

M-11

**MINUTES OF A MEETING OF THE COUNCIL OF
THE RURAL MUNICIPALITY OF HILLSDALE NO. 440**

held in the Municipal Office at 39 L.E. Gibbons Centre Street
in Neilburg, Saskatchewan on
Thursday, April 5, 2018 at 9:15 a.m. MST.

Call to Order

Reeve Glenn Goodfellow called the meeting to order.

Members Present

Reeve Glenn Goodfellow; Councillors: Trevor McCrea, Jerry Petovello,
Bernadette Poppleton, Vincent Murphy, Floyd Whitney; and Administrator
Janet Black.

Agenda

134/18 JERRY PETOVELLO

That the agenda be approved as presented.

Motion Carried.

Minutes

135/18 BERNADETTE POPPLETON

That the minutes of the March 8, 2018 meeting be adopted as amended.

Motion Carried.

Financial Activities

136/18 VINCE MURPHY

That the Statement of Financial Activities for the month of March 2018
and the Bank Reconciliation for March 2018 be approved as presented.

Motion Carried.

Accounts

137/18 VINCE MURPHY

That the accounts be approved and authorized for payment and that a list
of cheques numbered 6335-6383 inclusive with online payments 324513
& 360066 and payroll direct deposits 1649-1666 inclusive, totaling
\$148,817.80 be presented in Schedule 'A' to these minutes.

Motion Carried.

Letter of Support

138/18 JERRY PETOVELLO

That the Rural Municipality of Hillsdale No. 440 write a letter of support
addressed to Shannon Stubbs, Shadow Minister for Natural Resources
expressing the municipalities concern with the increasing rural crime
rates in our area.

Motion Carried.

Suffern Lake Regional Park Manitou Section

139/18 BERNADETTE POPPLETON

That the Rural Municipality of Hillsdale No. 440 provide Suffern Lake
Regional Park Manitou Section with their 2018 grant in the amount of
\$4,000.00.

Motion Carried.



Two tenders for pasture lease were received in the Municipal office:

Jason Goodfellow \$3,600.00/year
Stonehouse Farms \$700.00/ year

Pasture Land for Lease

140/18 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 accept the tender from Jason Goodfellow for the five year lease of SE 9-46-23 W3M at a cost of \$3,600.00 per year. Applicant will have two years to improve the fence. A fence is required on the east side before putting cattle in this year.

Motion Carried.

2018 Household Hazardous Waste Round-up

141/18 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 participate in the 2018 Household Hazardous Waste Round-up at the Exhibition Grounds in the City of Lloydminster on May 5, 2018 with the municipality being invoiced for 5% of the total cost of the program.

Motion Carried.

Weed Inspector Training Workshop

142/18 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 register Tannis Chibri in the 2018 Weed Inspector Training clinic in North Battleford, SK on Tuesday, April 10, 2018.

Motion Carried.

Contractor Safety Breakfast

143/18 JERRY PETOVELLO

That the Rural Municipality of Hillsdale No. 440 authorize Karrie Blackbeard, Brent Black, Bob Dillon, Willy Durning, Justin O'Beirne, Monique Dyck, and Adam Steuer to attend the Contractor Safety Breakfast in Lloydminster, SK on Friday, April 13, 2018.

Motion Carried.

Topcon Positioning Systems Payment

144/18 BERNADETTE POPPLETON

That the Rural Municipality of Hillsdale No. 440 authorize the payment for GPS subscriptions payable to Topcon Positioning Systems in the amount of \$621.00 USD plus \$30.00 wire transfer fee.

Motion Carried.

NWMA and NHOM Meeting

145/18 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 authorize Reeve Glenn Goodfellow and Administrator Janet Black to attend the Northwest Heavy Oil meeting in Turtleford, SK and Northwest Municipalities Association Meeting in Meadow Lake, SK on Friday, April 6, 2018.

Motion Carried.

Council broke for lunch at 12:10 a.m.

Council reconvened from lunch at 12:40 p.m.



