

# RURAL MUNICIPALITY OF ORKNEY No. 244

## BYLAW No. 1/2024

### A BYLAW TO AUTHORIZE CERTAIN EXPENDITURES

A Bylaw of the Rural Municipality of Orkney No. 244 in the Province of Saskatchewan to create a bylaw for the authorization of payment of certain expenditures.

#### Short Title

1. This Bylaw may be cited as the "Authorized Payments Bylaw".

WHEREAS, the Council of the Rural Municipality of Orkney considers it desirable and expedient to authorize the payment being issued, prior to Council meetings for various municipal expenses.

NOW THEREFORE, The Council of the Rural Municipality of Orkney No. 244 in the Province of Saskatchewan enacts as follows:

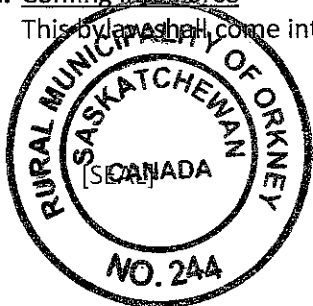
#### 2. Definitions:

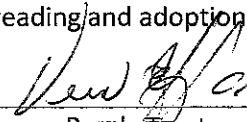


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|---------------------|---|
| (a) "Administrator" | shall mean the administrator of the municipality.   |
| (b) "Municipality"  | shall mean the Rural Municipality of Orkney No. 244   |
| (c) "Council"       | shall mean the duly elected council for the Rural Municipality of Orkney No. 244  |
| (d) "Emergency"     | shall mean an urgent, unexpected and usually dangerous situation that poses an immediate risk to health, life, property or environment and requires immediate action to try and prevent a worsening of a situation. |


3. The Administrator and the Reeve shall sign all cheques issued on behalf of the municipality. Should the Reeve be unavailable to sign, the Deputy Reeve shall sign in lieu of the Reeve. In the absence of the Administrator the Council appointed, by resolution, acting Administrator.
4. The Administrator, together with another person designated by Council to sign payment instruments on its behalf, is hereby authorized to pay certain expenditures either by cheque, online transfer or electronic fund transfer in a timely manner.
5. The Administrator shall issue all payments required by: *The Municipalities Act*, to the province, the federal government, or any other payments legislatively required and in accordance with the required provisions. This includes but is not limited to: wages payable to municipal employees, employee payroll deductions including municipal contributions, collections on behalf of other taxing authorities, provincial and federal taxes.
6. The Administrator shall issue payment for the regular municipal operating expenses including, but not necessarily limited to: janitorial services, charges for water and sewer, garbage disposal costs, telephone, power, energy, leases and payment contracts, and the municipality's credit card. The credit card payments shall be made in an effort to not have to pay additional interest charges.
7. The Administrator is authorized to pay for re-imbursements of overpayments, including requests for refunds on overpaid taxes, overpaid accounts receivable amounts, and for the refund of applicable fees that must be repaid including but not limited to: refund of Board of Revision fees once an agreement has been reached.
8. The Public Works Manager, in conjunction with the Administrator, are hereby authorized to expend for repairs in the case of an emergency, as defined in this bylaw, an amount not exceeding \$20,000.
9. The Administrator shall advise Council at its next regular meeting of the particulars of transactions undertaken in accordance with sections 4, 5, 6 and 7 of this bylaw, including but not limited to:
  - a) The transaction date
  - b) The amount paid
  - c) The payee
  - d) And any other particulars requested by Council.

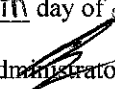
10. Repealing of Policy and Bylaws  
Bylaw No. 19-2017 is hereby repealed.

11. Coming into Force  
This bylaw shall come into force upon its third reading and adoption.



  
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Reeve, Randy Frost  
  
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Deputy Reeve, Vern Effa  
  
\_\_\_\_\_  
Administrator, Bridgette Rushkewich

Read a third time and adopted  
this 18<sup>th</sup> day of January, 2024  
  
\_\_\_\_\_  
Administrator

Certified a true copy of Bylaw No.1/2024 adopted by the  
Council of the Council of the R.M. of Orkney No. 244 on the  
18<sup>th</sup> day of January, 2024.  
  
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Administrator – Bridgette Rushkewich

