

**TOWN OF FORT QU'APPELLE
BYLAW NO. 11 - 2025**

ADMINISTRATION BYLAW

A BYLAW OF THE TOWN OF FORT QU'APPELLE, IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR THE ADMINISTRATION OF THE TOWN AND TO SET FORTH THE DUTIES AND POWERS OF THE DESIGNATED OFFICERS FOR THE TOWN OF FORT QU'APPELLE.

THE COUNCIL FOR THE TOWN OF FORT QU'APPELLE, IN THE PROVINCE OF SASKATCHEWAN ENACTS AS FOLLOWS:

1) Short Title

This bylaw may be cited as the "Administration Bylaw".

**PART I
PURPOSE AND DEFINITIONS**

2) Purpose and Scope

The purpose of this Bylaw is to:

- a) establish the powers, duties and functions of municipal officials and employees of the municipality; and
- b) establish who may sign specific municipal documents on behalf of the Town of Fort Qu'Appelle.

3) Definitions

For the purpose of this bylaw, the expression:

- a) "*The Act*" shall mean The Municipalities Act.
- b) "*Municipality*" shall mean the Town of Fort Qu'Appelle.
- c) "*Chief Administrative Officer*" (CAO) shall mean the Administrator of the Town of Fort Qu'Appelle pursuant to Section 110 of *The Municipalities Act*.
- d) "*Utilities Manager*" shall mean the person appointed by Council or CAO to manage the utility and other finances of the Town.
- e) "*Supervisor of Public Works*" shall mean that person appointed by Council or CAO to oversee the operations of all public works and utilities.
- f) "*Acting Chief Administrative Officer/Office Manager*" shall mean that person appointed by the Council or the CAO to assist the CAO in performing certain duties as delegated.
- g) "*Town*" shall mean the Town of Fort Qu'Appelle.

**PART II
ADMINISTRATOR**

4) Establishment of Position

The position of Administrator is established pursuant to The Act:

- a) Council shall by resolution appoint an individual to the position of Administrator.
- b) Council shall establish the terms and conditions of employment of the Administrator.
- c) The Administrator shall be called the Chief Administrative Officer (CAO) of the Municipality.
- d) Any person appointed to the position of Chief Administrative Officer must be qualified as required by *The Urban Municipal Administrators Act*.

5) Duties of the Chief Administrative Officer

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 and undertake other matters Council has the authority to delegate (excepting those listed in Section 127 of the Act which must be dealt with by Council).

6) Powers, Duties, and Functions of the Chief Administrative Officer

Without limiting the generality of Section 111(1) of The Act, the Chief Administrative Officer shall:

- a) perform all primary duties as defined in the CAO General Service Agreement dated November 26, 2024 in a professional and respectful manner;
- b) perform all duties in accordance with Section 111 (1), (2), (3), and (4) of the Act.
- c) restructure departments and, with the approval of Council, create, merge or eliminate departments and delegate, and authorize the further delegation, of any authority, function or responsibility granted under this Bylaw or any other bylaw to any Town employee on such terms and conditions, and subject



to such limitations, as the CAO may deem appropriate;

- d) have the authority to appoint and discipline and terminate all staff except as provided in the Act;
- e) approve all reports from Administration, Advisory and other Committees of Council prior to their transmittal to Council and other Committees of Council, and where appropriate or necessary, may provide comments or recommendations for the benefit of Council;
- f) provide Council notice of absence and who the Acting CAO will be during that absence;
- g) provide notice of the first meeting of council following a general election;
- h) determine the validity of a petition requesting a public meeting of voters and the validity of a petition for a referendum;
- i) administer Council public disclosure statements;
- j) ensure that public notice is given as provided in the Act, or any other Act and/or as required by the council in this bylaw, any other bylaw or resolution;
- k) commence, defend or conduct any action or proceeding in any court or before any board or tribunal as directed by Council;
- l) where a representative of Administration is required to be a member of any Committee, Board, Association, Commission, or any other group, appoint that representative to serve as Administration's representative at the pleasure of the CAO.
- m) 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 and transfer funds between program budgets with the approval of Council; Maintain debenture register and other duties relating to debenture transactions.
- n) act as the returning officer for all municipal elections under *The Local Government Election Act*;
- o) implement and manage Town Building;
- p) manage Town owned property, conduct negotiations for land purchases, annexations, servicing agreements or other such matters as delegated by Council;
- q) Summon all meetings of Council, prepare and distribute agendas as appropriate, communicate the resolutions and instructions of Council to the appropriate parties and conduct the official correspondence of Council;
- r) Shall deal with Council related and human resources related confidential matters and be privy to in camera discussions at Council meetings as required by the CAO

7) Dismissal

The CAO may only be dismissed by an affirmative vote of a majority of the members of Council.

