

RURAL MUNICIPALITY OF ROSEDALE NO. 283

BYLAW NO. 03/2025

ADMINISTRATION BYLAW

Council for the Rural Municipality of Rosedale No. 283 in the Province of Saskatchewan enacts as follows:

Short Title

1. This Bylaw may be cited as the Administration Bylaw.

Purpose and Scope

2. The purpose of this Bylaw is to establish:
 - (a) The powers, duties, and functions of the Administrator and any other municipal positions deemed necessary by Council;
 - (b) Who may sign specified municipal documents on behalf of the Municipality; and
 - (c) Procedures for delegating authority from Council to the Administrator, and from the Administrator to other municipal employees.

Definitions

3. In this Bylaw:
 - (a) **Act** refers to The Municipalities Act, SS 2005, c M-36.1
 - (b) **Acting Administrator** means the person the Administrator or Council appoints to carry out duties under the Act, this Bylaw, any other legislation, bylaw, policy, or resolution during the Administrator's absence.
 - (c) **Administrator** means the Administrator of the Municipality, appointed by Council pursuant to Section 110 of the Act and is responsible for the overall management and administration of municipal affairs.
 - (d) **Assistant Administrator** means a person appointed to assist the administrator in their duties and to assume the role of the administrator during their absence.
 - (e) **Council** means the Reeve and Councillors of the Municipality elected pursuant to the provisions of The Local Government Election Act, SS 1982-83, c L-30.1.
 - (f) **Designate** means a person who is authorized by the administrator or council to perform specific duties on behalf of the administrator in the event of their absence or when delegated powers are needed.
 - (g) **Designated Officer** an individual appointed by the Council to carry out specific duties within the Municipality, as assigned in this bylaw or any other Resolution of Council. This individual may perform duties that are otherwise the responsibility of the Administrator under the Act.
 - (h) **LAFOIP** means The Local Authority Freedom of Information and Protection of Privacy Act, SS 1990-91, c L-27.1
 - (i) **LGEA** means The Local Government Election Act, 2015, SS 2015, c L-30.11.
 - (j) **Minister** unless otherwise specified in this Bylaw, means the member of the Executive Council to whom for the time being the administration of The Municipalities Act is assigned.
 - (k) **Municipality** means the RM of Rosedale #283.
 - (l) **Reeve** means the head of the Municipality's Council, elected to represent the Municipality, preside over Council meetings, and carry out various duties.

Establishment of Position

4. Council by resolution shall appoint an individual to the position of Administrator pursuant to Section 110 of the Act.
5. Council shall establish the terms and conditions of employment of the Administrator.

6. Any person appointed to the position of Administrator must be qualified as required by The Rural Municipal Administrators Act, RSS 1978, c R-25.
7. The Administrator will conduct themselves in an accountable, transparent, communicative, and open manner in their relationship with Council.

Duties of the Administrator

8. Under Sections 13, 96, 111, 113, 115, 117, 121, 129, 135, 142, 144, 190, 264, and 396 of the Act, the duties of the Administrator shall be as follows:
 - (a) Take charge of and safely keep all books, documents, and records of the Municipality that are committed to their charge (Act s. 111);
 - (b) Produce, when called for by the Council, auditor, Minister, or other competent authority, all books, vouchers, papers, and moneys belonging to the Municipality (Act s. 111);
 - (c) On ceasing to hold office, deliver all books, vouchers, papers, and moneys belonging to the Municipality to their successor or to any other person that Council may designate (Act s. 111);
 - (d) Ensure all minutes of Council Meetings are recorded (Act s. 111);
 - (e) Record the names of all Council Members present at Council Meetings (Act s. 111);
 - (f) Ensure the minutes of each Council Meeting are given to Council for approval at the next regular Council Meeting (Act s. 111);
 - (g) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities, and any other records or documents of the Municipality (Act s. 111);
 - (h) Advise Council of its legislative responsibilities pursuant to the Act s. or any other act (Act s. 111);
 - (i) Provide the Minister with any statements, reports, or other information that may be required by the Act or any other act (Act s. 111);
 - (j) Ensure that official correspondence of Council is carried out in accordance with Council's directions (Act s. 111);
 - (k) Maintain an index register containing certified copies of all bylaws of the Municipality (Act s. 111);
 - (l) Deposit cash collections that have accumulated to an amount determined by Council that is equal to or less than the amount of the Administrator bond, at least once a month, but not more than once a day, in the bank or credit union designated by Council (Act s. 111);
 - (m) Disburse municipal funds in the manner, and to the recipients, directed by law, by bylaw, or by resolution of Council (Act s. 111);
 - (n) Maintain accurate records of assets, liabilities, and all transactions affecting the financial position of the Municipality, in accordance with generally accepted accounting principles (Act s. 111);
 - (o) Ensure that the financial statements and information requested by resolution are submitted to Council (Act s. 111);
 - (p) Complete the financial statement for the preceding fiscal year in accordance with the generally accepted accounting principles for municipal governments, as recommended from time to time by the Chartered Professional Accountants of Canada, by June 15 of each year (Act s. 111);
 - (q) Be responsible, together with the two Human Resource Representatives appointed by resolution of Council, for the hiring, suspension, and dismissal of all employees of the Municipality (Act s. 111);
 - (r) Witness any oaths or affirmations required pursuant to the Act (Act s. 111);
 - (s) Send copies of bylaws for closing roads and/or leasing roads to the Minister of Highways (Act s. 13);
 - (t) Bring to Council's attention any resignations of elected officials (Act s. 96);

