

**MINUTES OF A COUNCIL MEETING
OF THE RURAL MUNICIPALITY OF MARYFIELD NO. 91
HELD IN THE MUNICIPAL OFFICE AT 115 MAIN STREET,
MARYFIELD, SASKATCHEWAN
ON THURSDAY, NOVEMBER 12, 2020**

The meeting was called to order by the Reeve Cameron Thompson at 1:00 p.m. with the following members of council present: Louis Hebert, Jeffrey Chambers, Tyler Van Eaton, Robin Thompson, Sheldon Clark, and Administrator Daphne Brady. Councillor Tyler Adamson, arrived late at 1:09 p.m.

Public Disclosure Annual Declaration of Elected Official and Oath of Office have been made and subscribed by all of council as per legislation.

DELEGATES

1:00 - 1:20 p.m. Don Adair re: Foreman Report

MINUTES

273/20. R.THOMPSON "That the minutes of the October 8, 2020 regular meeting of council be approved as read." CARRIED.

CORRESPONDENCE

274/20. CHAMBERS "That the following correspondence be approved as presented:

- Bloom Webinar Course Schedule;
- Enbridge Line 3 Replacement re: Decommissioning Plan;
- Industry West;
- CN 2020 Stakeholder Report;
- Flaman Sales Product Catalogue;
- Ag in the Classroom re: Annual General Meeting and Annual Report;
- RCMP re: Quarterly Update;
- Outline Construction re: Construction work;
- All-Net re: online meeting tools;
- APAS re: Project updates;
- Infrastructure Magazine.

EMAILED CORRESPONDANCE:

- SARM re: Changing Provincial Policies, SARMS Election Reporting Site, Leftover Provincial Election Supplies, FCM Annual General Meeting, Rail Safety Improvement Program Information Session, SARM Reactions to the Provincial Election."

CARRIED.

RECEIPTS & PAYMENTS STATEMENT

275/20. VAN EATON "That the Statement of Cash Receipts and Payments for the month of October, 2020 be accepted as presented." CARRIED.

PAYMENT OF ACCOUNTS

276/20. R.THOMPSON "That the list of Accounts for Approval, as attached to and forming part of these minutes, covering Direct Payroll Deposits, Online Payments and Royal Bank Cheque Numbers 9184 to 9214 in the amount of \$166,496.10, be approved for payment." CARRIED.

REPORTS

277/20. ADAMSON "That the following reports be received:

A: Forman's written report;
B: Administrators written report;
C: Written reports:

- Southeast Transportation Planning Committee October Meeting
- Airport Development Meeting - October 28, 2020
- Maryfield Library Meeting - October 27, 2020
- Redcoat Waste Authority Meeting - October 5, 2020

D: Verbal:

- Louis Hebert/Fran Balls re: Library Conference." CARRIED.

APPROACH REQUEST SW 07-09-30 W1

278/20. CHAMBERS "That the Rural Municipality of Maryfield No. 91 approve the approach request on the west side of SW 07-09-30 W1." CARRIED.

G B

SEASONAL PERSONAL ADVERTISING 2020

279/20. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 advertise for seasonal Equipment Operator/General Labourers, a 1A licence is a requirement, job is to start April 1, 2021 unless otherwise negotiated, furthermore, the ad will be ran in the Maryfield Newsletter, World Spectator, Sask Jobs, closing at 12:00 p.m. (noon) on Wednesday, December 10, 2020." CARRIED.

GREEN BRIDGE CHANGE ORDER #1

280/20. VAN EATON "That the Rural Municipality of Maryfield No. 91 approve Change Order #1 as supplied by Zacaruk Consulting in the amount of \$6,348.00 for the credit of using our own rip rap and loading the rip rap vs purchasing as per the original tender." CARRIED.

GREEN BRIDGE PROGRESS PAYMENT #1

281/20. HEBERT "That the Rural Municipality No. 91 approve and pay progress Payment number 1 in the amount of \$47,056.60 to Harbuilt Construction which includes taxes and a 10% hold back as per the signed contract." CARRIED.

JOINT VENTURE SIGNAGE

282/20. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 purchase "Joint venture signage" to post at the road closed signs from Endless Creations in the amount of 255.00 plus taxes for 3 - 24" x 36" aluminum signs." CARRIED.

