

200-15 EMPLOYEE TRAINING POLICY

In the event that the Employee leaves the Employer, then the Employee shall be required to pay back to the municipality the training and certification costs as follows:

12 months 100%, 24 months 70%, and 36 months 30%. The Employer shall be entitled to deduct the prorated training cost from the final payment owed to the Employee.

This Policy shall apply to all Office Staff **and** all Outside Workers, Labours, Grader Operators, Casual, etc. Any person who is considered an employee with the Rural Municipality of Gull Lake No. 139.

Res. 194-22

200-19 SIGNING AUTHORITIES

The Administrator and the Reeve or in the absence of the Reeve, the Deputy Reeve shall be shall be the authorized signing authorities for Municipality, and shall sign all bylaws, agreements, cheques and negotiable instruments.

200-20 ADMINISTRATION

An Administrator shall be appointed by resolution of Council. He/she must possess a valid certificate of qualifications. *(MA 110)*

The administrator shall be the Chief Administrative Officer of the municipality, secretary, treasurer, financial and a legislative advisor to council, and a liaison between the council, the community and the municipal employees. And he/she shall perform the duties and exercise the powers and functions that are assigned by the Municipalities Act, the Planning & Development Act, Tax Enforcement Act and any other acts, municipal bylaws or resolution of Council.

The Administrator's duties as required by the Municipalities Act are to:

- Take charge of and safely keep all books, documents and records of the municipality.
- Ensure all minutes of council meetings are recorded;
- Record the names of all council present at council meetings;
- Ensure the minutes of each council meeting are given to the council for approval at the next council meeting;

- advise the council of its legislative responsibilities pursuant to this or any other act;
- Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality;
- Provide the minister with any statements, reports or other information that may be required by this Act or any other act;
- Ensure that the official correspondence of Council is carried out in accordance with Council's direction;
- Maintain an index register containing certified copies of all bylaws of the municipality;
- Deposit cash collections that have accumulated to \$50,000 at least once a month, but not more than once a day, in the bank or credit union designed by council;
- Disburse the funds of the municipality in the manner and to those directed by law, bylaw or resolutions of council;
- 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;
- Ensure that the financial statements and information requested by resolution are submitted to council;
- Complete a financial statement for the preceding financial year in accordance with the general accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1st. Of each year;
- Send copies of bylaws for road closing and closing for leasing to the Minister of Highways and Transportation;
- Bring forward any resignation(s) of elected officials;
- Provide bond to council at the first meeting in January of each year;
- Sign bylaws;
- Provide copies of public documents upon request or payment of fee;
- Call a special meeting when lawfully requested to do so;
- Determine the sufficiency of a petition requesting a public meeting of voter;
- Determine the validity of a petition for referendum(30 days to report to council)
- Administer public disclosure statements;
- Record any abstentions or pecuniary interest declarations in the minutes;
- Provide information to the Auditor;
- Send amended tax notices when required and make necessary adjustments to the tax roll;
- Provide for payment of writ of execution against the municipality;
- Produce certain records upon request of inspector appointed by Minister.

- Give written notice for the unpaid fees of a building contract.
- Maintain debenture register and other duties relating to debenture transactions;
- Certify the date on which tax notices are sent;
- Prepare and send amended tax notices when required;
- Provide receipt for tax payment on request of taxpayer or agent;
- Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied;
- Removal of tax lien if all arrears are compromised or abated;
- Issue Tax Certificates;
- Proof of taxes signed by a designated officer;
- Transfer special assessment to the tax roll;
- Submit school liability statements in a timely manner
- Collection of amusement tax
- Enforcement of Municipal Law automatically defaults to the administrator unless council appoints a designated officer;

Additional Duties required of the Administrator:

- Act as a returning officer for all elections under *The Local Government Elections Act.*
- Ensure that Public Notice is given as provided in the Act, or other acts and or as required by council in any bylaw or resolution;
- Ensure that the policies and programs of the Municipality are implemented;
- Act as Development officer to administer the Zoning Bylaw for the Municipality (*bylaw No.2-82*);
- Advise, inform and make recommendations to council on the
 - Operations of affairs of the Municipality
 - Policies and programs of the Municipality
 - The financial position of the Municipality
- Supervise all operations of the Municipality
- Be responsible for the preparation and submission of the annual budget estimates from departments for Council;
- Monitor and control spending within program budgets established by Council;
- Make routine expenditures on a daily basis until the annual budget is adopted by council;
- Call for tenders as directed by council;
- Purchase goods, services or work (monetary limits may be set council);
- Award Contracts (monetary limit to be set by council);
- Conduct negotiations for land purchases, annexations etc.;
- Conduct duties as set out in the *Tax Enforcement Act;*

