

# RESORT VILLAGE OF MANITOU BEACH

## BYLAW NO. 02/2006

### ADMINISTRATIVE BYLAW

**A BYLAW OF THE RESORT VILLAGE OF MANITOU BEACH IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR THE ADMINISTRATION OF THE MUNICIPAL CORPORATION AND TO SET FORTH THE DUTIES AND POWERS OF THE DESIGNATED OFFECERS FOR THE RESORT VILLAGE OF MANITOU BEACH.**

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**THE COUNCIL FOR THE RESORT VILLAGE OF MANITOU BEACH IN THE PROVINCE OF SASKATCHEWAN ENACTS AS FOLLOWS:**

#### **Short Title**

1. This Bylaw may be cited as the Administration Bylaw

### **PART 1 PURPOSE AND DEFINITIONS**

#### **Purpose and Scope**

2. The purpose of this Bylaw is to establish the office of Administrator, Assistant Administrator, and Foreman and to establish the powers, duties and functions of municipal officials and/or employees of the municipality.

#### **Definitions**

3. (a) "Act" means the Municipalities Act  
(b) "Municipality" means the Resort Village of Manitou Beach.  
(c) "Administrator" means the Administrator of the resort village appointed pursuant to Section 110 of The Municipalities Act.  
(d) "Assistant Administrator" means the person appointed as Assistant Administrator.

**PART 11  
ADMINISTRATOR**

**Establishment of Position**

4. The position of Administrator is established pursuant to section 110 of 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 the Chief Administrative Officer of the municipality.
  - (d) Any person appointed to the position of Administrator must be qualified as required by The Urban Municipal Administrators Act.

**Duties of the Administrator**

5. 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.

**Duties of the Administrator – The Municipalities Act**

6. 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/her charge;
  - (b) Ensure all minutes of council meetings are recorded;
  - (c) Record the names of all council present at council meetings;
  - (d) Ensure the minutes of each council meeting are given to the council 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 this Act or any other act;
  - (h) Ensure that 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 daily, 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 that 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 municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1<sup>st</sup> of each year;
- (o) Send copies of bylaws for closing and closing and leasing to the Minister of Highways and Transportation;
- (p) Bring forward any resignation(s) of elected officials;
- (q) At the first meeting in January of each year provide bond(s) to council;
- (r) Sign minutes of Council and Committee meetings;
- (s) Sign bylaws;
- (t) Provide copies of public documents upon request or payment of fee;
- (u) Provide notice of first meeting of council;
- (v) Call a special meeting when lawfully requested to do so;
- (w) Determine the sufficiency of a petition requesting a public meeting of voters;
- (x) Determine the validity of a petition for referendum (30 days to report to council);
- (y) Administer public disclosure statements if the municipality adopts this requirement;
- (z) Record any abstentions or pecuniary interest declarations in the minutes;
- (aa) Provide information to the Auditor;
- (bb) Send amended tax notices when required and make necessary adjustments to the tax roll;
- (cc) Provide for payment of writ of execution against the municipality;
- (dd) Produce certain records upon request of inspector appointed by Minister;

#### **Additional Duties of the Administrator**

7. The Administrator shall:
- (a) Act as the returning officer for all elections under *The Local Government Elections Act*.
  - (b) 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.
  - (c) Ensure that the policies and programs of the Municipality are implemented
  - (d) Advise, inform and make recommendations to council on the
    - i. operations and affairs of the Municipality
    - ii. policies and programs of the Municipality
    - iii. the financial position of the Municipality
  - (e) Supervise all operations of the Municipality
  - (f) Be responsible for the preparation and submission of the annual budget to Council.
  - (g) Monitor and control spending within program budgets established by Council.
  - (h) Make routine expenditures on a daily basis until the annual budget is adopted by council.
  - (i) Call for tenders as authorized by Council.
  - (j) Purchase goods, services or work, not exceeding \$10,000.00.
  - (k) Award contracts not exceeding \$10,000.00.

