

VILLAGE OF MARCELIN
BYLAW NO. 02/2017

A BYLAW TO PROVIDE TO ESTABLISH THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS FOR THE VILLAGE OF MARCELIN.

The council of the Village of Marcelin in the Province of Saskatchewan enacts as follows:

Short Title

1. This Bylaw may be cited as the Administration Bylaw

PART 1
PURPOSE AND DEFINITIONS

Purpose and Scope

2. The purpose of the Bylaw is to:
 - (a) Establish the office of Administrator or any other municipal office that council considers necessary;
 - (b) Establish who may sign specified municipal documents on behalf of the municipality;
 - (c) Establish the powers, duties and functions of municipal officials and/or employees of the municipality.

Definitions

3.
 - (a) *“Act” means the Municipalities Act*
 - (b) *“Municipality” means the Village of Marcelin.*
 - (c) *“Administrator” means the Administrator of the Village of Marcelin appointed pursuant to Section 110 of The Municipalities Act.*

PART 11
ADMINISTRATOR

Establishment of Position

4. 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 Administrator
 - (b) Council shall establish the terms and conditions of employment of the Administrator.
 - (c) The Administrator shall be the Chief Administrative Officer of the municipality.
 - (d) Any person appointed to the position of Administrator must be qualified as required by The Urban Municipal Administrators Act.

Duties of the Administrator

5. The Administrator 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, policy or resolution of Council.

Duties of the Administrator – The Municipalities Act

6. Without limiting the generality of section 5 the Administrator shall:
 - (a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; *(MA III)*
 - (b) Ensure all minutes of council meetings are recorded; *(MA III)*
 - (c) Record the names of all council present at council meetings; *(MA III)*

- (d) Ensure the minutes of each council meeting are given to the council for approval at the next council meeting; *(MA 111)*
- (e) Advise the council of its legislative responsibilities pursuant to this or any other act; *(MA 111)*
- (f) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; *(MA 111)*
- (g) Provide the minister with any statements, reports or other information that may be required by this Act or any other act; *(MA 111)*
- (h) Ensure that the official correspondence of Council is carried out in accordance with Council's direction; *(MA 111)*
- (i) Maintain an index register containing certified copies of all bylaws of the municipality; *(MA 111)*
- (j) Deposit cash collections that have accumulated to (an amount determined by council that is equal to or less than the amount of the administrator's bond), at least once a month, but not more than once a day, in the bank or credit union designated by council; *(MA 111)*
- (k) Disburse the funds of the municipality in the manner and to those directed by bylaw or resolutions of council; *(MA 111)*
- (l) 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; *(MA 111)*
- (m) Ensure that the financial statements and information requested by resolution are submitted to council; *(MA 111)*
- (n) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 15th of each year; *(MA 111, 185)*
- (o) Send copies of bylaws for closing and closing and leasing to the Minister of Highways and Transportation; *(MA 13)*
- (p) Bring forward any resignation(s) of elected officials; *(MA 96)*
- (q) At the first meeting in January of each year provide bond(s) to council; *(MA 113)*
- (r) Sign minutes of Council and Committee meetings; *(MA 115)*
- (s) Sign bylaws; *(MA 115)*
- (t) Provide copies of public documents upon request or payment of fee; *(MA 117)*
- (u) Provide notice of first meeting of council; *(MA 121)*
- (v) Call a special meeting when lawfully requested to do so; *(MA 123)*
- (w) Determine the sufficiency of a petition requesting a public meeting of voters; *(MA 129)*
- (x) Determine the validity of a petition for referendum (30 days to report to council); *(MA 135)*
- (y) Administer public disclosure statements if the municipality adopts this requirement; *(MA 142)*
- (z) Record any abstentions or pecuniary interest declarations in the minutes; *(MA 144)*
- (aa) Provide information to the Auditor; *(MA 190)*
- (bb) Send amended tax notices when required and make necessary adjustments to the tax roll; *(MA 264)*
- (cc) Provide for payment of writ of execution against the municipality; *(MA 353)*
- (dd) Produce certain records upon request of inspector appointed by Minister; *(MA 396)*
- (ee) Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the council. *(MA 126)*
- (ff) Certify the date on which tax notices are sent. *(MA 269)*
- (gg) Prepare and send amended tax notices when required. *(MA 271)*
- (hh) Provide receipt for tax payment on request of tax payer or agent. *(MA 272)*
- (ii) Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied. *(MA 273)*
- (jj) Removal of tax lien if all arrears are compromised or abated. *(MA 274)*
- (kk) Issue tax certificates. *(MA 276)*
- (ll) Proof of taxes signed by a designated officer. *(MA 277)*