DECLARATION OF RESULTS FOR DIVISION 1 & 5 ELECTION

283/20. ADAMSON "That the Rural Municipality of Maryfield No. 91 acknowledge the Declaration of Results (Form CC) for the 2020 Election of Councillor for Divisions 1 and 5 as presented by the Returning Officer Daphne Brady:
Councillor for Division 1
Louis Hebert 21 Votes
Chad Lawless 20 Votes
Harold Friessen 5 Votes
TOTAL VOTES 46

Councillor for Division 5
Sheldon Clark 10 Votes
Clinton Radke 5 Votes
Bryce Olson 3 Votes
TOTAL VOTES 18."

CARRIED.

AED FUNDING REQUEST

284/20. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 support the Maryfield Ambulance and donate \$664.15 towards the purchase of an addition AED machine to be placed at the Arlington Hotel for community use." CARRIED.

PROCEED WITH CONSENT FROM PROVINCIAL MEDIATION

285/20. ADAMSON "That the Rural Municipality of Maryfield No. 91 proceed with consent to Provincial Mediation on the following properties:
NW 03-12-30 W1
SW 03-12-30 W1." CARRIED.

STRYCHNINE ORDER

286/20. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 proceed with ordering 25 cases of Strychnine for the 2021 season." CARRIED.

LETTER TO DEPARTMENT OF HGHWAYS

287/20. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 send a letter to the following regarding the unacceptable length of time (3 days) it took for the Department of Highways to salt the Highways 8 & 48 to remove road hazards after the freezing rain and snow fall on November 8, 2020, furthermore point out that the crews were struggling to keep up during adverse weather before the recent boundary changes now the crew is now looking at a bigger area with the same amount of equipment.
MLA for Cannington - Daryl Harrison
MLA for Moosomin - Steven Bonk
Department of Highways - Kurt Whitman
Highways Minister - Joe Hargrave."

CARRIED.

PURCHASE OF DETOUR SIGNS

288/20. VAN EATON "That the Rural Municipality of Maryfield No. 91 purchase \$3000 in detour signs for future roadwork projects as per the request of a ratepayer."
DEFEATED.

AIRPORT FUNDING PAYMENT

289/20. ADAMSON "That the Rural Municipality of Maryfield forward their \$25,000.00 to the Moosomin Airport for their yearly funding agreement." CARRIED.

SUBDIVISION SW 20-11-31 W1

290/20. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 sees no issues with the proposed subdivision on SW 20-11-31 W1." CARRIED.

ENBRIDGE BLANKET APPROACH REQUEST

291/20. VAN EATON "That the Rural Municipality of Maryfield No. 91 approve the blanket approach request for Enbridge for 2021 season." CARRIED.

ENBRIDGE TEMPORARY ACCESS

292/20. CHAMBERS "That the Rural Municipality of Maryfield No. 91 grant Enbridge Pipelines temporary access to the NE 17-10-30 W1(Municipal Maintenance Yard) and NW/NW 17-10-30 W1 (Range Road 304) for two separate investigative digs." CARRIED.

SASKATCHEWAN CRIME PREVENTION GUIDE

293/20. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 purchase an advertisement in the Saskatchewan Crime Prevention Guide." DEFEATED.

APPOINTMENT OF DEPUTY REEVE

294/20. C.THOMPSON "That Tyler Adamson be appointed as Deputy Reeve for a one year term." CARRIED.

APPOINTMENTS OF BOARD POSITIONS

295/20. C.THOMPSON "That the following committee members and board members for Rural Municipality of Maryfield No. 91 be appointed for the stated terms of office & rates of pay where stated:

