



RURAL BOARD OF EXAMINERS

Province of Saskatchewan

PO Box 488, Rosetown, SK S0L 2V0
Phone: (306) 882-2314 • Fax: (306) 882-3287
Email: rural.board.exam@sasktel.net



RURAL CLASS "A" AND SUPERIOR "A" INSPECTION CHECKLIST

ADMINISTRATOR'S NAME: _____

MUNICIPALITY: RM OF _____ NO. _____

DATE OF INSPECTION: _____

INSPECTOR: _____

This checklist forms the basis for inspections for Class 'A' and Class 'Superior A' Certificates of Qualification; and Administrators may use it to prepare for an inspection. Section numbers refer to *The Municipalities Act*, unless otherwise stated.

Section: Yes No N/A

MINUTES:

Are headings used and is civic address of office noted?

94 Has an Oath of Office been taken by all members of Council?

142(3) Do all members of Council file an annual public disclosure statement?

121(1) Is the first meeting of Council held within 31 days of election; and has the Returning Officer's statement of results been presented to Council?

121(2) Is written notice of first meeting properly given?

113(3) Is the employees' bond presented to Council each January, and are deposits made accordingly?

111(2)(b) Are full names of council members consistently being recorded?

111(2)(c) Are the minutes approved in accordance with legislation?

111(2)(l) Are monthly financial statements presented to Council?

122(1) Are regular meeting dates set by bylaw or resolution?

82 Are council remunerations and allowances established?

128(1) Is public notice provided for meetings where Council remuneration is being considered?

81 Are committees of council appointed?



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Section:

Yes No N/A

103-107 Are the bylaw enactments properly recorded?

69(1) Is the hamlet allotment set by resolution?

144-146 Are conflicts of interest declared and properly recorded?

101 Are recorded votes properly documented in the minutes?

186 Is the audited financial statement prepared and submitted to the Minister prior to July 1st?

123 Are special meetings properly called, held and the required notices given?

Is correspondence acknowledged by resolution?

Are minutes clear, concise, and informative?

Are minutes signed by both signing officials, and are all other pages initialed by the signing officials?

Are all pages of the minutes properly dated and numbered?

BUDGET:

155 Is the operating budget adopted prior to the mill rate being set?

Is a signed copy of the budget attached to the minutes?

Mill Rate _____

Mill Rate Factor _____

Base Tax _____

Minimum Tax _____

INSURANCE:

Property Insurance:

Liability Insurance

Errors & Omissions:



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Section

Yes No N/A

BYLAW REGISTER:

111(2)(h) Is a bylaw register established and a proper index maintained?

Are all bylaws signed, sealed and certified?

Does the bylaw register contain current bylaws only?

Are bylaws numbered, and do they include proper headings?

Are the following bylaws in place?

8(2)	General Penalty Bylaw	# _____
276(3)	Establish a Tax Certificate Fee	# _____
124(2)	Public Notice Bylaw	# _____
81.1(1)	Procedural Bylaw	# _____
93.1(1)	Code of Ethics Bylaw	# _____

ASSESSMENT:

204 Is the assessment roll prepared by May 1st?

217(1) Is Notice of Assessment Roll published in The Gazette?

Is Notice of Assessment Roll published in a newspaper or in any other manner?

215(1) Does the assessment notice state the division in which the owner is entitled to vote in?

220-222 Has a Board of Revision been established?

240(4) Is the Board of Revision completed within 90 days of publishing the assessment notice in The Gazette?

258(1) Is the annual assessment return completed by the time and date required by SAMA?

State completion date _____

Do amounts shown on the assessment return balance with amounts shown on the Confirmation Certificate?

258(5) Is Confirmation Certificate retained with assessment records?



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Section:

Yes No N/A

GENERAL LEDGER:

Is the general ledger balanced at the end of each month?

- Levy _____
- Reserves _____
- Accumulated Surplus _____
- Hamlet Surplus _____
- Tax Title Property _____
- Municipal Arrears _____
- Investment in Tangible Capital Assets _____
- Allowances _____

111(2)(m) Is the financial statement prepared by the Administrator before June 15th?

185(3) Are financial statements (or a summary of them) and auditor's report publicized by September 1st?

ELECTIONS: (Local Government Election Act, 2015)

54(1) Is preparation of a list of voters authorized?

24 Are polling places established for each division?

47 Is a Returning Officer appointed?

50 Did election officials take and subscribe to an oath of office on the prescribed form upon appointment?

66(1) Is a call for nomination of candidates published at least 10 business days before nomination day?

75 Are receipts for nomination issued on the prescribed form?

142(5) Are nomination papers destroyed as required?

81 Is notice of poll published within 10 business days after the close of the nomination period?

83(2) Is an advance poll established?

142(2) Are ballot box contents destroyed as required?



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<u>Section</u>		<u>Yes</u>	<u>No</u>	<u>N/A</u>
	TAX ROLL:			
285/89/90	Are all tax tools set by bylaw applied?			
263	Is the tax roll prepared by August 15 th ?			
	Is the tax roll up-to-date and in balance?			
	Is a copy of the tax roll printed at year-end?			
269	Is the form confirming the mailing of tax notices completed, dated and signed?			
267(1)	Were the tax notices mailed before September 1 st ?			
274(4)	Are other taxing authorities advised of all tax abatements?			
	CASH RECEIPTS & PAYMENTS:			
	Are receipts fully completed and signed?			
	Are proper penalty and discounts applied on all receipts?			
111(2)(i)	Are deposits made according to legislation?			
	Are deposits balanced to collections?			
	Are cheques recorded in numerical order?			
	Are all accounts initialed by the Reeve or presiding officer?			
	Is a bank reconciliation statement prepared each month?			
	GENERAL:			
	Is a Workers' Compensation rate set for council in accordance with Sec. 4 of <i>The Workers' Compensation Act</i> ?			
	Is the annual payroll statement properly prepared in accordance with Sec. 122 of <i>The Workers Compensation Act</i> ?			
	Is a list of tax arrears submitted to the head of Council prior to November 15 th in accordance with Sec. 3(1) of the <i>Tax Enforcement Act</i> ?			
	Did Council authorize the treasurer to start proceedings for title in accordance with Sec. 22(1) of the <i>Tax Enforcement Act</i> ?			



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Section

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Is the Volunteer Fire Fighters/First Responders Coverage Registration completed annually?

Is a Development Appeals Board appointed in accordance with Sec. 214(2) of *The Planning & Development Act, 2007*?

276 Are tax certificates properly completed and the appropriate fee collected?

Has an asset management policy and strategy been approved?

Is the Tax Title Property Record in balance with the general ledger?

Are all tax liens registered in ISC by January 31st?

Are tax enforcement records kept up to date?

Are easements or right of way purchase agreements properly completed and signed?

Has the hail roll been properly completed and confirmed?

Does the applicant hold a valid Hail Insurance License in order to conduct business for Additional Municipal Hail Limited?

Is your Council aware of the provisions of the New West Partnership Trade Agreement as it applies to tendering?

Are payroll records properly completed?

Is the filing system satisfactory?

In general, does the office appear neat and orderly?

COMPUTER:

Are computer backups generated on a regular basis?

Is an off-site set of backups maintained?