

## BYLAW NO. 2006-101 ADMINISTRATIVE BYLAW

A Bylaw of the Rural Municipality of Brock No. 64, 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 Officers for the Rural Municipality of Brock No. 64.

The Council for the Rural Municipality of Brock No. 64 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. (a) The purpose of this Bylaw is to establish the office of Administrator;  
AND/OR
- (b) The purpose of this Bylaw is to establish who may sign specified municipal documents on behalf of the municipality; AND/OR
- (c) The purpose of this Bylaw is to establish the powers, duties and functions of the Administrator of the municipality.

### Definitions

3. (a) "Act" means the Municipalities Act.
- (b) "Municipality" means the Rural Municipality of Brock No. 64.
- (c) "Administrator" means the Administrator of the Rural Municipality of Brock No. 64 appointed pursuant to Section 110 of The Municipalities Act.

## PART 2 ADMINISTRATOR

### Establishment of Position

4. The position of Administrator is established pursuant to section 110 of the Act.

### Duties of the Administrator

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

### Duties of the Administrator – The Municipalities Act

6. (a) Without limiting the generality of section 5 the Administrator shall perform all the duties listed subject to Section 111 of The Municipalities Act;
- (b) Send copies of bylaws for closing and leasing to the Minister of Highways and Transportation; (MA 13)
- (c) Bring forward any resignation(s) of elected officials; (MA 96)
- (d) At the first meeting in January of each year provide bond(s) to council; (MA 113)
- (e) Sign minutes of Council and Committee meetings; (MA 115)
- (f) Sign Bylaw; (MA 115)
- (g) Provide copies of public documents upon request or payment of fee; (MA 117)
- (h) Provide notice of first meeting of council; (MA 121)
- (i) Call a special meeting when lawfully requested to do so; (MA 123)
- (j) Determine the sufficiency of a petition requesting a public meeting of voters; (MA 129)
- (k) Determine the validity of a petition for referendum(30 days to report to council); (MA 135)

- (l) Administer public disclosure statements if the municipality adopts this requirement; (MA 142)
- (m) Record any abstentions or pecuniary interest declarations in the minutes; (MA 144)
- (n) Provide information to the Auditor; (MA 190)
- (o) Send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264)
- (p) Provide for payment of writ of execution against the municipality; (MA 353)
- (q) Produce certain records upon request of inspector appointed by Minister; (MA 396)
- (r) Act as the returning for all elections under The Local Government Elections Act;
- (s) 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;
- (t) Ensure that the policies and programs of the Municipality are implemented;
- (u) 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;
- (v) Be responsible for the preparation and submission of annual budget estimates from departments for Council;
- (w) Attend meetings of Council and other meetings as Council directs.

**EFFECTIVE DATE**

7. This bylaw to come into effect January 11, 2006.

Introduced and read three times and passed by the unanimous consent of the members of the Council present at a meeting of the Council of the Rural Municipality of Brock No. 64 on the 11<sup>th</sup> day of January, 2006.



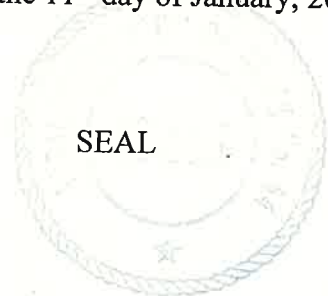
SEAL

  
REEVE

  
ADMINISTRATOR

Certified a true copy of Bylaw No 2006-101 adopted by resolution of the Council of the Rural Municipality of Brock No. 64 on the 11<sup>th</sup> day of January, 2006.

  
ADMINISTRATOR



SEAL