PART III DELEGATION OF AUTHORITY

8) Delegation to the Chief Administrative Officer

- a) The Council hereby delegates authority to the Chief Administrative Officer through the powers and authority granted to them under Section 126 of The Act. The Council retains the right to delegate all decisions other than those specified by Section 127 of the Act to the Chief Administrative Officer.
- b) While recognizing that the Council has the ultimate responsibility for the operations of the Municipality, the Council supports the principle of delegation of such responsibility to the CAO so that the Council is free from dealing with operational matters and it can focus solely on its legislated role.
- c) The Council governs by setting strategic direction and developing policy. Policies direct the CAO to achieve certain results and require the CAO to act within the boundaries defined by these policies.

9) Council's Limit of Delegation to the Chief Administrative Officer

- a) The CAO shall not make or permit decisions to be made in any area that is defined by The Act, as not being appropriate for delegation. The CAO shall report to the Council any instance where a decision has been taken in an area that cannot be lawfully delegated by the Council.
- b) The CAO shall not accept or assume delegated authority as outlined in Section 127 of The Act.

**PART IV
OTHER POSITIONS**

10) Delegation to Staff

- a) Through the powers of authority granted to them under Section 126 (2) of The Act, the Council hereby authorizes the Chief Administrative Officer to delegate any of his/her powers, duties, or functions to another employee as per Section 126(3).
- b) All Council authority delegated to staff is delegated to the CAO, so that all authority and accountability of staff - as far as the Council is concerned - is considered to be the authority and accountability of the CAO.
- c) The Chief Administrative Officer delegates to the following positions so that they may act with additional authority from other levels of staff under the following guidelines:
 - i) **Assistant CAO/Office Manager (ACAO/OM)**
 - (1) Performs all primary duties as defined in the ACAO/OM position description in a professional and respectful manner;
 - (2) Shall perform the duties and exercise the powers and functions that are assigned by the Chief Administrative Officer, this Bylaw, or any other bylaw or resolution of Council.
 - (3) Acts in the capacity of CAO in the absence of the CAO from the workplace.
 - (4) Take charge of and safely keep all, documents and records of the municipality that are committed to his/her charge;
 - (5) Record the names of all council present at council meetings and record any abstentions or pecuniary interest declarations in the minutes;
 - (6) Ensure the safekeeping of the corporate seal, bylaws, minutes, and any other records or documents of the municipality;
 - (7) Ensure that the official correspondence of the council is carried out in accordance with the council's direction;
 - (8) Maintain an index register containing certified copies of all bylaws of the municipality;
 - (9) Send copies of bylaws for closing roadways and closing and leasing of roadways or easements to the Minister of Highways;
 - (10) Provide copies of public documents upon request or payment of the required fee;
 - (11) Provide research, information, and advice on procedural matters, bylaws, and resolutions to the CAO and civic administration and for such purpose shall report to and be accountable to the CAO;
 - (12) Will assist the returning officer for all municipal elections under *The Local Government Election Act*;
 - (13) Disburse the funds of the municipality in the manner and to those directed by law, bylaw, or a resolution of council;
 - (14) Transfer special assessments to the tax roll;
 - (15) Apply partial tax payments on arrears first and, if undesignated, decide to which taxable property or properties the payment is to be applied;
 - (16) Act as the Town's contact to the Saskatchewan Assessment Management Agency;
 - (17) Send amended tax notices when required and make necessary adjustments to the tax roll;
 - (18) Carry out such other duties as may be assigned by the CAO.
 - ii) **Supervisor of Public Works (SPW)**
 - (1) Performs all primary duties as defined in the PWF position description in a professional and respectful manner;
 - (2) Ensure municipal compliance with any applicable Provincial Regulations or Acts and report all matters of noncompliance to the CAO and Council.
 - (3) Shall be the designated officer for the purpose of facilitating temporary road closures;
 - (4) Carry out such other duties as may be assigned by the CAO.
 - iii) **Utilities Manager (UM)**
 - (1) Performs all primary duties as defined in the UM position description in a professional and respectful manner;



- (2) Responsible for all media coordination with media outlets.
- (3) Responsible for all aspects of administering and managing the cemetery services.
- (4) Transfer funds between specified reserve allocations with the approval of Council;
- (5) Issue tax certificates to The Act;
- (6) Provide receipt for tax payment on request of a taxpayer or agent;
- (7) The UM may act as the ACAO/OM's designate when given authorization by the Chief Administrative Officer;
- (8) Carry out such other duties as may be assigned by the CAO.