1. Assessor for the year 2021: Daphne Brady.
2. Board of Revision – Gord Krismer & Associates Ltd.:
Secretary; Alieen Swenson.
3. Crop Reporter: To be filled at a later date.
4. Election Officials for 2021/2022:
Returning Officer – Daphne Brady,
See polling place for the following:
Reeve be at the Rural Municipality of Maryfield No. 91 Office,
115 Main Street, Maryfield, SK
Councillor Division 1 be at the Rural Municipality of Maryfield No. 91 Office,
115 Main Street, Maryfield, SK
Councillor Division 2 be at Rural Municipality of Maryfield No. 91 Office,
115 Main Street, Maryfield, SK
Councillor Division 3 be at Rural Municipality of Maryfield No. 01 Office,
115 Main Street, Maryfield, SK
Councillor Division 4 be at Rural Municipality of Maryfield No. 91 Office,
115 Main Street, Maryfield, SK
Councillor Division 5 be at Rural Municipality of Maryfield No. 91 Office,
115 Main Street, Maryfield, SK
Councillor Division 6 be at Rural Municipality of Maryfield No. 91 Office,
115 Main Street, Maryfield, SK
remuneration to be regular rate of pay.
5. Finance Committee: Councillor's Chambers, R.Thompson, and Adamson;
6. Fire Protection Committee (to attend Maryfield Fire Brigade meetings):
Councillor Van Eaton.
7. Fire Protection Committee (to attend Moosomin Fire Brigade meetings):
Councillor Clark
8. Fire Chiefs: Sheldon Van Eaton, Tyler Van Eaton (Deputy)
Rob Hanson, Moosomin
9. Gravel Procurement Committee: Reeve Thompson, Councillors Chambers,
and Adamson.
10. Maryfield Library Board: Fay Donovan, Rebekah Thiessen, Barry Balls,
Ana Gray, Faye Gray, Frances Balls & Councillor Hebert.
11. Moosomin and District Health Care Foundation: Reeve Thompson.
12. Personnel Committee: Reeve Thompson, Councillor's R. Thompson,
Van Eaton, and Adamson.
13. Pest Control Officer for 2021/2022: Raymond Charles.

CT B

14. Pest Control Officer's Assistant (for the purpose of treating grain with strychnine for gopher control): Don Adair
16. Road Construction and Maintenance Committee: Reeve Thompson (Chairman), Councillors Clark, Chambers and Van Eaton.
18. Sask. Environment and Resource Management (SERM) Public Advisory Committee: Councillor Clark.
19. Shop and Machinery Maintenance and Acquisition: Foreman Don Adair, Reeve C. Thompson and Councillor Adamson.
21. Weed Inspector for 2021: Don Adair and Raymond Sweet
22. Weight Restriction Committee (Bylaw No. 13) for 2021: Councillors Van Eaton, Chambers, and Adamson
23. Maryfield Clinic Board: Kevin Low, Ian Gray, Garry Radke and Lynda Aguero.
24. Development Appeals Board: Jeff Hutton, Dave Lang, Gail Wartman, Christina Krismer, Kirby Bodnard, Cameron Duncan, Brenda Lauf, Charmaine Luscombe, Clinton Krismer, Gord Parkinson, Gord Krismer (Gord Krismer & Associates Ltd.)
25. Moosomin Airport Authority Committee: Councillors Hebert & Adamson.
28. Southeast Regional Library Board Trustee: Fran Balls.
29. Red Coat Waste Resource Authority Committee: Councilor Hebert.
30. South East Transportation Planning Committee: Councillor Hebert.
31. Emergency Measures Organization Coordinator: John Van Eaton
32. Deputy Emergency Measures Organization Coordinator: Daphne Brady.
33. Sask Alert Coordinator: Daphne Brady.
34. Southeast Municipal Healthcare Corporation: Councillor R. Thompson.
35. Village/RM committee: Councilors Chambers & R. Thompson.

CARRIED.

COUNCIL INDEMNITY RATES 2021

296/20. R.THOMPSON "That the rates of remuneration for council members for attending meetings of council for the next 12 months remain the same at \$200.00 per day: that the rate of remuneration for each hour necessarily occupied in the performance of council, duties, including Reeve's supervision of municipal office and signing cheques, be set at \$25.00 per hour; and applicable mileage be paid for each kilometer necessarily travelled to perform the aforementioned duties and furthermore, that remuneration for attending committee meetings be set at \$200.00 per day and applicable mileage be paid per kilometer for each kilometer necessarily travelled to the committee meetings." CARRIED.

MILEAGE RATES 2021

297/20. CHAMBERS "That the rate of mileage remain the same at \$0.50 per kilometer for everyone authorized to travel on behalf of the municipality." CARRIED.

CONVENTIONS, DISTRICT MEETINGS & WORKSHOPS

298/20. CLARK "That members of council who attend Conventions, District Meetings and Workshops for the next 12 months, be reimbursed at a rate of \$300.00 per day, actual cost of lodging and meals and applicable mileage if vehicle taken and furthermore, that for travelling to conventions, meetings or workshops on the day before the event, compensation be set at \$150.00." CARRIED.

CARRIED.

