

TOWN OF RAYMORE
BYLAW NO. 2016 -02
A BYLAW TO ESTABLISH THE DUTIES AND POWERS OF THE CHIEF
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS FOR THE
TOWN OF RAYMORE

The council of the Town of Raymore 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

2. Purpose and Scope

- (a) The purpose of this Bylaw is to establish the office of Chief Administrative Officer, Treasurer, Assistant Administrator or any other municipal office that council considers necessary; or
- (b) The purpose of this Bylaw is to establish who may sign specified municipal documents on behalf of the municipality; or
- (c) The purpose of this Bylaw is to establish the powers, duties and functions of municipal officials and/or employees of the municipality.

3. Definitions

- (a) "Act" means the Municipalities Act
- (b) "Municipality" means the Town of Raymore
- (c) "CAO" means the Chief Administrative Officer of the Town of Raymore appointed pursuant to Section 110 of The Municipalities Act.
- (d) "Assistant Administrator" means the person appointed as Assistant Administrator.
- (e) "Department Head" means the Recreation Director, the Treasurer, and Public Works Foreman, Fire Chief and any other person appointed as a Department Head

PART 11

Chief Administrative Officer (CAO)

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 Chief Administrative Officer

- (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 The Urban Municipal Administrators.

Duties of the CAO

5. The CAO 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 CAO – The Municipalities Act

6. Without limiting the generality of section 5 the CAO 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 the 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 an amount determined by council that is equal to or less than the amount of the CAO bond at least once a month, 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 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 1st 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 CAO

7. The CAO 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 of the Town of Raymore are implemented
- (d) Advise, inform and make recommendations to council on the
 - i. operations and affairs of the Town of Raymore
 - ii. Policies and programs of the Town of Raymore
 - iii. the financial position of the Town of Raymore
- (e) Supervise all operations of the Town of Raymore
- (f) Be responsible for the preparation and submission of the annual budget estimates from departments for 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
- (j) Purchase goods, services or work
- (k) Award contracts
- (l) Conduct negotiations for land purchases, annexations etc.
- (m) Attend meetings of Council and other meetings as Council directs
- (n) Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the council.
- (o) Giving written notice for the unpaid fees of a building contract (i.e. transient trader or other license fees),
- (p) Sign the Securities Register by designated officer requires a bylaw to be in place. (Section 174)

- (q) Maintain debenture register and other duties relating to debenture transactions. (Section 175)
- (r) Certify the date on which tax notices are sent. (Section 269)
- (s) Prepare and send amended tax notices when required. (Section 271)
- (t) Provide receipt for tax payment on request of tax payer or agent. (Section 272)
- (u) Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied. (Section 273)
- (v) Removal of tax lien if all arrears are compromised or abated. (Section 274)
- (x) Issue tax certificates. (Section 276)
- (y) Proof of taxes signed by a designated officer (Section 277)
- (z) Transfer special assessments to the tax roll (Section 310)
 - (aa) Submit school liability in a timely manner (Section 311)
 - (bb) Collection of amusement tax (Section 316)
 - (cc) May be responsible for service for Seizure of Goods (Section 323)
 - (dd) Present identification upon request if undertaking an inspection of property (Section 362, 363, 364)
 - (ee) May enter and search for Dangerous Animals (Section 378)

PART III

OTHER POSITIONS

Assistant Administrator

8. Establishment of Position

- (a) Council shall by resolution appoint an individual to the position of Assistant Administrator

9. Duties

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

10. Establishment of Position

(a) If the CAO 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

(a) The Acting Administrator shall have all the powers and duties of the CAO while acting in the capacity of the CAO.

PART IV

DELEGATION OF AUTHORITY

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

PART V

MUNICIPAL DOCUMENTS

Signing Agreements

15. Subsection 115(4) requires agreements to be signed by at least 2 persons designated by council.

(a) The Mayor and the CAO shall sign all agreements to which the municipality is party. In the absence of the Mayor, the Deputy Mayor.

Or

(b) The Mayor and the Assistant Administrator in the absence of the CAO shall sign all agreements to which the municipality is party. Or

(c) The CAO and Treasurer shall sign all agreements to which the municipality is party.

Cheques

16. The CAO 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 CAO 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

DESIGNATED OFFICERS

Temporary Road Closure

18. The CAO shall be the designated officer for the purpose of temporary road closures.

Enforcement of Municipal Law

19. The administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer/Clerk for the Town of Raymore.

20. The CAO/Clerk of the Town of Raymore is hereby authorized to further delegate the administration and enforcement of this Bylaw to the CAO/Clerk.

Right of Entry for Public Utility Service

21. The inspection of property by the Municipality to determine if this Bylaw is being complied with is hereby authorized.

22. Inspections under this Bylaw shall be carried out in accordance with Section 362 of The Municipalities Act.

23. No person shall obstruct a Designated Officer who is authorized to conduct an inspection under this section, or a person who is assisting a Designated Officer.

**PART VII
COMING INTO FORCE**

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

{Seal}

Mayor

Administrator