Correspondence

Municipal Advocacy Solutions	Re: Accessing Funding
Sask Energy	Re: Inspection of Pipeline System
NCTPC	Re: Annual General Meeting
SCIC	Re: 2018 Crop Insurance Program
SARM	Re: CPTCC Signing
SARM	Re: Blueprint for Wildland Fire Science
SARM	Re: Weekly Bulletin
SGI	Re: Business Recognition Assessment
Historic Places Initiative	Re: Workshop
Canada Culvert	Re: Bridge-in-a-Box
Ministry of Highways	Re: Notice of Minister
SCGA	Re: Contractor Safety Breakfast
SARM	Re: Weed Inspector Training Clinic
WCMGC	Re: Minutes
Kortech	Re: Dust Control
NCTPC	Re: Minutes
NHOM	Re: Meeting
NWMA	Re: Meeting
Black Gold Rush Program	Re: Update
EKpass	Re: Equipment Operators Training
RMA Fuel	Re: PFA Canada Rebrand
Gas Tax Fund	Re: Installment Payment
Royal Canadian Legion	Re: Advertising
River West District	Re: Membership
CRHPA	Re: Contribution Request
City of Lloydminster	Re: Hazardous Waste Round-up
SARM	Re: Strychnine
Shannon Stubbs	Re: Letter of Support
Suffern lake Regional Park	Re: 2018 Grant Request
Borderlands Emergency Preparedness	Re: Agreements/Policy
SARM	Re: Conference
Rivers West	Re: Conflict Resolution Workshop
Conquest Equipment	Re: Spring Stock

Rent Water Pump

146/18 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 rent a 6"x 6" water pump and accompanying accessories from Canadian Dewatering Fluid Management Systems at an estimated cost of \$3,515.00 per month.

Motion Carried.

In Camera

147/18 BERNADETTE POPPLETON

That the meeting proceed in camera at 12:43 p.m. as per Section 16(1) of the *Local Authority Freedom of Information and Protection of Privacy Act* to discuss human resources.

Motion Carried.

Members Present: Reeve Goodfellow, Councillors: McCrea, Petovello, Poppleton, Murphy, Whitney and Administrator Black.

Karrie Blackbeard entered the meeting at 12:47 p.m.

Karrie Blackbeard left the meeting at 1:17 p.m.

Meeting Reconvenes

148/18 BERNADETTE POPPLETON

That the Council came out of camera at 1:55 p.m.

Motion Carried.

Hire Seasonal Staff-Steuer

149/18 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 offer seasonal employment to Adam Steuer beginning April 2, 2018 at a rate of \$28.00 per hour with a one month probation period receiving benefits after three months.

Motion Carried.

Hire Seasonal Staff-Marshall

150/18 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 offer seasonal employment to Rory Marshall beginning April 16, 2018 at a rate of \$24.00 per hour.

Motion Carried.

Bylaw 4/2018 – First Reading

151/18 BERNADETTE POPPLETON

That Bylaw 4/2018 being a 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 be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 4/2018 – Second Reading

152/18 VINCE MURPHY

That Bylaw 4/2018 being a 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 be read a second time

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 4/2018 – Third Reading Approval

153/18 FLOYD WHITNEY

That Bylaw 4/2018 being a 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 be read a third time.

Motion Carried.
Unanimously.

Bylaw 4/2018 – Third Reading

154/18 TREVOR MCCREA

That Bylaw 4/2018 being a 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 be read a third time and adopted.

Motion Carried.

The Bylaw was read by the Administrator.

Special Meeting

155/18 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 hold a special meeting to discuss the Budget on Tuesday, April 17, 2018 beginning at 9:00 a.m. in the municipal office.

Motion Carried.

Asset Management Application

156/18 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 together with the Village of Neilburg apply for funding through Federation of Canadian Municipalities for assisting in Asset Management planning.

Motion Carried.

The Unpaid Taxes Listing was presented to the Council.

Tax Enforcement List

157/18 JERRY PETOVELLO

That the Rural Municipality of Hillsdale No. 440 delete any tax arrears equal to or less than one-half of the previous year's levy to form the Tax Enforcement List.

Motion Carried.