- (u) Record each abstention in the meeting minutes that may occur at the time of voting (Act s. 99);
- (v) At the first meeting in January of each year, provide all bond or equivalent insurance of employees to Council (Act s. 113);
- (w) Sign minutes of Council and Council Committee Meetings (Act s. 115);
- (x) Sign bylaws (Act s. 115);
- (y) Sign cheques and other negotiable instruments (Act s. 115);
- (z) Provide copies of public documents upon request and payment of applicable fees (Act s. 117);
- (aa) Provide notice of first meeting of Council (Act s. 121);
- (bb) Call a special meeting when lawfully requested to do so (Act s. 129);
- (cc) Determine the sufficiency of a petition for a public meeting of voters (Act s. 129);
- (dd) Determine the sufficiency of a petition for a referendum (Act s. 135);
- (ee) Note any change reported on Council Member's annual declaration to the Member's Public Disclosure Statement, including the date that change was noted (Act s. 142);
- (ff) Make each public disclosure statement and declaration available for public inspection during regular business hours (Act s. 142);
- (gg) Provide copies of public disclosure statements to any designated officials when directed to do so by Council (Act s. 142);
- (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 (Act s. 144);
- (ii) Provide information to the auditor (Act s. 19);
- (jj) Send amended tax notices when required and make necessary adjustments to the tax roll (Act s. 264);
- (kk) Provide for payment of writ of execution against the Municipality (Act s. 353); and
- (ll) Produce certain records upon request of the inspector appointed by the Minister (Act s. 396).

Additional Duties of the Administrator

9. In addition to the duties and responsibilities prescribed elsewhere in this Bylaw, the Administrator shall perform the following additional duties as necessary for the effective administration and operation of the Municipality:
- (a) Act as the returning officer for all elections under the LGEA;
 - (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 of Council.
 - (c) Ensure the policies and programs of the Municipality are implemented, maintained, and enforced.
 - (d) Advise, inform, and make recommendations to Council on the:
 - (i) Operations and affairs of the Municipality;
 - (ii) Policies and programs of the Municipality; and
 - (iii) The financial position of the Municipality
 - (e) Supervise all operations of the Municipality, ensuring appropriate internal controls are in place and followed;
 - (f) Be responsible for the preparation and submission of the annual budget;
 - (g) Approve all reports prior to their transmittal to Council and other Council Committees and, where appropriate or necessary, provide comments or recommendations for the benefit of Council;

- (h) Subject to the directions and approval of Council, negotiate collective agreements with Unions;
- (i) Ensure that grants are applied for and administered in a timely manner;
- (j) Retain and instruct legal counsel for advice or on matters involving any actual or potential legal and administrative proceeding involving the Municipality;
- (k) Where a representative of Administration is required to be a member of any Committee, Board, Association, Commission, or any other group, the Administrator shall appoint a representative to serve as the Administration's representative at the pleasure of the Administrator;
- (l) Authorize over-expenditures as well as monitor and control spending within the operating budget as established by Council that would not make any financial impact to the passed budget.
- (m) Control and monitor spending within the capital budget as established by Council;
- (n) Make routine expenditures until the annual budget is adopted by Council;
- (o) Purchase goods, services, or work according to policy established by Council (Act s. 184);
- (p) Award contracts according to the purchasing policy as established by Council (Act s. 184);
- (q) Manage municipal property and assets, and conduct negotiations related to land acquisitions, annexations, and other property-related matters;
- (r) For the purposes of LAFOIP, the Administrator shall be designated the 'Head' (LAFOIP s. 50);
- (s) Establish the structure of the Administration including creating, eliminating, merging, or dividing departments provided that any such reorganization does not result in a decreased level of services to the Municipality;
- (t) Issue or lift fire bans by Municipal Order in accordance with applicable Municipal bylaws and policies; and
- (u) Attend Council meetings and other meetings as Council directs.

Indemnification

10. The Municipality shall indemnify the Administrator against any legal liability, costs, or expenses incurred as a result of any civil, administrative, or other legal proceedings arising from actions taken in good faith while performing the powers, duties, and functions assigned under this Bylaw, the Act, or any other applicable legislation, bylaw, resolution, policy, or procedure.

Dismissal

11. The Administrator may only be dismissed by an affirmative vote of a majority of Members of Council conducted during a legally convened meeting as described in the Act.

