

# Road Restrictions

---

## Rural Municipality of Snipe Lake No. 259

### BYLAW NO 07-2006

#### A BYLAW TO PROVIDE FOR RESTRICTING THE OPERATION OF CERTAIN VEHICLES ON ROADS

The Council of the Rural Municipality of Snipe Lake No. 259 in the Province of Saskatchewan enacts as follows:

This bylaw shall be referred to as the Road Restrictions Bylaw

1. In this bylaw:
  - a) "Administrator" shall mean the administrator of the municipality;
  - b) "Council" shall mean the council of the municipality;
  - c) "Municipality" shall mean the [full name of municipality];
  - d) "Order" means and order issued by the road committee;
  - e) "Committee" means a road committee established in accordance with section 81 of *The Municipalities Act* for the purpose of issuing orders.
2. Council may by resolution establish a road committee for the purpose of issuing orders in accordance with *The Municipalities Regulations Part III*.
3. The committee shall consist of 2 members of council and each appointment shall be for a term of One year<sup>1</sup>
4. The committee may issue an order only if, due to inclement weather or unfavorable road conditions, the use of the road in the manner prohibited by the order would, in the opinion of the road committee reasonably be expected to result in:
  - a) damage to the road; or
  - b) a high risk of property damage or personal injury to the public.
5. *An order established pursuant to this bylaw may include provisions to:*<sup>2</sup>
  - *prohibit the operation of certain vehicles on specified roads and bridges.*
  - *restrict the gross weight of vehicles on specified roads and bridges or portions thereof.*
6. Subject to the provisions of *The Highways and Transportation Act*, council may by resolution provide the committee with the authority on behalf of the municipality to opt in or out of the Provincial Road Bans.
7. An order issued under this bylaw must:
  - a) be signed by the members of the road committee;
  - b) state the date on which it is signed and the date on which it takes effect; and
  - c) be filed with the Administrator
8. Upon receipt of the order the Administrator shall:
  - a) promptly notify the permit officer in the Department of Highways and Transportation of the issuance or cancellation of any order; and
  - b) present a copy of the order at the next meeting of council and record so in the minutes
9. Notice of the order shall be posted conspicuously at each end of any applicable road and at any junction or intersection the committee considers advisable.
10. Any order issued pursuant to this bylaw shall be in the form of Schedule "A".

11. An order issued pursuant to this bylaw shall remain in effect until cancellation of the order by the committee and all notices posted in accordance with this bylaw have been removed.

12. Any person guilty of any infraction to any of the provisions of this bylaw shall upon summary conviction, be liable to a fine

- as per the General Penalty Bylaw



*J.A. Koel*

Mayor / Reeve

*C. Kaufman*

Administrator

Subsection 8 The Municipalities Act  
Section 38, The Highways and Transportation Act

Certified a true copy of Bylaw No. 07-2006

passed at a duly convened meeting of council

11 day of April, 2006



*C. Kaufman*

Administrator

**Schedule "A"**

**NAME OF MUNICIPALITY  
ROAD RESTRICTIONS**

**First Order** (*number the orders in appropriate sequence*)

**IN ACCORDANCE** with Bylaw No. 07-2006 of the (*Full Name of Municipality*)  
and with the Municipalities Regulations:

**Notice is hereby given that** effective 12 o'clock midnight,      (*day*),      (*month*),      and  
     (*year*) and until further notice the following public roadways shall:

- *List all affected roads and the weight restrictions*

Anyone contravening this order shall be subject to a fine in the amount of:

- *As per the fines set out in the bylaw*

**DATED AT** \_\_\_\_\_, Saskatchewan this

     (*day*),      (*month*),      (*year*)

**ROAD COMMITTEE:**

\_\_\_\_\_  
**Committee Member**

\_\_\_\_\_  
**Committee Member**

\_\_\_\_\_  
**Committee Member**

Certified a true copy of Bylaw 07-2006  
Passed at duly convened meeting of  
Council on the 5<sup>th</sup> day of May 2006

\_\_\_\_\_  
Coral Dale, Administrator

**ADMINISTRATIVE BYLAW  
RURAL MUNICIPALITY OF SNIPE LAKE NO. 259  
BYLAW NO. 02-2006**

A BYLAW TO PROVIDE TO ESTABLISH THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS FOR THE RURAL MUNICIPALITY OF SNIPE LAKE NO. 259