SARM PROPERTY SELF INSURANCE

299/20. CLARK "That the Rural Municipality of Maryfield No. 91 make the following changes to the SARM Property Self Insurance Plan:
Change coverage on the following machinery items:
John Deere 310SJ Backhoe from \$120,000.00 to \$60,000.00
John Deere 6190R Tractor from \$180,000.00 to \$ 100,000.00
John Deere 328D Skid Steer w/ Loader from \$90,000.00 to \$40,000.00
John Deere H380 Loader from \$35,000.00 to \$15,000.00." CARRIED.

CARRIED.

SARM FIDELITY BOND INSURANCE

300/20. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 increase the SARM Fidelity Bond Insurance from \$20,000.00 to \$25,000.00 with the premium increasing from \$210.00 to \$260.00." CARRIED.

CARRIED.

DECEMBER NEWSLETTER

301/20. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 advertise the following in the December Lions Newsletter:
- December Office Hours
- Taxes and custom work to be paid by December 31, 2020
- Snow being piled in municipal right of way
- Municipal website
- Happy Holidays." CARRIED.

CARRIED.

CHRISTMAS OUTDOOR DÉCOR POTS

302/20. VAN EATON "That the Rural Municipality of Maryfield No. 91 purchase 2 outdoor Christmas décor pots for outside the office from the Moosomin Skating Club at a cost of \$55.00 each." CARRIED.

COUNCILLOR DIVISION 5 RETIREMENT GIFT

303/20. VAN EATON "That the Rural Municipality of Maryfield No. 91 purchase a gift for the retiring councillor of Division 5 in the amount of \$400.00 for the 19 years of service he has provided." CARRIED.

OFFICE CLOSURE DURING CHRISTMAS

304/20. VAN EATON "That the Rural Municipality of Maryfield No. 91 authorize the closure of the office for Christmas from December 21, 2020 to December 25, 2020, furthermore regular office hours will resume at 9:00 a.m. on December 28, 2020." CARRIED.

STAFF CHRISTMAS PARTY

305/20. VAN EATON "That the Rural Municipality of Maryfield No. 91 purchase a gift card in the amount of \$100.00 from the Arlington Hotel for each employee in lieu of a Christmas Party due to COVID regulations of gathering limitations." CARRIED.

BYLAW NO. 07/2020 ADMINISTRATIVE BYLAW

306/20. C.THOMPSON "That Bylaw No. 07/2020, being a Bylaw to provide for the establishment of the duties and powers of the Administrator and designated officers within the Municipality, be read the first time." CARRIED.

307/20. R.THOMPSON "That Bylaw No. 07/2020, being a Bylaw to provide for the establishment of the duties and powers of the Administrator and designated officers within the Municipality, be read the second time." CARRIED.

308/20. CHAMBERS "That Bylaw No. 07/2020, being a Bylaw to provide for the establishment of the duties and powers of the Administrator and designated officers within the Municipality, be given three readings at this meeting." CARRIED UNANIMOUSLY.

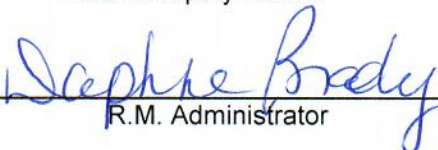
309/20. CLARK "That Bylaw No. 07/2020, being a Bylaw to provide for the establishment of the duties and powers of the Administrator and designated officers within the Municipality, be given a third reading, adopted, signed, sealed and form a part of these minutes." CARRIED.

ADJOURN

310/20. CLARK "That this meeting be now adjourned at 4:33 p.m." CARRIED.