Acting Administrator

12. In the event of a temporary leave not exceeding 30 consecutive days, the Administrator shall appoint an individual to serve as Acting Administrator.
13. If the Administrator takes a leave of absence exceeding the period outlined in Section 12, or is otherwise unable to fulfill their duties, Council shall appoint an Acting Administrator within 30 days. This appointment shall not exceed a period of three months. If Council wishes to extend the Acting Administrator's term beyond three months, it must seek approval from the Board of Examiners (Act s. 110.1).
14. While serving as Acting Administrator, the appointee shall possess all the powers and perform all the duties of the Administrator.

Other Municipal Employees

15. The Administrator is permitted to hire employees, consultants, and contractors necessary for the operations of the Municipality subject to the approved municipal budget.

16. The Administrator will determine the working schedules, conditions, 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 from time to time.

Delegation of Authority

17. Council hereby authorizes the Administrator to delegate any of their powers, duties, or functions to another employee, consultant, or contractor as necessary (Act s. 110, 126).
18. Council retains the right to delegate all decisions other than those specified by Section 127 of the Act to the Administrator.
19. While recognizing that Council has the ultimate responsibility for the operations of the Municipality, Council supports the principle of delegations of such responsibilities to the Administrator so that Council is free from dealing with operational matters and it can focus solely on its legislated role.
20. Council governs by setting strategic direction and developing policy. Policy directs the Administrator to achieve certain results and requires the Administrator to act within the boundaries defined by policy.
21. Any delegation or authority not defined in this Bylaw shall be under the authority of Council.

Council's Limit of Delegation to the Administrator

22. The Administrator 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 Administrator shall report to Council any instance where a decision has been taken in an area which cannot be lawfully delegated by the Council.
23. The Administrator shall not accept or assume delegation authority as outlined in Section 127 of the Act.

Municipal Documents

24. The Reeve or the Reeve's designate, and the Administrator or the Administrator's designate, shall sign all agreements to which the Municipality is a party, when appropriate or as otherwise specified in the Municipality's policies.

Enforcement of Municipal Law

25. The Administrator shall be the designated officer to inspect, remedy, and/or enforce any bylaw or the Act.

Other Designated Officers

26. The Administrator may and/or is:
- (a) Give written notice of unpaid fees including, but not limited to, transient trader or other license fees;
 - (b) Sign the Securities Register, with the understanding that a designated officer may only sign the Securities Register if authorized by a separate bylaw (Act s. 174);
 - (c) Maintain debenture register and other duties relating to debenture transactions (Act s. 175-178);
 - (d) Certify the date on which tax notices are sent (Act s. 269);
 - (e) Prepare and send amended tax notices when required (Act s. 271);
 - (f) Provide receipts for tax payments at the request of a taxpayer or their agents (Act s. 272);
 - (g) Apply partial tax payments on arrears first and if undesignated, exercise discretion as to which taxable property, or properties, such payment is to be applied (Act s. 273);
 - (h) Remove tax lien(s) if all arrears are compromised, abated, or paid (Act s. 274);
 - (i) Issue tax certificates (Act s. 276);
 - (j) Certify a true copy of the proof of taxes payable (Act s. 277);
 - (k) Transfer special assessments to the tax roll (Act s. 310);

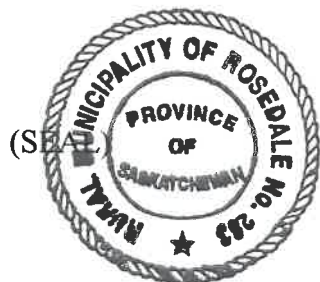
- (l) Issue and act upon a distress warrant in accordance with The Distress Act, RSS 1978, c D-31;
- (m) Present identification upon request if undertaking an inspection of property or premises within the Municipality;
- (n) May enter and search premises within the Municipality, except for private dwellings, to search for dangerous animals in accordance with Section 378 of the Act;
- (o) Give written notice for the unpaid license fees of a building contractor (Act s. 9(5));
- (p) Designated to temporarily close a road/street (Act s. 14);
- (q) Designated to enter a building for the purpose of providing a public utility service (Act s. 26(5));
- (r) Designated to collect amusement tax (Act s. 316);
- (s) Designated to be responsible for seizure of goods if a distress warrant has been issued (Act s. 323);
- (t) Designated to inspect, remedy, or enforce any bylaw or the Act (Act s. 362–367);
- (u) Designated to enter and search premises for dangerous animals under consent of the owner or occupant, or where a warrant authorizing entry has been issued (Act 378).

Conflict

27. In the event that the provisions of this Bylaw conflict with the provisions of any other bylaw, this Bylaw shall prevail.

Coming into Force


28. This Bylaw shall come into force on the day of its final passing.




 Nick Patkau, Reeve


 Danielle Thall, Administrator

Read a first time this 8 day of July, 2025
 Read a second time this 12 day of August, 2025
 Read a third time and passed this 12 day of August, 2025

Certified a true copy of Bylaw No. 03/2025
 adopted by resolution of the council of the
 Rural Municipality of Rosedale No. 283 on
 the 12 day of August, 2025

 Administrator

