

**TOWN OF OUTLOOK
BYLAW NO 04(2022)**

**A BYLAW OF THE TOWN OF OUTLOOK IN THE PROVINCE OF SASKATCHEWAN TO PROVIDE FOR
THE ADMINISTRATION OF THE MUNICIPAL CORPORATION AND TO SET FORTH THE DUTIES
AND POWERS OF THE ADMINISTRATOR AND DESIGNATES**

The Council of the Town of Outlook, in the Province of Saskatchewan hereby enacts as follows:

1. Short Title

This Bylaw may be cited as the Administration Bylaw

2. Purpose and Scope

- i. The purpose of this Bylaw is to establish the office of Chief Administrative Officer, Superintendent of Municipal Operations, Assistant Administrator and Superintendent of Community Development; and
- ii. To establish who may sign specified Municipal documents on behalf of the Municipality; and
- iii. To establish the powers, duties and functions of Municipal officials and/or employees of the Town of Outlook.

3. Definitions: In this Bylaw:

- i. **"Act"** means *The Municipalities Act*.
- ii. **"Municipality"** means the Town of Outlook.
- iii. **"Council"** means the Council of the Town of Outlook.
- iv. **"Chief Administrative Officer"** means the Administrator appointed pursuant to Section 110 of the Act.
- v. **"Executive Team"** means the Chief Administrative Officers, the Superintendent of Municipal Operations, the Assistant Administrator, the Superintendent of Community Development, and any other person appointed to the Executive Team by the Chief Administrative Officer.

4. Chief Administrative Officer

- i. The position of Administrator is established pursuant to Section 110 of the Act
 - i. Council shall, by resolution, appoint an individual to the position of Administrator and this individual shall also be the Chief Administrative Officer.
 - ii. Council shall establish the terms and conditions of the employment of the Chief Administrative Officer.
 - iii. Any person appointed to the position of Chief Administrative Officer must meet the requirements set out by the Urban Municipal Administrator's Association of Saskatchewan (UMAAŚ)
- ii. The duties of the Chief Administrative Officer are set out in the Act (Section 111), additional duties shall be made by resolution of Council as a part of the Town of Outlook Policy, which may be introduced/amended from time-to-time.
 - i. Council may delegate the authority of other matter excepting those listed in Section 127, which must be addressed by Council.

5. Acting Chief Administrative Officer

- i. If the Chief Administrative Officer 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 Chief Administrative Officer for a period of not longer than three months.
- ii. The Acting Chief Administrative Officer shall have all of the powers and duties of the Chief Administrative Officer while acting in the capacity of the Chief Administrative Officer.

6. Executive Team

- i. Council shall, by resolution, appoint an individual to Executive Team Positions of Superintendent of Municipal Operations, Assistant Administrator, Superintendent of Community Development upon recommendation of the Chief Administrative Officer.
- ii. Executive positions of Superintendent of Municipal Operations, Assistant Administrator, Superintendent of Community Development shall perform the

duties and exercise the powers and functions that are assigned by the Chief Administrative Officer, this Bylaw, any other Bylaw or resolution of Council and Provincial Legislation that may apply.

7. Delegation of Authority

- i. The Council hereby authorizes the Chief Administrative Officer to delegate any of his/her powers, duties or functions to another employee of the Town of Outlook.

8. Municipal Documents

- i. The Chief Administrative Officer shall sign all documents to which the Municipality is party. In the absence of the Chief Administrative Officer an alternate may be designated by Council. In the case of two signatures required, the Mayor shall be the second signor or, in the absence of the Mayor, the Deputy Mayor shall sign in addition to the Chief Administrative Officer.
- ii. The Chief Administrative Officer and the Mayor, or in the Mayor's absence, any other member of Council shall sign all Cheques and other negotiable instruments on behalf of the Municipality. In the absence of the Chief Administrative Officer an alternate may be designated by Council.

9. Designated Officers

- i. The Chief Administrative Officer or the Superintendent of Municipal Operations, or their alternates, shall be the designated officer for the purpose of temporary road closures.
- ii. The Chief Administrative Officer or the Superintendent of Municipal Operations, or their alternates, shall inspect, remedy or enforce any Bylaw or the Act, depending on Council's desired process to be applied to the enforcement of Municipal law.
- iii. The Chief Administrative Officer or the Superintendent of Municipal Operations, or their alternates, may enter a building for the purposes of a public utility service.
- iv. The Chief Administrative Officer or the Superintendent of Municipal Operations, or their alternates, may enter and search premises for Dangerous Animals.
- v. The Chief Administrative Officer or the Superintendent of Municipal Operations, or their alternates, may serve and process seizure of goods.

10. Repeal Previous Administration Bylaw

That Bylaw 05(2006) is hereby repealed.

11. Into Force

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




Mayor


Chief Administrative Officer