

**RESORT VILLAGE OF KANNATA VALLEY
ADMINISTRATION BYLAW
BYLAW 66.1**

The Council of the Resort Village of Kannata Valley in the Province of Saskatchewan enacts the following articles and provisions:

PURPOSE

1. The purpose of this bylaw is to establish the policy for the Council of the municipality regarding the function, duties and powers of administrative appointments.

DEFINITION OF TERMS:

2. The following definitions and the definitions contained in the Act apply to this Bylaw

Act	the Municipalities Act and amendments thereto
Urban Board of Examiners	a board established under the Urban Municipal Administrators Act
Administrator	the person appointed by council to perform defined administrative functions
Administrative Authority (AA):	the Government of Canada and/or the Government of Saskatchewan
Local Authority (LA):	the Council of the Resort Village of Kannata Valley
Minister	the Executive Council of an Administrative Authority
Municipality	the Resort Village of Kannata Valley
Council	the administrative body of the Municipality comprised of a mayor and councillors
Councillor	an elected member of council other than the mayor
Resident	an occupant of property used as a current permanent residence
Seasonal Resident	an occupant of property used as a seasonal or secondary residence
Business	a commercial, merchandising, trade or occupation activity providing goods and services
Population	the number of residents (excluding seasonal) in the municipality as per Census Canada
Archives	records retained for permanent storage
Provincial Archivist	administrative authority of the Saskatchewan Archives Board
Record	a document containing significant information of the municipality
Official Record	the original or a certified copy of the original significant municipal document
Designated Officer	a person who has power and authority to act on behalf of the Municipality
Notice	notice given to the public in a manner described the Public Notice Bylaw 76
Public Notice Board (PNB)	a structure in the municipality used to display information for public viewing

ADMINISTRATOR

3. Council shall by resolution appoint an individual or business as Administrator and negotiate the terms and condition of contact.
4. When the population of the municipality exceeds 100 persons, the administrator contracted must be qualified as required by the Urban Board of Examiners.
5. Council may pay the administrator's membership fees in the Urban Municipal Administrators Association if deemed in the best interest of the municipality.
6. The administrator shall be the chief administrative officer of the municipality with duties normally associated with that of a clerk, treasurer, assessor, tax collector, and returning officer detailed in this bylaw.
7. Subject to approval of council, the administrator may delegate powers, duties or function to any employee of the municipality.
8. In the absence of an administrator or where the administrator is unable to act, council may appoint an individual or business as Acting Administrator for a term of not more than three months unless a longer term is approved by the Urban Board of Examiners.

9. The administrators **duties as clerk** shall be to:
 - a) Summons and attend all meetings of the council and truly record in the minutes, without note or comment, all resolutions, decisions and other proceedings of the council;
 - b) Perform all clerical duties imposed by the Act ensuring that the official correspondence of council is carried out in accordance with council policy and directions;
 - c) Take charge of and ensure that the corporate seal, the bylaws, the meeting minutes and all other records, documents, funds and securities are kept safe and archived as required by the municipal Records Management Bylaw;
 - d) Maintain an indexed register containing original or certified copies of all current active bylaws;
 - e) Prepare and transmit to the Minister statements, reports and other information as required by the Act;
 - f) Ensure that council is advised of its legislative responsibilities pursuant to the Act
 - g) Deliver all municipal records, supplies and equipment to any other person that council may designate.

10. The administrators **duties as Treasurer** shall be to:
 - a) Receive and keep safe all moneys collected and deposit all municipal funds collected in the Conexus Credit Union or as designated by resolution of council;
 - b) Disburse fund in the manner directed by law, by bylaw or resolution of the council. All Funds shall be disbursed by municipal cheque endorsed by the administrator and countersigned by the mayor or deputy mayor or councillor designated by resolution of council;
 - c) Keep records of all municipal financial transactions in a medium and accounting practice acceptable to the Minister and to the council;
 - d) Submit statement of revenue and expenditures and a bank reconciliation as of the end of the month preceding each regular meeting of council;
 - e) Submit a current list of accounts payable seeking payment authorization to each regular meeting of council;
 - f) Deliver to the Auditor the books, vouchers, papers and moneys and any other records belonging to the municipality when called for by resolution of council;
 - g) Deliver to the Minister by September 1 of each year financial statements, reports and other municipal information as at December 31 of the preceding year as required by section 185 of the Act;
 - h) Deliver copies of the original audited financial statement or a summary of the audited financial statements at the annual ratepayers meeting and supply each ratepayer with a copy of this report by September 1 of each year;
 - i) Deliver financial records of the municipality to any person that council may by resolution direct.

11. The administrators **duties as Assessor** shall be to:
 - a) Prepare an Assessment Roll no later than April 1 from information received from the Saskatchewan Assessment Management Agency (*SAMA*).
 - b) Post the assessment roll on the public notice board by April 15 of each year.
 - c) Publish in the Water Front Press a notice advising the completion of the assessment roll, that the roll is open to inspection and the times when and the place where it may be inspected
 - d) Provide opportunities for private viewing of assessment files by ratepayers.
 - e) Deliver in person or by ordinary mail a Notice of Property Assessment to each ratepayer with particulars specific to property owned including assessment appeal information;
 - f) Prepare a statement confirming the date of delivery and/or mailing of the Property Assessment Notice and Assessment Appeal information. Retain this document as prima facie proof of the mailing of the notices;
 - g) Revise assessments in accordance with the ruling of the board of revision;
 - h) Advise appellants of Board of Revision decisions, deliver a revised Notice of Assessment;
 - i) File an Assessment Return with SAMA in the form require following the board of revision decision on all appeals before it;
 - j) On receipt of the agency's certificate, retain the certificate with the assessment roll – file and retain all records in compliance with the municipal Records Management Bylaw.

