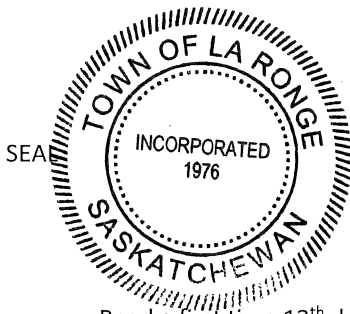
- 4.3 The CAO has the authority to delegate authority that he or she has been granted herein to staff through instruments such as formal job descriptions, policies, procedures, and other directives.
- 4.4 All authority delegated to staff by any Municipal bylaw or Council resolution is hereby delegated to the CAO so that all authority and responsibility of staff, as far as Council is concerned, is considered to be the authority and accountability of the CAO.
- 4.5 All authorities and roles outlined in Section 145 of the Act shall stay with Council.
- 4.6 The CAO shall report to Council in any instance where a decision must be taken in an area that cannot be lawfully delegated by Council.

PART 5 MUNICIPAL DOCUMENTS

- 5.1. All agreements the Municipality is a party to shall be signed by two of the following persons: the CFO, CAO, Acting CAO, Town Mayor, and a member of Council appointed by Council.
- 5.2. All cheques, negotiable instruments, E-transfers, and other forms of electronic payment shall require dual electronic signing or authorization from any two of the following persons: the Payables/ Payroll Clerk, CFO, CAO, Acting CAO, Town Mayor, and a member of Council appointed by Council.
- 5.3. Financial authorization limits, authorities, and processes are otherwise established, and further described, in the Municipal Purchasing Policy.
- 5.4. The signatures of all people authorized to sign documents by Council may be printed, lithographed, or otherwise mechanically reproduced.

PART 6 EFFECTIVE DATE

- 6.1. Administrative Bylaw 671/22 is hereby repealed.
- 6.2. This bylaw shall come into full force and effect upon final passage of Council.



Mayor *Joe Hordyuk*

Chief Administrative Officer *[Signature]*

Read a first time 12th day of November, 2024

Read a second time this 12 day of November, 2024

Read a third and final time this 12 day of November, 2024