

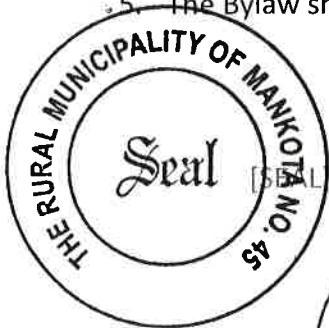
Rural Municipality of Glen McPherson No. 46

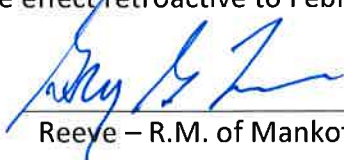
Bylaw No. 02-2022

A BYLAW TO PROVIDE FOR ENTERING INTO AN AGREEMENT RESPECTING JOINT ADMINISTRATION COSTS

The Council of the Rural Municipality of Glen McPherson No. 46 in the Province of Saskatchewan enacts as follows:

1. The R.M. of Glen McPherson No. 46 is hereby authorized to enter into the agreement, attached hereto and forming part of this bylaw, and identified as Exhibit A with the Rural Municipality of Mankota No. 45
2. The Reeve and Administrator of the R.M. of Glen McPherson No. 46 are hereby authorized to sign and execute the attached agreement identified as Exhibit A.
3. Any Appendix of the attached agreement may be amended by the Rural Municipality of Mankota No. 45 and the Rural Municipality of Glen McPherson No. 46 Councils both passing complimentary bylaws as the need arises from time to time.
4. It is understood and agreed that this agreement shall be continuous, but may be terminated by either party by giving notice in writing to the other Municipality, one hundred twenty (120) days prior to December 31st in any year.
5. The Bylaw shall come into force and take effect retroactive to February 28th, 2022

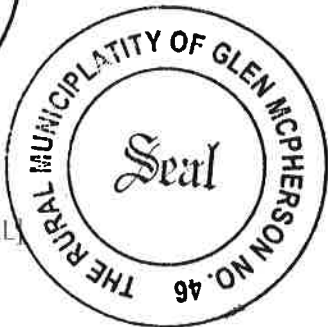




Reeve – R.M. of Mankota No. 45



Administrator





Reeve – R.M. of Glen McPherson No. 46



Administrator

Read a third time and adopted
this 22nd day of April, 2022.



Administrator



EXHIBIT A
JOINT OFFICE AGREEMENT
Bylaw No. 02-2022

THIS AGREEMENT IS MADE IN DUPLICATE;

BETWEEN:

Rural Municipality of Mankota No. 45
201 1st Ave
P.O. Box 148
Mankota, SK
S0H 2W0

- AND -

Rural Municipality of Glen McPherson No. 46
201 1st Ave
P.O. Box 277
Mankota, SK
S0H 2W0

STATEMENT:

1. Whereas the Municipalities aforementioned are desirous of joint administration on a 1 year trial as set out in the terms and conditions below.

GOVERNING LAW:

1. That under the authority of in accordance with the *Municipalities Act*, a local Joint Administration Committee be established.

DEFINITION:

1. Committee- means a quorum group of representatives from each respective Municipal Council that will speak on behalf of their respective Councils.
2. Councils- Means the Council of the RM of Mankota No. 45 and the RM of Glen McPherson No. 46.
3. Municipalities- means the RM of Mankota No. 45 and the RM of Glen McPherson No. 46.

FUNCTIONS:

1. Through Committee, jointly, effectively and efficiently deal with all administration issues that deal or effects both Municipalities. Also, to put forward recommendations and policies for consideration to the Committee that effects both Municipalities.
2. All decisions at the Committee meeting be taken to respective Council meetings for proper approval and process. They shall pass the recommendations by applicable resolution or bylaw.
3. Insure administration staffing, hours, education and office hours are done in coordination with both Municipalities.
4. The Committee shall meet monthly for discussions with the joint Administrator, which could include training Administrators.