- (l) Conduct negotiations for land purchases, annexations etc.
- (m) Attend meetings of Council and other meetings as Council directs

### **PART III OTHER POSITIONS**

#### **Assistant Administrator**

##### **8. Establishment of Position**

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

##### **9. Duties**

The Assistant Administrator shall perform the duties and exercise the powers and functions that are assigned by the Administrator, this Bylaw, or any other bylaw or resolution of Council.

#### **Acting Administrator**

##### **10. Establishment of Position**

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.

##### **11. Duties**

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

#### **Public Works Foreman**

##### **12. Establishment of Position**

Council shall by resolution appoint an individual to the position of Public works Foreman.

##### **13. Duties**

The Public Works Foreman shall:

- (a) Direct supervision and co-ordination of all seasonal staff and contractual workers in their performance of any of these duties.
- (b) Have mechanical aptitude, the ability to operate equipment, a sound working knowledge of water and sewer works and be able to effectively supervise and schedule the duties and tasks.
- (c) Operate and maintain the Municipal Potable Water System which includes all aspects in the operation of the water treatment plant and the water distribution system.
- (d) Operate and maintain the Municipal Sewage System which included the sewage lift stations, lagoon system, sewage lines, manholes, etc.

- (e) Maintain all streets, including grading, gravelling, culverts and drainage, sanding, snow removal, grass cutting, tree trimming, Christmas lighting, etc.
- (f) Maintain all beaches, boulevards, back lanes, marinas, parks, and sports grounds.
- (g) Be responsible for the general maintenance of and repair of all equipment, such as trucks, tractors, sanders, mowers, cultivators, etc.
- (h) Maintain all records and manuals for all equipment owned and operated by the municipality.
- (i) Maintain a current inventory of all equipment, shop tools and supplies.
- (j) Supervise and monitor all aspects of solid waste collection including the supervision of contracted personnel.
- (k) Repair and maintain all Municipal buildings and structures.
- (l) Upkeep and maintain all village properties and grounds.
- (m) Keep records of all maintenance performed on village properties and grounds.
- (n) Keep current and abreast with ongoing technology and continuing educational requirements.
- (o) Keep all water and sewer infrastructure drawings current and up to date.
- (p) Keep current with all Saskatchewan Environment and Resource Management and Saskatchewan Watershed Authority regulations.
- (q) Ensure compliance with safety standards and practices, and maintain consultation with the administrator to maintain costs and expenditures within the established budget.

#### **PART IV DELEGATION OF AUTHORITY**

- 14.** The Council hereby authorizes the administrator to delegate any of his/her powers, duties or functions to another employee.

#### **PART V MUNICIPAL DOCUMENTS**

##### **Signing Agreements**

- 15** The Mayor and the Administrator shall sign all agreements to which the municipality is party. In the absence of the Mayor, the Deputy Mayor and in the absence of the Administrator, the Assistant Administrator shall sign.

##### **Cheques**

- 16.** The Administrator, or if the Administrator is unavailable, the Administrator's designate, AND the Mayor or in the absence of the Mayor, the Deputy Mayor shall sign all cheques on the behalf of the municipality.

**Negotiable Instruments**

17. The Administrator or if the Administrator is unavailable, the Administrator’s designate AND the Mayor or in the absence of the Mayor, the Deputy Mayor shall sign all other negotiable instruments on behalf of the municipality.

**PART VI  
COMING INTO FORCE**

22. This bylaw shall come into effect on the day of its final passing.

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Mayor

SEAL

.....  
Administrator

READ a first time this 4th day of January, A.D. 2006.  
READ a second time this 4th day of January, A.D. 2006.  
READ a third time and adopted this 4th day of January, A.D. 2006.

Certified a true copy of  
Bylaw No.02-2006 passed  
by motion of Council the  
4th day of January, 2006.

S E A L

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ADMINISTRATOR