In Camera

158/18 VINCE MURPHY

That the meeting proceed in camera at 2:25 p.m. as per Section 16(1) of the *Local Authority Freedom of Information and Protection of Privacy Act* to discuss pending lawsuits.

Motion Carried.

Members Present: Reeve Goodfellow, Councillors: McCrea, Petovello, Poppleton, Murphy, Whitney and Administrator Black.

Meeting Reconvenes

159/18 JERRY PETOVELLO

That the Council came out of camera at 2:34 p.m.

Motion Carried.

Village of Neilburg Skate Park

160/18 BERNADETTE POPPLETON

That the Rural Municipality of Hillsdale No. 440 pledge \$1,000.00 per year for five years towards the cost of constructing a skate park in the Village of Neilburg.

Motion Carried.

Delegations

1] Sgt. Heath Robinson, RCMP

Adjourn

161/18 VINCE MURPHY

That this meeting adjourn at 2:55 p.m.

Motion Carried.


Reeve


Administrator

Schedule 'A'

DD#1649 – DD#1658	25,159.93
DD#1659 – DD#1666	4,827.11
6335 CUETS Financial	1,267.99
6336 Receiver General for Canada	14,101.21
6337 Municipal Employees Pension	6,370.54
6338 Keri Bratkowski	170.00
6339 Amec Foster Wheeler	159.60
6340 Bee J's Stationers Inc.	202.99
6341 Crop Production Services	8,806.35
6342 Elaine Etson	1,274.00
6343 Information Services	36.00
6344 Jerry Petovello	20.00
6345 John Deere Financial Inc.	384.74
6346 Karrie Blackbeard	32.49
6347 Voided by the print process	0.00
6348 Lloydminster Co-operative Ltd.	655.08
6349 M.R. Website Development	89.36
6350 Maidstone Waseca & District	1,856.33
6351 Meridian Surveys Ltd.	29,137.50
6352 Pat Gibbons Ltd.	387.03
6353 Princess Auto	90.56
6354 RM of Manitou Lake No. 442	450.00
6355 Robert Dillon	53.30
6356 Rutherford Agencies Ltd.	15,997.86
6357 Sask Energy	438.93
6358 Sask Power	947.59
6359 Sask Tel	482.73
6360 SARM	785.77
6361 SGI	4,810.94
6362 The Lloydminster Source	168.00
6363 Tracey Zweifel	207.03
6364 Van Houtte Coffee Services	149.63
6365 Village of Neilburg	234.00
6366 Wendy Lindsay	30.00
6367 Bee J's Stationers Inc.	336.05
6368 Brandt Tractor Saskatoon Branch	9,155.52
6369 Fort Garry Industries Ltd.	161.23
6370 John Deere Financial	900.78
6371 JTL Industries Ltd.	31.50
6372 Lash Enterprises	1,570.71
6373 Lilydale Creek Enterprises Ltd.	945.00
6374 Lloydminster Co-operative Ltd.	31.04
6375 Lloydminster Co-operative Ltd.	20.00
6376 McIntosh Garage&Auto Body Ltd.	4,241.48
6377 McIntosh Garage&Auto Body Ltd.	2,103.01
6378 RSVP Weld Repair Ltd.	111.00
6379 Sask Tel Mobility	73.43
6380 Vercomm Wireless	2,204.22
6381 West Yellowhead Waste Resource	2,137.96
6382 Manitou Section	4,000.00
6383 The Royal Canadian Legion Sask	205.00
324513 Minister of Finance - PST	118.74
360066 Living Sky School Division#202	686.54

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Schedule 'B' Public Works Report

Since last meeting I have had a few meetings at the shop.

Bathroom is progressing well. Walls were being 'mudded' as of Monday.

Computer was moved to shop. It has also been hooked up to remote desktop into my computer at office.

A window was installed in the office door as to not appear shut off from staff and have a more 'open door' look without actually having door open for dust purposes.

The computer has allowed access to internet radio for staff to listen to during shop work days.

March 20th 1:00 pm • Glenn and I met with Paul Lawrence from Baytex in regards to the well site South of the ecology pit drainage. We discussed a few options with Paul but he said he would have to check if Baytex still owned the site or if it was sold. A later email determined the well site is now owned by Husky. I have been in contact with Kim Bertoia from Husky to move forward. Installing a culvert is thought to be the best option, however with needing to go diagonally though the well site ground disturbance paperwork will be required and can take quite some time.