- (mm) Transfer special assessments to the tax roll. *(MA 310)*
- (nn) Submit school liability in a timely manner. *(MA 311)*
- (oo) Collection of amusement tax. *(MA 316)*
- (pp) May be responsible for service for Seizure of Goods. *(MA 323)*
- (qq) Present identification upon request if undertaking an inspection of property *(MA 362-364)*
- (rr) May enter and search for Dangerous Animals. *(MA 378)*

Additional Duties of the Administrator

7. The Administrator shall:
- (a) Act as the returning officer for all elections under The Local Government Elections Act *(LGEA 28)*
 - (b) Register tax lien. *(TEA 10)*
 - (c) Prepare and publish List of Lands in Arrears. *(TEA 3)*
 - (d) 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.
 - (e) Ensure that the policies and programs of the Village are implemented
 - (f) 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
 - (g) Supervise all operations of the Municipality
 - (h) Be responsible for the preparation and submission of the annual budget estimates from departments for Council
 - (i) Monitor and control spending within program budgets established by Council.
 - (j) Make routine expenditures on a daily basis until the annual budget is adopted by council.
 - (k) Call for tenders.
 - (l) Purchase goods, services or work.
 - (m) Award contracts.
 - (n) Conduct negotiations for land purchases, annexations etc.
 - (o) Attend meetings of Council and other meetings as Council directs
 - (p) Provide general offices services and charge the rate as set out in Schedule “A” of this bylaw.
 - (q) Follow the Employee Code of Conduct of the Municipality.
 - (r) Be responsible for the caretaking of the Village Office

**PART III
DELEGATION OF AUTHORITY**

8. The Council hereby authorizes the Administrator to delegate any of his/her powers, duties or functions to another employee.

**PART IV
MUNICIPAL DOCUMENTS**

Signing Agreements

9. The Mayor and the Administrator shall sign all agreements to which the municipality is party. In the absence of the Mayor, the Deputy Mayor

Cheques

10. The Administrator and the Mayor or Deputy Mayor shall sign all cheques on the behalf of the municipality.

Negotiable Instruments

11. The Administrator and the Mayor shall sign all other negotiable instruments on behalf of the municipality.

**PART V
DESIGNATED OFFICERS**

Temporary Road Closure

12. The Maintenance Foreman or the Mayor shall be the designated officer for the purpose of temporary road closures. (Bylaw 01/2014)

Enforcement of Municipal Law

13. The Administrator, or any officer designated by the Administrator shall be appointed the Bylaw Enforcement Officer to inspect, remedy or enforce any bylaw or the Municipalities Act. (MA 362-367)

**PART VI
COMING INTO FORCE**

14. This bylaw shall come into effect on the day of its final passing.

{Seal}

Mayor

Administrator

Read a third time and adopted
this ____ day of _____

Schedule "A" to Bylaw 02/2017
Rates by Resolution

General Office Services

- \$1/page – copies/faxes Res. # 52/2017
- \$50/hr – photocopying/faxing/
researching Res. # 52/2017
- \$5 – commission documents Res # 63/2017

Fire Protection Rates:

- Truck - Minimum \$600.00 up to 2 hours
- \$150.00/hour thereafter
- Firefighters - \$20.00/hour per man
- \$20.00/hour for Chief or person doing paperwork

No charges for services for taxpayers within the boundaries of the Village of Marcelin. Res. # – 210/2008