The council of the Rural Municipality of Snipe Lake No. 259 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 this bylaw is to:
  - (a) establish *the office of Administrator, Administrative Assistant or any other municipal office that council considers necessary; AND/OR*
  - (b) establish *who may sign specified municipal documents on behalf of the municipality; AND/OR*
  - (c) establish *the powers, duties and functions of municipal officials and/or employees of the municipality.*

**Definitions**

3. For the Purpose of this policy, the following terms and words shall have the following meanings

- (a) "Act" means the Municipalities Act
- (b) "Municipality" means the Rural Municipality of Snipe Lake No. 259.
- (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 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 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*)

JAH

- (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 a \$200,000 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 1<sup>st</sup> 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)*

#### **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 Rural Municipality are implemented
- (d) Advise, inform and make recommendations to council on the

*Jok*

- 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 with council approval.
- (l) Conduct negotiations for land purchases, annexations etc.
- (m) Attend meetings of Council and 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.)

### PART III OTHER POSITIONS

#### **Administrative Assistant**

##### **8. Establishment of Position**

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

##### **9. Duties**

The Administrative Assistant 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 not 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.

#### **Treasurer**

##### **12. Establishment of Position Delegated to administrator**

##### **13. Duties**

*(NOTE: Any other position that the council may deem necessary may be included in this section such as Public Works Foreman, Assistant Public Works Foreman, Equipment Operator, Landfill Supervisor, Recreation Director, Assessor, Clerk, Auditor, Solicitor ect. )*

### **PART IV**

#### **DELEGATION OF AUTHORITY**

14. 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**

15. The Reeve or Deputy Reeve AND the Administrator or Assistant Administrator shall sign all agreements to which the municipality is party.

##### **Cheques**

16. The Administrator or in the absence of Administrator the Assistant Administrator AND the Reeve or in the absence the Deputy Reeve shall sign all cheques on the behalf of the municipality.

JG/K

### **Negotiable Instruments**

17. The Administrator is required or if the Administrator is unavailable, the Assistant Administrator AND the Reeve or in the absence the Deputy Reeve shall sign all other negotiable instruments on behalf of the municipality.

### **PART VI**

#### **DESIGNATED OFFICERS**

*(Council may use this document to appoint a designated officer to perform any duties that are specified as duties of a designated officer). (Note: if council does not appoint a designated officer the duty automatically defaults to the Administrator)*

#### **Temporary Road Closure**

18. *The Administrator or the Foreman shall be the designated officer for the purpose of temporary road closures. (MA 14)) could be council itself*

#### **Enforcement of Municipal Law**

19. *(Council may wish to appoint a bylaw enforcement officer, other than the administrator to inspect, remedy or enforce any bylaw or the Municipalities Act, depending on Council's desired process to be applied to the enforcement of municipal law.) (MA 362-367)*

#### **Right of Entry for Public Utility Service**

20. *( Council may wish to appoint a person other than the Administrator to enter a building for the purpose of a public utility service.) (MA 26(5))*

#### **Other Designated Officers**

21 *(NOTE: Depending on the size of the municipality and staff, a council may wish to designate someone other than the administrator for some or all of the designated officers as listed. If the administrator is chosen as the designated officer for any or all of the duties as listed, a council may wish those items to be listed with the duties of the administrator instead of separately.)*

- (a) Giving written notice for the unpaid fees of a building contract (i.e. transient trader or other license fees) (Section 9(5),
- (b) Sign the Securities Register by designated officer requires a bylaw to be in place.(Section 174)
- (c) Maintain debenture register and other duties relating to debenture transactions.(Section 175)
- (d) Certify the date on which tax notices are sent. (Section 269)
- (e) Prepare and send amended tax notices when required. (Section 271)
- (f) Provide receipt for tax payment on request of tax payer or agent. (Section 272)
- (g) Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied. (Section 273)
- (h) Removal of tax lien if all arrears are compromised or abated. (Section 274)
- (i) Issue tax certificates. (Section 276)
- (j) Proof of taxes signed by a designated officer (Section 277)
- (k) Transfer special assessments to the tax roll (Section 310)
- (l) Submit school liability in a timely manner (Section 311)
- (m) Collection of amusement tax (Section 316)
- (n) May be responsible for service for Seizure of Goods (Section 323)
- (o) Present identification upon request if undertaking an inspection of property (Section 362, 363, 364)
- (p) May enter and search for Dangerous Animals (Section 378)

### **PART VII COMING INTO FORCE**

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

J a/h

*J. A. Koot*

Reeve



*C. Craupke*

Administrator

Certified a true copy of Bylaw No. 02-2006

passed at a duly convened meeting of council

11<sup>th</sup> day of April, 2006.

*C. Craupke*  
Administrator