Reeve/Deputy-Reeve



R.M. Administrator

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Direct - Direct Deposit/Online Pmts					
Other:					
67	11/09/2020	RBC Royal Bank - Daph 09302020	Coffee Supplies/Cleaning	37.55	
		366186	Cover for Bathroom Fan Vent	7.20	
		46	Botterill Fairwell Gift	222.00	
		45707653	Zoom Meeting Subscription	22.20	
		255678	Lysol and Cleaner	16.85	
		1874098	Flag Pole replacement	35.51	341.31
508	11/09/2020	SASKTEL 10282020	Sept/Oct Phone Bill	487.04	487.04
2572	10/15/2020	John Deere Financial - Lease 7777938	544K Loader Lease Pmt	2,965.73	2,965.73
2656	11/09/2020	Mun. Employees' Pension Plan 30564	October/20 Contributions	5,340.60	5,340.60
4051	11/10/2020	Sask. Municipal Hail Ins Assoc 1020-01	October 2020 Collections	27,950.76	27,950.76
6596	11/09/2020	John Deere Financial - Lease 7823455	544K Loader Lease Pmt	2,965.73	2,965.73
7973	11/09/2020	SaskEnergy 454574947762	Office Energy October	74.15	74.15
8729	11/09/2020	RBC Royal Bank - Don 20235-01	Coffee Mate	11.20	11.20
9321	11/09/2020	Borderland Co-operative Ltd. 121641	1275.56 ltrs of card lock gas	1,300.75	1,300.75
9348	11/09/2020	SASKPOWER 145800631801	Main Street Office Power	157.87	157.87
11466	11/10/2020	South East Cornerstone School 102020-01	October/20 collections	11,689.48	11,689.48
9303045	11/09/2020	Receiver General 1020-01	Payroll October 2020	9,708.75	9,708.75
10312001	10/30/2020	Donald Adair 10312001	October 2020 Wage	5,069.92	5,069.92
10312002	10/30/2020	Daphne Brady 10312002	October 2020 Payroll	3,523.44	3,523.44
10312003	10/30/2020	Nathan Cairns 10312003	October 2020 Payroll	3,169.51	3,169.51
10312004	10/30/2020	Kenneth Radke 10312004	October 2020 Payroll	5,539.51	5,539.51
10312005	10/30/2020	Charles Rowley 10312005	October 2020 Wages	4,268.14	4,268.14
10312006	10/30/2020	Raymond Sweet 10312006	October 2020 Payroll	3,289.32	3,289.32

CTB

Report Date
11/10/2020 6:05 PM

RM of Maryfield
List of Accounts for Ratification
As of 11/10/2020
Batch: 2020-00063 to 2020-00066

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
				Total for Direct:	87,853.21

9 B

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: General - General Bank Account					
Computer Cheques:					
9184	11/04/2020	Jeff Chambers 032020-01	Feb13-Mar5/20 Indemnity	643.00	643.00
9185	11/12/2020	Acklands Grainger Inc. 9678181125	Cylinder Rental	97.68	97.68
9186	11/12/2020	Tyler Adamson 10082020	Sept10-Oct8/20 Indemnity	216.00	216.00
9187	11/12/2020	Advantage Co-Operative 20291	6541.1 ltrs diesel	5,992.47	5,992.47
9188	11/12/2020	Michealene Boon 1020-20	Poll Clerk Remuneration	500.00	500.00
9189	11/12/2020	Borderland Co-operative Ltd. 367207	Circuit Breaker Well#3	38.84	38.84
9190	11/12/2020	Thomas Botterill 10082020	Sept10-Oct8/20 Indemnity	219.00	219.00
9191	11/12/2020	Jeff Chambers 10302020	Sept10-Oct8/20 Indemnity	217.50	217.50
9192	11/12/2020	Cromer Valley Store Ltd. 108802 214648	Slings and Shackles Marking paint, bulbs	131.04 73.83	204.87
9193	11/12/2020	Flaman Sales Ltd 242354	4 cycle fuel	37.63	37.63
9194	11/12/2020	Harbuilt Construction 2020101	Green Bridge Rebuild	47,056.60	47,056.60
9195	11/12/2020	Hebert Legacy 1020-01	Sept 17-Oct 8/20 Indemnity	219.00	219.00
9196	11/12/2020	Helen Johnson 1020-01	Deputy Returning Officer	500.00	500.00
9197	11/12/2020	Meyers Norris Penny 9487488	25% of Audit Costs	2,368.01	2,368.01
9198	11/12/2020	Munisoft 2020/21-02575	50 wall maps	462.80	462.80
9199	11/12/2020	Nelson Motors & Equipment 38737 38857 39086 39260	Trimmer Parts Trimmer blades & Adapter Kit PTO and Snap Ring - Mower 6190R Shaft	4.33 102.46 1,781.50 816.78	2,705.07
9200	11/12/2020	OK Tire Redvers 9381	Skid Steer Tire Repair	83.25	83.25
9201	11/12/2020	Penner Lumber 2019 9329 9330	1/4 Inch Chain Mower Repairs	17.84 8.26	

B CT

RM of Maryfield
List of Accounts for Ratification
As of 11/10/2020
Batch: 2020-00063 to 2020-00066