Equipment Rates:

- Tractor - \$125(starting) Res. # 43/2014
- Snow Removal - \$25.00/hr (min \$20) Res. # 55/1998
- \$10/driveway (min) Res. # 155/1998
- Garbage Barrel - \$25.00 = \$20 (barrel) + \$5 (lid) Res. # 114/2012
- Grass Cutting - \$100.00/lot Res. # 115/2012
- Gravel - \$25.00/bucket Res. # 171/2012
- BBQ - \$100/function Res. # 91/2017

Lots for Sale:

- Single Lot - \$1,000 deposit Res. # 111/2007
 - Double Lot - \$2,000 deposit Res. # 56/2008
- \$1,000/deposit will be refunded, providing that an assessable residential improvement is built within two years, and that all new construction shall be subject to the three year tax exemption policy.

Mileage: - \$.35/km Res. # 269/2010

Board of Revision:

- Remuneration - \$30/member/meeting Res. # 39/2013

Damage Deposit

- \$200.00 to any club/organization who holds an event within the streets of the Village. Refundable after clean-up

Rates by Bylaw

Water

Deposits	- \$100	Bylaw # 01/2015
Disconnect/ Reconnect Fee	- \$ 50	Bylaw # 06/2015
Water Rates	- \$120	Bylaw # 08/2011
Sewer Rates	- \$ 10	Bylaw # 08/2011
Garbage/Recycle	- \$ 20	Bylaw # 08/2011
Water Infrs. Fee	- \$ 36	Bylaw # 08/2011
Sewer Infrs. Fee	- \$ 4	Bylaw # 08/2011
Water Line Replacement	- \$400 (curbstop to residence) (8% interest 1 year from date of break)	Bylaw # 01/2015

Transfer Station

		Bylaw # 08/2012
Household Waste	- \$ 2.00(min)	Small Chair - \$ 5.00
Vehicle Trunks	- \$ 5.00	Single Mattress - \$ 5.00
¼ Ton Trucks	- \$10.00	All Other Mattresses - \$ 10.00
½ Ton Trucks	- \$20.00	Sofa/Arm Chair - \$20.00
Small Trailers	- \$20.00	Uncrushed Concrete - \$20.00/cubic yard
½ TJ's Bin	- \$40.00	Stoves/Microwaves - \$2.00/item
Full TJ's Bin	- \$75.00	Fridges/Freezers/etc. - \$10.00/item (Freon removed)
Compost/Wood	- FREE	

Domestic Pet Fees

		Bylaw # 07/2015
License	- \$25.00	
	- \$ 5.00 (Spade/Nuetered)	
Penalties	- \$100.00 (1 st Offence)	
	- \$200.00 (2 nd Offence)	
	- \$500.00 (3 rd & Subsequent Offences)	

Zoning

		Bylaw # 2013-04
Applications	- \$100.00 (Development Permit)	
	- \$200.00 (Discretionary Use)	
	- \$ 50.00 (Minor Variance)	

Building

		Bylaw # 3/2007
Building Permit	- \$ 1.00/\$1,000 value of construction (up to \$5,000)	
	- \$ 5.00 + \$0.50/\$1000 value of construction (over \$5,000)	
Demolition Permit	- \$ 3.00 + \$5,000 damage deposit	
Moving Permit	- \$ 3.00 + \$5,000 damage deposit (in or out of town)	

Traffic Bylaw

		Bylaw #01/2014
Penalties	- \$100.00 (Voluntary Payment)	

Business Licenses

	- \$ 50.00 (All Business Licenses)	Bylaw #02/2014
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Tax Certificates

	- \$ 10.00	Bylaw #03/2014
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Assessment:

Appeal Fees	- \$200.00	Res. # 14/2013
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General Penalty

	- \$2,000.00 (Where penalty not specified)	Bylaw # 3/2000
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Schedule “B” of Bylaw 02/2017

Policies

Tax Exemption Policy
Travel Policy
Waterworks Management Policy
Employee Code of Conduct

Programs

Red Cross Swimming Lessons