



## *The Municipalities Act* Council Responsibilities – Administrator

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The responsibilities of every council regarding administrators is provided in Section 110 of *The Municipalities Act* (MA) as follows:

❖ **Ensure Establishment of Position**

- ◆ Every council must establish a position of administrator of the municipality.

❖ **Ensure appointment**

- ◆ Every council must appoint a person to fill the position of administrator; or
- ◆ A council may appoint a person to fill the position of administrator in an acting capacity if the administrator is unable to act for a period of not more than three months or a longer period upon approval of the board of examiners.
- ◆ The council may authorize the administrator to delegate any part or all of his or her powers, duties or functions to any employee of the municipality (i.e. signing of cheques, receiving petitions or recording minutes).

❖ **Ensure Minimum Qualifications**

- ◆ The person appointed as administrator must be qualified for urban municipalities under the provisions of *The Urban Municipal Administrators Act* and for rural municipalities under the provisions of *The Rural Municipal Administrators Act*.
  - **Urban Municipalities**
    - No person shall be appointed as an administrative head of an urban municipality with a population of 100 or more unless he or she holds a valid and subsisting certificate of membership and qualification issued by the Urban Board of Examiners.
    - Qualifications for Certification are provided at the following website:  
<http://www.umaas.ca/schedulea.htm>
    - Contact information for the Urban Board of Examiners:  
Deb Machay, Secretary  
Box 428, Maple Creek SK S0N 1N0  
PH: (306) 662-2244 Fax: (306) 662-4131 Email: [dmachay@sasktel.net](mailto:dmachay@sasktel.net)
  - **Rural Municipalities**
    - Qualifications for Certification are provided under the Certification tab at the following address: <http://www.rmaa.ca/>
    - Contact information for Rural Board of Examiners:  
Rural Board of Examiners  
Box 146, Harris SK S0L 1K0  
PH: (306) 656-2072 Fax: (306) 656-2151 Email: [rural.board.exam@sasktel.net](mailto:rural.board.exam@sasktel.net)

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