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		9514	Silicone/Caulking Water Pump	15.40	41.50
9202	11/12/2020	Postage by Phone 11042020	Prepaid Postage	525.00	525.00
9203	11/12/2020	SARM MLDP13509	MLDP Class - Administrator	152.25	152.25
9204	11/12/2020	SP&E Screwpiling 1196	Fixed rocks on slops west	1,102.50	1,102.50
9205	11/12/2020	Sweeting Enterprises. Ltd. 408	Gravel Hauled for customer	2,982.00	2,982.00
9206	11/12/2020	THE VERMIN-ATOR 27102020	86 farm calls @ \$37/call	3,341.10	3,341.10
9207	11/12/2020	Rebekah Thiessen 10312020	Office Cleaning - October 2020	250.00	250.00
9208	11/12/2020	Cameron Thompson 1020-01	Sept17/20-Oct 8/20 Indemnity	430.00	430.00
9209	11/12/2020	Robin Thompson 10302020	Sept10-Oct8/20 Indemnity	210.00	210.00
9210	11/12/2020	Twin Auto & Ag Supply 401096 401099 401102 401537	208L Def Fluid Windshield Washer Antifreeze Valve core and tool Gasket & Gasket Maker	362.22 22.56 10.18 26.20	421.16
9211	11/12/2020	The World-Spectator 165331 165335 165339 165397 165423	Advance Poll Notice of Abandonment of Poll Advance Poll 75 ballots Div 5 Election Seasonal Personall Ad	107.10 107.10 107.10 55.50 183.75	560.55
9212	11/12/2020	Tyler Van Eaton 10302020	Sept 10-Oct8/20 Indemnity	210.00	210.00
9213	11/12/2020	Village Of Maryfield 1020-01 1020-02 1020-03	Library Cleaning Expense Fire Hall/power/energy/phone Oct/tank fill consumption	50.00 113.35 1,441.76	1,605.11
9214	11/12/2020	Zacaruk Consulting Inc. 20-082	Green Bridge Engineering	5,250.00	5,250.00
				Total for General:	78,642.89
				Grand Total:	166,496.10

B
CT

Report Date
11/10/2020 6:05 PM

RM of Maryfield
List of Accounts for Ratification
As of 11/10/2020
Batch: 2020-00063 to 2020-00066

Page 5

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
-----------	------	--------------------------	-----------	----------------	----------------

Resolution # 276/20 dated November 12/20 refers

Signatures: *Daphne Brady*
R.M. Administrator

CB

BYLAW NO. 07/2020

ADMINISTRATIVE BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS WITHIN THE RURAL MUNICIPALITY OF MARYFIELD NO. 91

The council of the Rural Municipality of Maryfield No. 91 in the Province of Saskatchewan enacts as follows:

Short Title

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

**PART I
PURPOSE AND DEFINITIONS**

Purpose and Scope

2. *The purpose of this Bylaw is to establish:*
 - (a) *the office of Manager, Administrator, Treasurer, Assistant Administrator or any other municipal office that council considers necessary; AND*
 - (b) *who may sign specified municipal documents on behalf of the municipality; AND*
 - (c) *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 Rural Municipality of Maryfield No. 91.*
 - (c) *"Administrator" means the Administrator of the rural municipality appointed pursuant to Section 110 of The Municipalities Act.*
 - (d) *"Assistant Administrator" means the person appointed as Assistant Administrator.*
 - (e) *"Department Head" means the Recreation Director, the Treasurer, Public Works Foreman, Fire Chief and any other person appointed as a Department Head)*

**PART II
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 Rural 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 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 111)*
 - (b) Ensure all minutes of council meetings are recorded; *(MA 111)*
 - (c) Record the names of all council present at council meetings; *(MA 111)*
 - (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 \$10,000.00, 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 law 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 1st 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; *(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)*

