

RESORT VILLAGE OF AQUADEO

BYLAW NO. 17/2023

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

The council of the Resort Village of Aquadeo 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

2. Purpose and Scope
 - a. To establish the powers, duties and functions of municipal officials and/or employees of the municipality;
 - b. To establish who may sign specified municipal documents on behalf of the municipality;
 - c. To establish the position of chief administrative officer, assistant CAO, treasurer or any other municipal position that council considers necessary.
3. Definitions
 - a. "Act" means *The Municipalities Act*;
 - b. "Municipality" means the Resort Village of Aquadeo;
 - c. "CAO" means the Chief Administrative Officer of the Resort Village of Aquadeo appointed pursuant to section 110 of *The Municipalities Act*.

PART II CHIEF ADMINISTRATIVE OFFICER

Establishment of Position


4. The position of CAO is established pursuant to section 110 of the Act.
 - a. Council shall by resolution appoint an individual to the position of CAO.
 - b. Council shall establish the terms and conditions of employment of the CAO.
 - c. The CAO shall be the chief administrative officer of the municipality.
 - d. Any person appointed to the position of CAO must be qualified as required by Urban Municipal CAOs Act

Assignment of Responsibility


5. The CAO 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 CAO – *The Municipalities Act*

6. Without limiting the generality of section 5 of this bylaw, the CAO 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*)

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- 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 \$20,000.00 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)

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- 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 CAO

7. The CAO shall:
- a. Act as the returning officer for all elections under *The Local Government Election Act, 2015. (Local Government Election Act, 2015 section 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.

PART III DELEGATION OF AUTHORITY

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

PART IV MUNICIPAL DOCUMENTS

Signing Agreements

8. The Mayor and the CAO shall sign all agreements to which the municipality is party. In the absence of the Mayor the Deputy Mayor shall sign. In the absence of the CAO, the assistant CAO shall sign.
- a. In the absence of the Mayor and Deputy Mayor, the CAO and assistant CAO shall sign all agreements to which the municipality is party and a resolution of council has been completed giving approval.

A. D. *[Signature]*

Cheques and Negotiable Instruments

- 9. The CAO, or if the CAO is unavailable, the CAO's designate, and a member of Council shall sign all cheques on the behalf of the municipality.

**PART V
DESIGNATED OFFICERS**

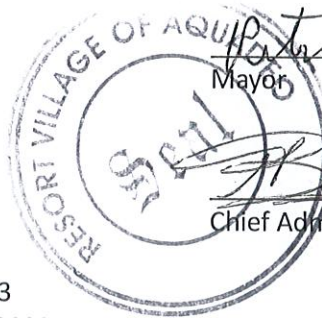
10. Other Designated Officers

- a. The foreman is designated to temporarily close a road/street in communication with the CAO;
(MA 14)

**PART VI
COMING INTO FORCE**

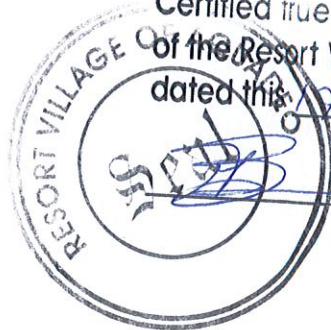
- 11. This Bylaw shall come into effect on the day of its final passing.

SEAL

 Patricia D'Amico
Mayor

[Signature]
Chief Administrative Officer

Read a first time on November 17, 2023
Read a Second time on November 17, 2023
Read a Third time on November 17, 2023 and adopted.

 Certified true copy of Bylaw #17/23
of the Resort Village of Aquadeo,
dated this 12 day of Nov, 2023.

[Signature]
Administrator