



**RM OF MEADOW LAKE NO. 588**  
**BYLAW NO. 06/23**  
**Administrative Bylaw**

A Bylaw of the Rural Municipality of Meadow Lake #588 in the Province of Saskatchewan, to Provide for the Administration of the Municipal Corporation and to set for the duties and powers of the designated officers of the Rural Municipality of Meadow Lake #588

The Council for the Rural Municipality of Meadow Lake #588 in the province of Saskatchewan enacts as follows:

1. This Bylaw may be cited as the Administration Bylaw
2. Purpose and Scope
  - a. The purpose of this Bylaw is to establish the office of the Administrator; and
  - b. The purpose of this Bylaw is to establish who may sign specified municipal documents on behalf of the municipality; and
  - c. The purpose of this Bylaw is to establish the powers, duties and functions of the municipal officials and/or employees of the municipality.
3. Definitions
  - a. "Act" means the Municipalities Act
  - b. "Municipality" means the Rural Municipality of Meadow Lake #588
  - c. "CAO" means the Chief Administrative Officer for the RM of Meadow Lake as appointed pursuant to Section 110 of The Municipalities Act and defined as "Administrator" under the Act.
4. Establishment of Position
  - a. The position of CAO is established pursuant to Section 110 of the Act;
    - i. Council shall, by resolution appoint an individual to the position of CAO;
    - ii. Council shall establish the terms and conditions of employment of the CAO;
    - iii. The CAO shall be the Chief Administrative Officer of the municipality
    - iv. Any person appointed to the position of CAO must be qualified as required by the Rural Municipal Administrators Act and retain a minimum "C" Certification under the Rural Municipal Administrators Act.
5. Duties of the CAO
  - a. The CAO shall perform the duties and exercise the power and functions that are assigned by the *Act*, any other acts, this Bylaw, or any other bylaw or resolution of Council
6. Additional Duties of the CAO
  - 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 as required by council in this bylaw, any other bylaws or resolutions.
  - c. Ensure that the policies and programs of the Municipality are implemented.
  - d. 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
  - e. Supervise all operations of the Municipality

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- f. Be responsible for the preparation and submission of the annual budget estimates from departments for Council
  - g. Monitor and control spending within program budgets established by Council
  - h. Make routine expenditures daily until the annual budget is adopted by council.
  - i. Facilitate negotiations for land purchases, annexations, etc.
  - j. Attend meetings of Council and other meetings as Council directs
  - k. The CAO must fill out personal timesheets and record all employment related hours for each pay period.
7. Delegation of Authority
- a. The Council hereby authorizes the CAO to delegate any of his/her powers, duties or functions to another employee.
8. Municipal Documents
- a. The Reeve and the CAO shall sign all agreements to which the municipality is party. In the absence of the Reeve, the Deputy Reeve shall sign.
9. Coming into Force
- a. This bylaw shall come into effect on the day of its final passing
  - b. Bylaw 09/19 is hereby Repealed.



SEAL

A handwritten signature in black ink, appearing to read "Dale Sheppard", written over a horizontal line.

Reeve

A handwritten signature in black ink, written over a horizontal line.

Chief Administrator Officer

Introduced and read a first time April 11, 2023.  
Read a second time April 11, 2023.  
Read a third time and adopted on April 11, 2023.