

Rural Municipality of Meadow Lake #588 Policy

Policy #GG-005

Policy Title: Administrator

Policy Objective: To explain the Administrator requirements.
Authority: Council Resolution #276/14
Dated: August 20, 2014

Policy:

The Reeve and council are required, by law, to appoint a qualified Administrator.

1. Administrator appointment requirement
 - a. Administrator is appointed by Council as per the Municipalities Act Section 110;
 - b. Administrator is to hold a **minimum Rural Class A Certification** with a **minimum 5 years of** experience as an Administrator.
 - c. Role is a financial and legislative advisor to Council
 - d. Liason between the council, community and employees;
 - e. Duties as per the Municipalities Act Section 111 and any Federal and Provincial Acts or regulations that are required, and to attend **all** council meetings;
 - f. Additional duties:
 - i. Returning officer
 - ii. Attend all conventions, seminars, workshops, etc. as they pertain to the municipality and its operations;
 - iii. Must be bondable