- Prepare a list of property taxes outstanding after December 31 and present to the head of council;
- Conduct title searches of parcels in arrears
- Advertise list of property tax arrears in the local paper;
- Serve 60 day notice to property owner/s in arrears and parties with an interest on the property;
- Register tax liens on properties in arrears with Information Service Corp.;
- Withdraw Tax Liens from title once all arrears and cost have been paid;
- Serve 6 months notices for title when authorized by council;
- Serve 30 day final Notice for title
- Transfer title/s to the Municipality where necessary under the T.E. Act.
- Keep the municipal policy manual up to date and update and provide council with updates each year.
- maintain a neat and professional appearance,
- conduct himself or herself in a manner which will enhance the integrity, dignity and honor of the municipality and
- to continue professional development and growth.

200-20.1 RECORD RETENTION

The Administrator is authorized to destroy municipal records as per Municipal Bylaw No. 72-01 Schedule.

200-21 ADMINISTRATION SALARY AND BENEFITS

The municipality maintains the administrator's salary commensurate within the Rural Municipal Administrator's Association and the Saskatchewan Association of Rural Municipalities recommended salary-schedule each year to be negotiated at the December council meeting for the next year.

The municipality shares in the Employee's benefits as follows:

Required by legislation:

Canada Pension	- matching contributions
Unemployment Insurance	- 1.4 over employees' contributions
Municipal Superannuation	- matching contributions
Workers Compensation	- R.M. pays full premium

Required - other

SARM short term Disability	-R.M. pays full premium
SARM long term Disability	- R.M. pays full premium
RMAA membership	- R.M. pays full premium
Notary Public/commissioner	-R.M. pays full license fee
Hail Insurance license/bond	- Employee pays full fee and bonding insurance

Optional

SARM Health	- R.M. pays full level 2 family premium
SARM Dental	- R.M. pays full level 2 family premium
SARM Life	- Employee

200-22 HOLIDAYS

The administrator is eligible for holidays with pay as **legislated** and recommended by SARM & RMAA in the annual Administrators' Salary Schedule.

3 weeks	- after each year of work with the municipality
4 weeks	- after completing 10 years of work with the municipality
5 weeks	- after completing 15 years of work with the municipality
6 weeks	- after completing 20 years of work with the municipality.

200-23.1 BEREAVEMENT LEAVE

A bereavement leave of three days with pay shall be granted for the loss of immediate family members identified as follows. Due to the sensitive nature any further requested days will be approved by full council on a case by case basis:

Spouse, Father, Mother, children, Sister, Brother, Grandparents, Father-in-Law, Mother-in-Law, Son-In-Law, daughter-In-Law, Brother-in-La w, Sister-in-Law.

A bereavement leave of 1 day with pay shall be granted for the loss of secondary family members identified as follows:

Aunts, Uncles, Cousins, Nephews, Nieces, etc.

With the loss of a secondary family member an employee may request more than 1day absence only after approval from full council; this will be approved on a case by case basis.

Bereavement leave for funeral attendance exclusive of the above shall be granted without pay.

Formally Policy 220-23 Resolution 221-08 has been repealed and Policy 220-23.1 was adopted at the Regular Council Meeting held on March 17, 2020.

200-25 ADMINISTRATION TRAVEL

The Municipality will reimburse the administrator for expenses incurred each year attending the 2 SARM and the RMAA Conventions, SARM, RMAA District Meetings, the SAMA annual meeting and workshops or seminars which are directly related to the administrators work and approved by council at the following rates:

- | | |
|---------------------|--------------------------------------|
| - Accommodations | - Paid in full by the municipality |
| - Meals | - \$75.00 per day with receipts |
| - Mileage | - \$0.70 per kilometer |
| - Registration fees | - as previously approved by Council. |