

Town of Nipawin
Bylaw No. 1124/21

**A BYLAW OF THE TOWN OF NIPAWIN, IN THE PROVINCE OF SASKATCHEWAN TO
PROVIDE FOR THE ADMINISTRATION OF THE MUNICIPAL CORPORATION AND TO
SET FORTH THE DUTIES AND POWERS OF DESIGNATED OFFICERS**

The Council of the Town of Nipawin, in the Province of Saskatchewan enacts as follows:

PART I

Short Title:

1. This bylaw shall be referred to as the "Administration Bylaw".

Purpose:

2. The purpose of this Bylaw is to establish the powers, duties and functions of the municipal officials and employees of the Town, and to establish who may sign specified municipal documents on behalf of the Town.

Definitions

3. In this Bylaw:

Act means the *Municipalities Act*

Assistant Administrator means the person appointed as Assistant Administrator.

Chief Administrative Officer (CAO) means the Chief Administrative Officer of the Town of Nipawin appointed to the position of Administrator pursuant to Section 110 of *The Municipalities Act*.

Council means the Town Council of the Town of Nipawin

Department Head means the Chief Financial Officer, Director of Parks & Recreation, Director of Works, Utilities & Engineering, , the Fire Chief, and any other person appointed as a Department Head)

Municipality means the Town of Nipawin.

Treasurer means the individual in charge of the finances of the Town of Nipawin.

PART II

CHIEF ADMINISTRATIVE OFFICER (CAO)

Establishment of Position

The Chief Administrative Officer (CAO) of the Town of Nipawin appointed to 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 Chief Administrative Officer
- (b) The Administrator shall be the Chief Administrative Officer of the municipality.
- (c) Any person appointed to the position of Chief Administrative Officer must be qualified as required by *the Urban Municipal Administrators Act*.

Duties of the Chief Administrative Officer – *The Municipalities Act*

4. The Chief Administrative Officer 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

Additional Duties of the Chief Administrative Officer

5. Without limiting the generality of section 4, 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 Town are implemented
 - d) Advise, inform, and make recommendations to Council on the
 - i. operations and affairs of the Town
 - ii. policies and programs of the Town
 - iii. the financial position of the Town
 - e) Supervise all operations of the Town
 - f) Conduct negotiations for land purchases, annexations etc.
 - g) Attend meetings of Council and other meetings as Council directs
 - h) Council may delegate the authority for other matters excepting those listed in Section 127 of *The Act*, which must be dealt with by the council.

PART III

OTHER POSITIONS

CHIEF FINANCIAL OFFICER (CFO)

Continuation of Position

The position of Chief Financial Officer is continued.

The CAO shall appoint an individual to the position of Chief Financial Officer and shall establish the terms and conditions of the CFO's employment.

The Chief Financial Officer shall be the Assistant Chief Administrative Officer of the Town.

6. The Chief Financial Officer shall:
 - a) When the Chief Administrative Officer is absent, or incapable of performing the duties assigned by Council, or during vacancy in the office, the CFO shall have all the powers of the Chief Administrative Officer, including Assessor.
 - b) Under the direction and supervision of the Chief Administrative Officer to carry on all duties required in the day-to-day operations of the Town.
 - c) Prepare comprehensive reports which require judgement and skill in the selection and presentation of material, read and summarize reports received to facilitate review by Chief Administrative Officer and/or Council.

- d) Prepare annual budget in conjunction with Chief Administrative Officer to be reviewed with Department Heads prior to submission to Council.
- e) Monitor and control computer accounting systems utilized by the Town.
- f) Develop and implement financial policies including purchasing, tendering, payroll administration and records management.
- g) Oversee Provincial grant applications.
- h) Carry out year-end accounting procedures leading up to annual audit.
- i) Other Duties as may be assigned from time to time.

Additional Duties of the Chief Financial Officer

Treasurer

The Chief Financial Officer shall be the Treasurer for the Town.