12. The administrators **duties as Tax Collector** shall be to:
- a) Prepare an Tax Roll no later than June 15 of the year;
 - b) Deliver a Property Tax and Water Levy Invoice to each ratepayer by June 15 of the year. Invoices may be delivered to residences or sent by ordinary mail;
 - c) Receive Property Tax and Water Levy Invoice payments, issue receipts and record payments into financial records;
 - d) Forward property taxes collected on behalf of the Horizon School District No. 205 by the 12th day of the month following receipt of funds.
 - e) Launch tax collection enforcement tools available to the municipality as provided for in the Act
 - f) Furnish a certificate or statement under the seal of the municipality verifying the current taxes and arrears due in respect of any parcel of land and where applicable, the amount required to redeem the land from any tax lien.
13. The administrators **duties as Returning Officer** shall be to:
- a) Conduct all business related to the call for nominations and election of mayor and councillors as provided for in the Elections Act.;
 - b) Appoint enumerators, pool clerks and others to conduct election assuring all those appointed take an oath of office;
 - c) Apply for remuneration of all election officials and appointees as provided for by resolution of council.

BYLAW ENFORCEMENT OFFICER

14. Council may appoint an individual as Bylaw Enforcement Officer and set down the terms and condition of contract.
15. The Bylaw Enforcement Officer shall investigate and advise council of activities within the municipality that are or may have violated one or more municipal bylaws.
16. Council may assign an action or procedure for the Bylaw Enforcement Officer to carry out in an effort to rectify bylaw contraventions.

PEST CONTROL OFFICER

17. Council may appoint an individual or business as Pest Control Officer and set down the terms and condition of contract.
18. The Pest Control Officer shall respond to requests from council to investigate and advise council as to infestation prevention policies regarding common pests within the municipality such as skunks, racoons, gophers, badgers, beavers, and others.
19. The Pest Control Officer shall respond to requests from council to trap and eradicate common pests found within public property and from private property subject to property owner's approval.
20. The Pest Control Officer shall respond to requests from council to catch dogs and cats whose action, in the opinion of council, are violating the terms and conditions of the municipal Dog and Cat Bylaw and to deal with them in accordance with Bylaw.
21. Pest Control Officer must be qualified and licensed to practice in the Province of Saskatchewan.
22. The Pest Control Officer shall be allowed to carry & use a firearm consistent with his duties as Pest Control Officer.

AUDITOR

23. Council shall appoint an individual or accounting firm as Auditor and set down the terms and condition of contact.
24. The person or firm appointed as Auditor must be a member in good standing of an accounting profession recognized by one of the following Acts: The Management Accountants Act, The Certified

General Accountants Act, or the Chartered Accountants Act and licensed to practice in the Province of Saskatchewan.

- 25. The duties function and purpose of the auditor shall be to report to the council on the annual financial statements of the municipality in accordance with the form and reporting standards of the Canadian Institute of Chartered Accountants.
- 26. The auditor shall separately report to the council any improper or unauthorized transaction or non-compliance with the Act or a bylaw that is noted during the course of an audit.
- 27. The auditor shall complete the audit and report to council by June 1 following the previous year-end closing of December 31.

SOLICITOR

- 28. Council shall appoint an individual or firm to the position as Solicitor and negotiate the terms and condition of contract.
- 29. The Solicitor shall be the Chief Legal Advisor for the municipality on all matter of law.
- 30. The person or firm appointed as Solicitor must be a member of the Saskatchewan Law Society licensed to practice in the Province of Saskatchewan.

FINANCIAL INSTITUTION

- 31. Council shall enter into an agreement with a financial institution(s) and negotiate the terms and condition of the agreement.
- 32. Council shall authorize the Administrator and the Mayor or Deputy Mayor to sign financial documents on behalf of the municipality.

MUNICIPAL RECORDS

- 33. Municipal records shall be retained or disposed of in compliance with the municipal Records Management Bylaw

SEVERABILITY

- 34. A decision of a Court that one or more provisions of this Bylaw are invalid in whole or in part does not affect the validity, effectiveness or enforceability of the other provisions or parts of the provisions of this Bylaw.

REFERENCE BYLAWS

- 35. Bylaw 66 is hereby repealed.

EFFECTIVE DATE

- 36. This bylaw comes into force and takes effect immediately after having received third reading

Resolution R106/16, first reading of Bylaw 66.1, "CARRIED" at the April 27, 2016 special council meeting
Resolution R107/16, second reading of Bylaw 66.1 "CARRIED" at the April 27, 2016 special council meeting.
Resolution R109/16, third reading of Bylaw 66.1 "CARRIED" at the April 27, 2016 special council meeting.

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Mayor: Ken MacDonald

Seal

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Administrator: Jack McHardy