BYLAW NO. 02-2025

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

The council of the Village of Frobisher in the Province of Saskatchewan enacts as follows:

Short Title

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

PART I
PURPOSE AND DEFINITIONS

Purpose and Scope

2. The purpose of this Bylaw is to establish the powers, duties, and functions of municipal officials and employees of the municipality.

Definitions

3. "**Act**" means *The Municipalities Act*;

"Administrator" means the administrator of the Village of Frobisher appointed pursuant to section 110 of *The Municipalities Act;* and

"Municipality" means the Village of Frobisher.

PART II
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 (CAO) of the municipality.

(d) Any person appointed to the position of administrator must be qualified as required by *The Urban Municipal Administrators Act*.

Assignment of Responsibility

5. The administrator shall perform the duties and exercise the powers and functions that are assigned by *The Municipalities 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 of this bylaw, 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; *(MA 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; *(MA 111)*

(c) On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the municipality to their successor in office or to any other person that the council may designate; *(MA 111)*

(d) Ensure all minutes of council meetings are recorded; *(MA 111)*

(e) Record the names of all council members present at council meetings; *(MA 111)*

(f) Ensure the minutes of each council meeting are given to the council for approval at the next regular council meeting; *(MA 111)*

(g) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; *(MA 111)*

(h) Advise the council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act; *(MA 111)*

(i) Provide the minister with any statements, reports or other information that may be required by *The Municipalities Act* or any other act; *(MA 111)*

(j) Ensure that the official correspondence of council is carried out in accordance with council's directions; *(MA 111)*

(k) Maintain an indexed register containing certified copies of all bylaws of the municipality; *(MA 111)*

(l) Deposit cash collections that have accumulated to five-thousand dollars ($5,000) at least once a month, but not more than once a day, in the bank or credit union designated by council; *(MA 111)*

(m) Disburse the funds of the municipality in the manner and to those directed by law or by the bylaws or resolutions of council; *(MA 111)*

(n) 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; *(MA 111)*

(o) Ensure that the financial statements and information requested by resolution are submitted to council; *(MA 111)*

(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; *(MA 111, 185)*

(q) Be responsible for the hiring, suspension and dismissal of all employees of the municipality; *(MA 111)*

(r) Witness any oaths or affirmations required pursuant to *The Municipalities Act*; *(MA 111)*

(s) Send copies of bylaws for closing roads and closing and leasing roads to the Minister of Highways; *(MA 13)*

(t) Bring to council's attention any resignation(s) of elected officials; *(MA 96)*

(u) Record each abstention in the meeting minutes that may occur at the time of voting; *(MA 99)*

(v) At the first meeting in January of each year, provide all bond or equivalent insurance of employees to council; *(MA 113)*

(w) Sign minutes of council and committee meetings; *(MA 115)*

(x) Sign bylaws; *(MA 115)*

(y) Sign cheques and other negotiable instruments; *(MA 115)*

(z) Provide copies of public documents upon request or payment of fee; *(MA 117)*

(aa) Provide notice of first meeting of council; *(MA 121)*

(bb) Call a special meeting when lawfully requested to do so; *(MA 123)*

(cc) Determine the sufficiency of a petition for a public meeting of voters; *(MA 129)*

(dd) Determine the sufficiency of a petition for a referendum; *(MA 135)*

(ee) 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; *(MA 142)*

(ff) Make each public disclosure statement and declaration available for public inspection during regular business hours; *(MA 142)*

(gg) Provide copies of public disclosure statements to any designated officials when directed to do so by council; *(MA 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; *(MA 144)*

(ii) Provide information to the auditor; *(MA 190)*

(jj) Send amended tax notices when required and make necessary adjustments to the tax roll; *(MA 264)*

(kk) Provide for payment of writ of execution against the municipality; and *(MA 353)*

(ll) Produce certain records upon request of inspector appointed by the minister. *(MA 396)*

Additional Duties of the Administrator

7. The administrator shall:

(a) Act as the returning officer for all elections under *The Local Government Election Act, 2015. (LGEA, 2015 s. 47)*

(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.

(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) Monitor and control spending within the budget established by council.

(h) Make routine expenditures until the annual budget is adopted by council.

(i) Call for tenders. *(MA 184)*

(j) Purchase goods, services or work. *(MA 184)*

(k) Award contracts. *(MA 184)*

(l) Conduct negotiations for land purchases, annexations, etc.

(m) Attend meetings of council and other meetings as council directs

(n) Give written notice for the unpaid license fees of a building contractor *(MA 9[5])*

(o) Sign the securities register *(MA 174)*

(p) Maintain the debenture register and other duties relating to debenture transactions *(MA 175-178)*

(q) Certify the date on which tax notices are sent *(MA 269)*

(r) Prepare and send amended tax notices when required *(MA 271)*

(s) Provide receipt for tax payment on request of taxpayer or agent *(MA 272)*

(t) Apply partial tax payments on arrears first and if undesignated determine to which taxable property or properties a payment is to be applied *(MA 273)*

(u) Remove a tax lien if all arrears are compromised, abated, or paid *(MA 274)*

(v) Issue tax certificates *(MA 276)*

(w) Certify a true copy of the proof of taxes payable *(MA 277)*

(x) Transfer special assessments to the tax roll *(MA 310)*

(y) Collect amusement tax *(MA 316)*

(z) Be responsible for seizure of goods if a distress warrant has been issued *(MA 323)*

PART III
OTHER POSITIONS

Acting Administrator

8. Establishment of Position

If the administrator is unable to act for any reason, council will appoint a person within 30 days to fill the position of administrator in an acting capacity. This appointment will be for a period of no longer than three months. Should council require to extend the appointment of the acting administrator beyond three months, they will obtain permission from the Board of Examiners. *(MA 110.1)*

9. Duties

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

Other Municipal Employees

10. Establishment of Positions

The administrator is permitted to hire employees necessary for the operations of the municipality subject to the approved municipal budget.

11. Duties

The administrator will determine the 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.

PART IV
DELEGATION OF AUTHORITY

12. Council hereby authorizes the administrator to delegate any of its powers, duties or functions to another employee. *(MA 110)*

PART V
MUNICIPAL DOCUMENTS

Signing Agreements

13. The mayor and the administrator shall sign all agreements to which the municipality is party. In the absence of the mayor, a member of Council shall sign. In the absence of the administrator, the administrator's designate shall sign.

Cheques and Negotiable Instruments

14. The administrator, or if the administrator is unavailable, the administrator's designate, and the Mayor or, in their absence, a member of Council shall sign all cheques on behalf of the municipality.

15. Any combination of the administrator, the mayor, or a member of council shall approve electronic fund transfers for Council approved payments.

PART VI
DESIGNATED OFFICERS

16. Other Designated Officers

(a) The foreman is designated to temporarily close a road; *(MA 14)*

(b) The bylaw officer is designated to enter and search a premise for dangerous animals under consent of the owner or occupant, or where a warrant authorizing entry has been issued. *(MA 378)*

(c) The bylaw officer is designated to inspect, remedy, or enforce any bylaw or *The Municipalities Act (MA 362-367)*

PART VII
COMING INTO FORCE

16. That Bylaw 2-2018 is hereby repealed.

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

(Seal)

Mayor Signature

Administrator Signature

Read a third time and adopted
this 20th day of January, 2026.

Administrator Signature

Certified a true copy of
Bylaw No. 02-2025 adopted by resolution of
Council on the 20th dav of January, 2026

Administrator