7. The Treasurer shall:
 - a) Carry out all acts, prescribed by law, or any bylaw or resolution of Council.
 - b) Collect, receive, and safely keep all monies belonging to or accruing to the Town from whatever source.
 - c) Deposit to the credit of the Town in the Bank or Credit Union of Council's choice, daily or as often as the Council or CAO shall direct, all monies received by the Town.
 - d) Pay the accounts of the Town in accordance with current Town policies.
 - e) Keep a careful record of the annual estimates as approved by Council, and of all special estimates, appropriations or bylaws passed by Council, authorizing expenditures, and to establish and maintain such records as may be deemed necessary or as the Council or CAO may direct for the purpose of preventing over-expenditures of any such general or special estimates or appropriation.
 - f) Examine every account and verify correctness of additions and computations before it is presented to the Council to be approved for payment, and to indicate thereon the estimate against which it is to be charged.
 - g) Keep and make use of such books of record and account as the Minister of Government Relations, the Council or the Chief Administrative Officer may from time to time direct.
 - h) Use all diligence in billing and enforcing prompt collection of all monies due to the Town and when necessary by prompt recourse to legal process through the office of the Town solicitor.
 - i) Have control over all persons employed in the Finance department, subject to such orders and direction as may from time to time be received from the Chief Administrative Officer or the Council.
 - j) Furnish to the Chief Administrative Officer or Council, or any Committee, all information relative to the finances of the Town, and such other information and advice connected with the Finance department, as the CAO may require.

- k) Maintain a control account of Town stores and at least annually make a physical inventory. Any discrepancy in connection with the store's account shall be reported to the Chief Administrative Officer immediately when discovered.
- l) Prior to the expiry of the insurance carried by the Town, furnish the Chief Administrative Officer with a statement of insurance carried, showing risk, amount of coverage, premium and expiry date.
- m) Prepare a bank reconciliation at the end of each month.
- n) Generally superintend the transactions of the department, and duly compare, check and verify the entries of receipts and disbursements with the accounts and vouchers of the same and with the books of the office.
- o) Be custodian of all titles and evidence of titles, deeds, mortgages, leases, bonds, agreements, or other instruments relating to the property and rental of the Town, insurance policies and bonds of fidelity, and only allow the same to be taken from the office on the order of the Council, or on the requisition of the Town Solicitor, for use in any legal proceeding, or on the order of a Court of Law.
- p) Have charge of and keep proper records of tax title property owned by the Town.
- q) Have charge of and be responsible for proceedings to be taken under any act in force or hereinafter enacted with respect to collection or enforcement of collection of taxes or arrears of taxes.
- r) To have charge and control of the preparation of tax notices and the collection of taxes and arrears of taxes.
- s) Monitor and control spending within program budgets established by Council.
- t) Make routine expenditures on a daily basis until the annual budget is adopted by council.
- u) Provide semi-annual reports respecting Business Licenses.

Assessor

The Chief Financial Officer shall be the Assessor for the Town.

8. The duties of the Assessor shall be:
 - a) have full charge and control of and be fully responsible for the conduct of the assessment division;
 - b) attend to or cause to be attended to, the assessment of all property, matters and things that can be legally assessed in the Town;
 - c) shall do or cause to be done, all matters and things pertaining to the office or division, subject to the provisions of the *Municipalities' Act*, any Bylaw or resolution of Council.

ACTING ADMINISTRATOR

9. The Mayor may appoint, in writing, an individual to act in the place of the Chief Administrative Officer until the next meeting of Council, if both the Chief Administrative Officer and Chief Financial Officer are absent, or incapable of performing their Duties, and while so acting the appointee shall have all the authorities and responsibilities of the Chief Administrative Officer including Assessor and Treasurer.

**PART IV
DELEGATION OF AUTHORITY**

10. The Chief Administrative Officer is hereby authorized to delegate, and to authorize the further delegation, of any authority, function, or responsibility granted under this Bylaw or any other Bylaw to any Town employee.

**PART V
MUNICIPAL DOCUMENTS**

Signing Agreements

11. The Mayor, or in the absence of the Mayor, the Deputy Mayor, and the Chief Administrative Officer, or in the absence of the CAO, the Chief Financial Officer, shall sign all agreements to which the municipality is party unless otherwise authorized by resolution of Council.

Cheques

12. The Mayor, or in the absence of the Mayor, the Deputy Mayor or a member of Council AND the CFO, or in the absence of the CFO, the CAO shall sign all cheques on behalf of the municipality.

Bylaw 639/92 and all amendments thereto are hereby repealed.




MAYOR


CHIEF ADMINISTRATIVE OFFICER

Read a Third Time and

Finally Adopted this 14

Day of June, A.D. 2021