COMMITTEE:

1. Quorum group of representatives from each respective Municipal Council that will speak on behalf of their respective Councils.
2. Chairing of Committee meeting will alternate between both Municipalities.
3. Administrator or appointed representative will attend the meeting for the purpose of taking minutes and providing assistance when required.
4. Committee should meet as required with a minimum of once per year.
5. Cost sharing shall be maintained by Appendix 1.
6. The following may be approved for discussion and resolution recommendations for Council:

Administration Policy

Administration Salary Schedules

Administration Job Description/Qualifications

Administration joint Operating and Capital Budget

Administration joint Capital Acquisitions

Employment of Administration and support staff be managed. This includes new hires and the release of employees.

POWERS AND DUTIES:

1. To report all Committee recommendations to both Councils for consideration and ratification.
2. To establish and maintain the following for the administration personnel: personnel policy, job descriptions, job qualifications, a salary schedule for each position and a comprehensive group benefits plan.
3. To meet prior to November 1st of each year to review administration policies, job descriptions/qualifications, salary schedules, employee evaluations and employee group benefits.
4. To review the formula and any guidelines established for cost sharing all joint administration operating capital income and costs between Municipalities.
5. Establish and maintain a list of shared capital assets which are presently owned by the Municipalities.
6. To provide recommendations with cost estimates on the type of office equipment, furniture, building renovations, and any other capital assets which may be required in the future for the administration of the Municipalities.
7. To establish and maintain an adequate maintenance policy for the office equipment and building.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

Agreed this 22 day of APRIL, 2022



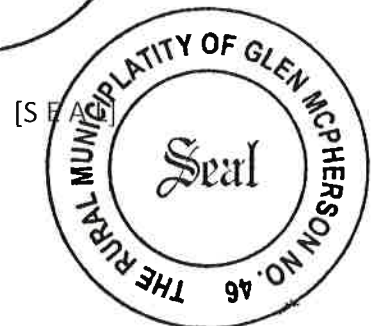
 Reeve, R.M. of Mankota No. 45



 Reeve, R.M. of Glen McPherson No. 46



 Administrator



**APPENDIX 1 TO EXHIBIT A
JOINT OFFICE AGREEMENT
Bylaw No. 02-2022**

BETWEEN THE COUNCIL OF:

Rural Municipality of Mankota No. 45
201 1st Ave
P.O. Box 148
Mankota, SK
S0H 2W0

- AND -

Rural Municipality of Glen McPherson No. 46
201 1st Ave
P.O. Box 277
Mankota, SK
S0H 2W0

STATEMENT:

1. Whereas the Municipalities aforementioned are desirous of joint administration on a 1 year trial as set out in the terms and conditions below.
2. The Appendix sets out the terms and conditions for the sharing of the joint administration revenues and expenditures between the parties aforementioned.
3. This appendix may be amended by a bylaw passed by both Councils.

SCOPE:

1. The formula for the cost sharing of the administration workload of both jurisdictions.
2. This agreement encompasses all administrative services, equipment and facilities that are jointly shared by the Municipalities. This agreement supersedes any previous formed agreements either written or otherwise governing the sharing of such services and costs.

REVENUES:

1. Effective rates to be charged for revenue from any jointly owned asset or administrative services provided shall be set by resolution of the Councils

COSTS:

- 1. The costs of supplies, materials and office equipment used commonly will be shared at the following rates:

RM of Mankota No. 45	66%
RM of Glen McPherson No. 46	34%

- 2. The cost of Administration Salaries, wages and benefits will be shared at the following rates:

RM of Mankota No. 45	66%
RM of Glen McPherson No. 46	34%

- 3. The cost including but not limited to registration, travel, lodging and meals for administrative personnel to attend functions such as workshops, training sessions, or meetings from which both Municipalities receive equal benefits will be shared at the following rates:

RM of Mankota No. 45	66%
RM of Glen McPherson No. 46	34%

- 4. Capital purchases made that will be jointly used by both municipalities. Consideration on usage and need will determine the shared costs on the purchase price.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

Agreed this 22 day of APRIL, 2022



 Reeve, R.M. of Mankota No. 45





 Reeve, R.M. of Glen McPherson No. 46





 Administrator