Also finding old culvert and/or placing culvert may be required in the north/south road.

March 20th 3:00 pm • Glenn, Trevor and I met with Kim and Rhonda Bertoia at their home to discuss options regarding the excess water needing to flow through their yard as slough dewatering and excess runoff in past years has created a problem. A suggested solution that was discussed is to pump the water through the yard with hose and find a suitable spot to discharge past trees, within grasslands. Once spring runoff has subsided revisit and find a long-term solution. Adding culvert to all approaches may be required. Contacting highways to check the culvert downstream that crosses highway 40.

Other places that will need pumping.

On the school bus route near Horvath's and Whitney's.

Check levels at Gregoire Slough

Adam Steuer to start back April 2.

April 17, 2018 there is a meeting with the Neilburg Composite School in regards to fixing up the track and in-field.

Civic Address, Range Road and Township Road signs have been completed and checked accept for ones that could not be put up due to snow and ice.

Brent has made up a frozen culvert map.

Put a watch on your divisions grain haulers we want them to move grain when they can, but we also want to maintain our roads in a best possible condition.

Adam and Justin took the pump off the water truck and dismantled it. Brent took it to Cody Dillion to inspect and it was determined to be unfixable. Brent shopped around Lloyd and found a Bowie 3" pump for just under \$1500.00, saving \$300 by shopping around.

Spoke with Dave from AMEC in regards to watching construction. He plans to check progress once a week moving forward, unless requested differently. The engineer's time is not included in the contract, it is over and above, as needed.

If decision to rent a pump is decided on, I have everything lined up. Hose is rolled and on a pallet which can be placed in the back of truck and a pintle hitch is needed to haul the pump behind. Suction hose is typically attached with the pump. We need to select a pick up date if required.

Construction for this year to tell SaskPower and SaskTel
Road base construction on 675 south, approx. 5 miles of road

Mulching began. Crunkhorn's road was first. \$4,500.00 estimate. Next spot they did was south of Ernie Goulet's. Sask Power turned off their line going through their so they could work. Will take a few days to complete. \$18,000.00. Next spot is by Rob Wiebe's \$2,000.00. 4th is by Rex Ryan approach \$2,000.00. Budget is \$40,000.00, where to next?

Yesterday the outside staff started opening up back some roads in hopes they slowly dry and some of the spring runoff issues might be halted.

Public Works Coordinator and Supervisor Positions



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**MINUTES OF A SPECIAL MEETING OF THE COUNCIL OF
THE RURAL MUNICIPALITY OF HILLSDALE NO. 440,**
held in the Municipal Office at 39 L.E. Gibbons Centre Street
in Neilburg, Saskatchewan on
Tuesday, April 17, 2018 at 9:00 a.m. MDT.

Call to Order

Reeve Glenn Goodfellow called the meeting to order.

Members Present

Reeve Glenn Goodfellow; Councillors Trevor McCrea,
Bernadette Poppleton, Vincent Murphy, Floyd Whitney and
Chip Chibri; and Administrator Janet Black.

Agenda

162/18 TREVOR MCCREA
That the agenda be approved as presented.

Motion Carried.

Declaration of Interest

None

Audited Financial Statement

163/18 BERNADETTE POPPLETON
That the Council of the Rural Municipality of Hillsdale No. 440 approve
the 2017 Draft Audited Financial Statement as presented.

Motion Carried.

Brent Black Wages

164/18 BERNADETTE POPPLETON
That the RM of Hillsdale No. 440 increase Brent Black's wages by \$5.00
for shared Foreman position duties.

Motion Carried.

Bob Dillon Wages

165/18 VINCENT MURPHY
That the RM of Hillsdale No. 440 increase Bob Dillon's wages by \$5.00
for shared Foreman position duties.

Motion Carried.

Karrie Blackbeard Wages

166/18 TREVOR MCCREA
That the RM of Hillsdale No. 440 increase Karrie Blackbeard's wages by
\$7.00 for shared Foreman position duties.