iv) Acting Chief Administrative Officer

(1) Establishment of Position

- (a) In the event of any approved absence of the CAO from the workplace, the ACAO/OM shall be recognized as the Acting CAO;
- (b) If the Chief Administrative Officer is deemed to be incapable of performing his or her duties, or if there is a vacancy in such position, Council may appoint a person as Acting Chief Administrative Officer for a period of no longer than three (3) months or any longer period that the UMAAS Board of Examiners may allow;
- (c) The Acting Chief Administrative Officer shall have all the powers and duties of the Chief Administrative Officer while acting in the capacity of the Chief Administrative Officer;
- (d) In the event that the CAO is away from the workplace, the ACAO/OM shall assume the responsibilities of the CAO until the CAO's return;
- (e) The Acting CAO shall exercise the powers and functions that are assigned by the Chief Administrative Officer, this bylaw, or any other bylaw or resolution of Council.

**PART V
MUNICIPAL DOCUMENTS**

11) Signing Agreements

- a) The Mayor and the Chief Administrative Officer shall sign all agreements to which the municipality is a party to. In the absence of the Mayor, the Deputy Mayor, and in the absence of the Chief Administrative Officer, the Assistant CAO/Office Manager shall sign.

12) Cheques

- a) The Chief Administrative Officer, or if the Chief Administrative Officer is unavailable, the Assistant CAO/Office Manager and if the Assistant CAO/Office Manager is unavailable the Utilities Manager, and the Mayor, or in the absence of the Mayor, the Deputy Mayor and in the absence of the Deputy Mayor, any member of Council shall sign all cheques on behalf of the municipality.

13) Electronic Transactions

- a) E-transfers and other electronic type payments require dual electronic signing or approvals which shall be:
 - i) First Signature - the Assistant CAO/Office Manager position for Payables and in the absence of the Assistant CAO/Office Manager, the Utilities Manager;
 - ii) Second Signature – if the Assistant CAO/Office Manager is not the first signature, or the Chief Administrative Officer, and in the case of the absence of both the Chief Administrative Officer and the Assistant CAO/Office Manager, the Mayor shall provide the second electronic signature or approval.
- b) E Transfers and other Electronic payments are subject to limits set within the Purchasing Policy.

14) Negotiable Instruments

- a) General
 - i) The Chief Administrative Officer, or the Assistant CAO/Office Manager if the CAO is unavailable, and the Mayor, or in the absence of the Mayor the Deputy Mayor, shall sign all other negotiable instruments on behalf of the municipality.
- b) Credit Cards
 - i) Credit card authorizations are to be signed by the individual named on the card. For credit card purchases, only a single signature is required. Appropriate documentation is to be attached to the

- payment voucher. Credit Card limits are subject to limits set within the Purchasing Policy.
- c) The signatures of all people authorized to sign documents by Council may be printed, lithographed, or otherwise mechanically reproduced.
 - d) At least one signature on any document must be an original signature and not printed, lithographed, or otherwise mechanically reproduced.

**PART VI
DESIGNATED OFFICERS**

15) Enforcement of Municipal Law

- a) The Chief Administrative Officer, Assistant CAO/Office Manager, Utilities Manager and the Supervisor of Public Works or any other persons authorized to do so by resolution of Council shall be the designated officer(s) to inspect, remedy, or enforce any bylaw or any Act.

16) Right of Entry for Public Utility Service

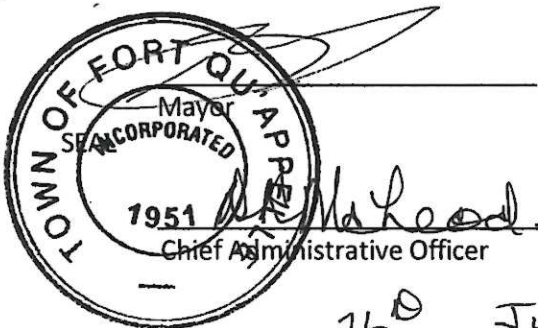
- a) The Supervisor of Public Works or their designate will be the designated officer to enter a building for the purpose of public utility service.

**PART VIII
COMING INTO FORCE**

17) Bylaw No. 8-2012 is hereby repealed.

18) Effective Date

This Bylaw comes into force and takes effect on, from and after the final passing thereof.



Read a first time this 26th day of June, 2025.

Read a second time this 17 day of July, 2025.

Read a third time and adopted this 17 day of July, 2025.

Certified True Copy of
Bylaw # 11 - 2025
Passed by Council
Date: July 17, 2025