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Saskatchewan

# **The Saskatchewan Public Service Vision**

The Best Public Service in Canada

## **Our Commitment to Excellence**

Dedicated to service excellence, we demonstrate innovation, collaboration and transparency, practice effective and accountable use of resources, and promote engagement and leadership at all levels.

## **Our Core Values**

Respect and Integrity

Serving Citizens

Excellence & Innovation

One Team



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# New Administrators –

## Things the LGA did not Teach You

UMAAS Convention  
June, 2015



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# Roles and Responsibilities

- Sec. 110 MA - Administrator
- Sec. 111 MA
  - ✓ Secretary
  - ✓ Advisor
  - ✓ Accountant
  - ✓ Gate keeper



**COUNCIL**

**ADMINISTRATOR**

**PUBLIC**



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# Accountabilities

- To the public
- To the council
- To legislation
- To your profession
- To yourself



# Elected Officials

- Council's role – Decision maker
- All decisions must be passed by resolution or bylaw
- Not eligible to be appointed as employee



# Administrators role re: Council Decisions

- Administrator's Role – Advise & Implement
  - Policy developer
    - Identifies issue/why is it a matter of public interest
    - Provides an analysis of options, pros and cons
    - Advises on legislation
  - Implement policy decisions made by council
    - Effective communication/“buy in”
    - Monitor results
    - Report back to council





# Legislation Important

- Outlines roles, responsibilities, authorities
- Council and the public relies on administrator expertise in this area
- Details process in place to appeal decisions made
- Legislation is constantly evolving



# Legislated Deadlines

- Many deadlines defined in legislation
- Election Schedule Resource available

<http://www.saskatchewan.ca/~media/files/government%20relations/advisory%20services/elections/election%20schedules%20interactive-calendars20140401.xlsx>

- Checklists often a useful tool to ensure multiple tasks completed on time



# Meetings

- First Meeting [Sec. 121MA]
- Regular Meetings [Sec. 122MA]
- Special Meetings [Sec. 123MA]
- Public Notice [Sec. 124MA]
- Administrator or Acting Administrator present

<http://www.saskatchewan.ca/~media/files/government%20relations/advisory%20services/council%20meeting%20guide%202013%202clean.pdf>



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# Meetings

➤ Closed Sessions

[Sec. 120(2)MA]

➤ Tied Votes

[Sec 102 MA]

➤ Quorum – 50% + based on number of seats on council



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# Minutes

## ➤ Legislation

- The “Administrator shall ensure that all minutes of council are recorded”
- The names of the members of council present at the meeting are recorded”
- The minutes of each meeting shall be given to council for approval at the next regular council meeting.
- Bylaws and council minutes shall be kept safe
- The approved minutes are a public document



# Minutes

- Sample set of minutes in 'Council Meeting Guide' on Ministry's web site  
<http://www.saskatchewan.ca/~media/files/government%20relations/advisory%20services/council%20meeting%20guide%202013%202clean.pdf>
  - Type of meeting; date, time, location
  - Attendees – may wish to identify members not in attendance at the meeting
  - Record Council Decisions
  - Recorded vote (if requested by a member of council)
  - Late arrivals; early departures
  - Declared pecuniary interest and related activities
  - Changes to the chair(if chair is vacated to either make a resolution or due to declared pecuniary interest)



# Minutes - continued

- Approve, accept, acknowledge
- Positive motions important

Other information on meetings and minute taking can be found at:

- <http://www.elimina.com/insights/articles-meetings.html>



# Access to Information

- Minutes [Sec 117MA]
- Contracts approved by Council
- Bylaws and resolutions
- Financial information
  - Audited financial statements and the auditor's report [Sec 185 & 189(1)MA]
- Reports of consultants or staff members
- *The Local Authority Freedom of Information and Protection of Privacy Act*
- <http://www.justice.gov.sk.ca/PrivacyLA/html/curriculum000F1F652B9D0F24C80E020500000044.htm>





# Bylaws and Bylaw Register

- When to use a bylaw
- Municipal Bylaw Guide:  
<http://www.saskatchewan.ca/government/municipal-administration/management-resources/guides-samples-and-resources/bylaw-samples#municipal-sample-bylaws>
- Keeping Original Bylaws and Copies
- Repealed Bylaws



# Cash Control

- Legislation
- Collections
- Payments
- Bond

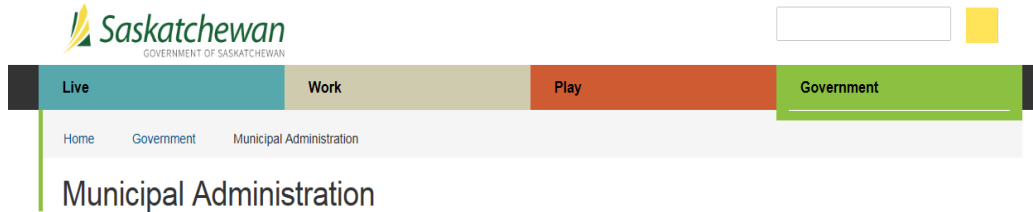
[Sec.111 (2) MA]

[Sec. 113 MA]



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# <http://www.saskatchewan.ca/government/municipal-administration>



## **Inquiry Report into the RM of Sherwood #159**

Volume 1 of the Inquiry Report by Mr. Ron Barclay into the RM of Sherwood.

## **Management Resources**

Information for administrators and council members such as sample bylaws, election protocols and various guides to help administer a municipality.

## **Community Planning, Land Use, and Development**

Tools and services to help local municipalities with the planning and development of their communities.

## **Taxation and Service Fees**

Property assessments, tax tools, or amendments to Acts.

<http://www.saskatchewan.ca/government/municipal-administration>



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# Resources

Administrator's Orientation Guide:

- <http://www.saskatchewan.ca/government/municipal-administration/management-resources/guides-samples-and-resources/administrators-orientation-guide>

Administrator's Reference Index:

- <http://www.saskatchewan.ca/government/municipal-administration/management-resources/guides-samples-and-resources/administrators-quick-reference-index>

Queen's Printer for Saskatchewan – legislation and regulations:

- <http://www.qp.gov.sk.ca/>

Office of the Privacy Commissioner – investigations and reports:

- <http://www.oipc.sk.ca/>

Law Society of Saskatchewan – court decisions

- <http://www.lawsociety.sk.ca/library/>



# Questions

Advisory Services and  
Municipal Relations Branch

(306) 787-2680

[muninfo@gov.sk.ca](mailto:muninfo@gov.sk.ca)

<http://www.saskatchewan.ca/government/municipal-administration>



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