Motion Carried.

Councillor Floyd Whitney left the meeting at 11:30.

Reply to David Chura

167/18 BERNADETTE POPPLETON
That we acknowledge the letter from David Chura and reply by clarifying
that all seismic activities are controlled under "*The Seismic Exploration
Regulations, 1999*" the RM does not have any authority nor jurisdiction to
enforce these regulations. We are returning his \$50.00 for an
assessment appeal for 2018 as the assessment roll is not currently open.
The Assessment Roll will be advertised in the Lloydminster Source and
RM website beginning Thursday, April 26, 2018.

Motion Carried.

101175511 Saskatchewan Ltd. Invoice

168/18 CHIP CHIBRI

That the Rural Municipality of Hillsdale No. 440 pay the invoice from 101175511 Saskatchewan Ltd. for the shop bathroom construction in the amount of \$29,376.15.


Motion Carried.

Adjourn

169/18 VINCENT MURPHY

That this meeting adjourns at 12:05 p.m.

Motion Carried.



Reeve



Administrator

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BYLAW 4/2018

A 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 as follows:

Short Title

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

Purpose and Scope

2. The purpose of this Bylaw:
 - a) to establish the office of Administrator; and
 - b) to establish who may sign specified municipal documents on behalf of the municipality; and
 - c) to establish the powers, duties and functions of municipal officials and/or employees of the municipality.

Definitions

3. In this bylaw
 - a) "Act" means *The Municipalities Act*
 - b) "Municipality" means the Rural Municipality of Hillsdale No. 440
 - c) "Administrator" means the Administrator of the Rural Municipality of Hillsdale No. 440 appointed pursuant to Section 110 of *The Municipalities Act*
 - d) "Finance Manager" means the person appointed as Finance Manager

ADMINISTRATOR

Establishment of Position

4. The position of Administrator is established pursuant to section 110 of *The Municipalities 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) Any person appointed to the position of Administrator must be qualified as require by *The Rural Municipal Administrators Act*.

Duties of 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 the members of 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*)

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- 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, or 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 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)
sign bylaws; (MA 115)
 - s) provide copies of public documents upon request or payment of fee; (MA 117)
 - t) provide notice of first meeting of council; (MA 121)
 - u) call a special meeting when lawfully requested to do so; (MA 123)
 - v) determine the sufficiency of a petition requesting a public meeting of voters; (MA 129)
 - w) determine the validity of a petition for referendum (30 days to report to council); (MA 135)
 - x) administer public disclosure statements if the municipality adopts this requirement; (MA 142)
 - y) 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) be responsible for the preparation and submission of the annual budget.
- f) monitor and control spending within program budgets established by Council.

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- g) make routine expenditures on a daily basis until the annual budget is adopted by council.
 - h) attend meetings of Council and other meetings as Council directs
 - i) 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

Establishment of Position

8. Council shall by resolution appoint an individual to the position of Finance Manager.

Acting Administrator

Establishment of Position

9. 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.

Duties

10. 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

- 12.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.
- b) The Reeve and the Finance Manager in the absence of the Administrator, shall sign all agreements to which the municipality is party.

Cheques

13. The Administrator (or if the Administrator is unavailable, the Administrators' designate) AND Reeve or in the absence of the Reeve, the Deputy Reeve shall sign all cheques on the behalf of the municipality.

Negotiable Instruments

14. The Administrator (or if the Administrator is unavailable, the Administrators' designate) AND Reeve or in the absence of the Reeve the Deputy Reeve shall sign all other negotiable instruments on behalf of the municipality.

PART VI DESIGNATED OFFICERS

Temporary Road Closure

15. The Council shall be the designated officers for the purpose of temporary road closures. (MA 14)

Enforcement of Municipal Law

16. The Council shall be the designated officer 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)

Other Designated Officers

17. The Administrator shall be the designated officer for the purpose of:
- a) giving written notice for the unpaid fees of a building contract (i.e. transient trader or other license fees). (Section 9(5))
 - b) signing 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

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

19. Bylaw 13, 2005 shall be repealed.


Reeve


Administrator