Additional Duties of the Administrator

7. The Administrator 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 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*
 - (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 on a daily basis until the annual budget is adopted by council.*
 - (i) *Call for tenders*
 - (j) *Purchase goods, services or work*
 - (k) *Award contracts*
 - (l) *Conduct negotiations for land purchases, annexations etc.*
 - (m) *Attend other meetings as Council directs*
 - (n) *Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the Council;*
 - (o) *Giving written notice for unpaid fees of a building contract (i.e. transient trader or other license fees; (MA 9(5))*
 - (p) *Sign the Securities Register by designated officer require a bylaw to be in place; (MA 174)*
 - (q) *Maintain a debenture register and other duties relating to debenture transactions; (MA 175)*
 - (r) *Certify the date on which tax notices are sent; (MA 269)*
 - (s) *Prepare and send amended tax notices when required; (MA 271)*
 - (t) *Provide receipt for tax payment on require of tax payer or agent; (MA 272)*
 - (u) *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)*
 - (v) *Removal of tax lien if all arrears are compromised or abated; (MA 274)*
 - (w) *Issue tax certificates; (MA 276)*
 - (x) *Proof of taxes signed by a designated officer; (MA 277)*
 - (y) *Transfer special assessments to the tax roll; (MA 310)*
 - (z) *Submit school liability in a timely manner;*
 - (aa) *May be responsible for service for Seizure of Goods; (MA 323)*
 - (bb) *Present identification upon request if undertaking an inspection of property; (MA 362, 363, 364)*
 - (cc) *May enter and search for Dangerous Animals; (MA 378)*
 - (dd) *Authorize the Administrator to witness oaths and affirmations. (MA 111)*

PART III OTHER POSITIONS

Assistant Administrator

8. Establishment of Position

Council shall by resolution appoint an individual to the position of Assistant Administrator

9. Duties

The Assistant Administrator shall perform the duties and exercise the powers and functions that are assigned by the Administrator, this Bylaw, or any other bylaw or resolution of Council.

Acting Administrator

10. Establishment of Position

If the Administrator is incapable of performing his or her duties or if there is a vacancy in such position, the council may appoint a person as Acting Administrator for a period of no longer than three months or any longer period that the board of examiners may allow.

11. Duties

The Acting Administrator shall have all the powers and duties of the administrator while acting in the capacity of the Administrator.

**PART IV
DELEGATION OF AUTHORITY**

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

**PART V
MUNICIPAL DOCUMENTS**

Signing Agreements

13. *Subsection 115(4) of The Municipalities Act requires agreements to be signed by at least 2 persons designated by Council.*
(a) *The Reeve and the Administrator shall sign all agreements to which the Municipality is party. In the absence of the Reeve, the Deputy Reeve.*

Cheques

14. *Subsection 115(5) of The Municipalities Act stipulates that the Administrator **must sign all** cheques AND that Council must designate at least one other person.*

The Administrator or if the Administrator is unavailable, the Administrator's designate, AND the Reeve, if the Reeve is unavailable the Deputy Reeve shall sign all cheques on the behalf of the Municipality

**PART V
MUNICIPAL DOCUMENTS**

Signing Agreements

13. *Subsection 115(4) of The Municipalities Act requires agreements to be signed by at least 2 persons designated by Council.*
(a) *The Reeve and the Administrator shall sign all agreements to which the Municipality is party. In the absence of the Reeve, the Deputy Reeve.*

Negotiable Instruments

15. *Subsection 115(5) of The Municipalities Act also stipulates that the Administrator **must sign all** other negotiable instruments that Council must designate at least one other person.*

The Administrator or if the Administrator is unavailable, the Administrator's designate AND the Reeve, or if the Reeve is unavailable the Deputy Reeve, shall sign all other negotiable instruments on behalf of the municipality.

**PART VI
DESIGNATED OFFICERS**

Temporary Road Closure

16. *(The Administrator (council may wish to appoint council itself or another employee) shall be the designated officer for the purpose of temporary road closures. (MA 14))*

Enforcement of Municipal Law

- 17. *The Administrator shall be designated the Bylaw Enforcement Officer, to inspect, remedy or enforce any bylaw or the Municipalities Act. (MA 362-367)*
- 18. *The Administrator shall be designated the Bylaw Enforcement Officer, to inspect, remedy or enforce any bylaw or the Municipalities Act. (MA 362-367)*

**PART VII
MUNICIPAL EMPLOYEES**

- 19. *Council has removed the duty of the administrator to hire, suspend, and dismiss all municipal employees, council as a whole is to deal with all of these decisions.*

**PART VIII
COMING INTO FORCE**

- 20. That Bylaw Number 5/2008, dated October 9, 2008 be hereby repealed.
- 21. This bylaw shall come into effect on the day of its final passing.



Read a third time and adopted
this 12th day of November 2008

Daphne Brady
Administrator

[Signature]
Reeve

Daphne Brady
Administrator