

BYLAW 3/2021

A BYLAW TO AMEND 4/2018 KNOWN AS THE BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE MUNICIPALITY AND TO SET FORTH THE DUTIES AND POWERS OF THE DESIGNATED OFFICERS FOR THE RURAL MUNICIPALITY OF HILLSDALE NO. 440

The Council for the Rural Municipality of Hillsdale No. 440 in the Province of Saskatchewan enacts to amend bylaw 4/2018 as follows:

**PART V
MUNICIPAL DOCUMENTS**

Signing Agreements

- 1. a) The Reeve and the Chief Administrative Officer shall sign all agreements to which the municipality is party. In the absence of the Reeve, the Deputy Reeve.
- b) The Reeve and the Finance Officer in the absence of the Chief Administrative Officer, shall sign all agreements to which the municipality is party.

Cheques

- 2. The Chief Administrative Officer or in the absence of the Chief Administrative Officer the Finance Officer AND Reeve or in the absence of the Reeve, the Deputy Reeve shall sign all cheques on the behalf of the municipality.

Payroll and Authorized Accounts Payables

- 3. a) The Chief Administrative Officer AND the Finance Officer shall process payroll including council remuneration by electronic means with final authorization required by the Reeve or in the absence of the Reeve the Deputy Reeve.
- b) The Chief Administrative Officer AND the Finance Officer shall pay the following accounts payable by electronic means on a monthly basis
 - i) Utility Payments: Sask Power, Sask Tel, Sask Energy
 - ii) Payroll Deductions: Receiver General, Municipal Employees Pension Plan
 - ii) School Tax collections
 - iv) Hail collections
 - v) Collabria MasterCard

New Accounts

- 4. Authorized accounts payables shall be added by resolution including the account number. Any new accounts shall be added by resolution.
- 5. This bylaw shall come into effect on the day of its final passing.

I certify this to be a true copy of the original document
Bylaw 3, 2021
Date April 8, 2021

Janet Hollingshead, CAO
Name Position
Janet Hollingshead
Signature



Glen Bedford
Reeve

Janet Hollingshead
Chief Administrative Officer