



RURAL BOARD OF EXAMINERS

Province of Saskatchewan



P.O. Box 130
Wilcox, Saskatchewan
S0G 5E0

Phone: (306) 732-2030
Fax: (306) 732-4495
Email: rural.board.exam@sasktel.net

SCHEDULE A

RURAL CLASS "A" and "SUPERIOR A" INSPECTION CHECKLIST

ADMINISTRATOR'S NAME: _____

MUNICIPALITY: R. M. OF _____ NO. _____

DATE OF INSPECTION: _____

INSPECTOR: _____

NOTES AND RECOMMENDATIONS:

Signed: _____



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Inspector

CHECK LIST

This checklist forms the basis for inspections for Class "A" and Class "Superior A" Certificates of Qualification. Administrators may also use it as a test to determine how closely they are meeting requirements of *The Municipalities Act* (the Act) or simply to check how well they are performing the job of administrator. Section numbers refer to the Act.

<u>Section</u>		<u>Yes</u>	<u>No</u>	<u>N/A</u>
MINUTES				
	Are headings used and is information correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94	Are Council members' oaths of office taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121(1)	Is first meeting of Council held within 31 days of election?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121(2)	Is written notice of first meeting properly given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114	Is the administrator appointed by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113(3)	Is the employees' bond presented to Council each January?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111(2)(b)	Are the full names of council members being recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111(2)(c)	Are the minutes being approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111(2)(l)	Are financial statements presented to Council along with any other information requested by Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
122(1)	Are regular meeting dates set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82	Are council remunerations and allowances established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
128(1)	Is Public Notice provided for meetings where Council remuneration is being considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	Are committees of council appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
155	Is the operating and capital budget adopted prior to the mill rate being set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103-107	Are the bylaw enactments properly recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69(1)	Is the hamlet allotment set by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P13(1)	Has a Pest Control Officer been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P14	If so, was the Minister informed of the appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WC6(2)	Has a Weed Inspector been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WC7(1)	If so, was the Director notified of the appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<u>Section</u>		<u>Yes</u>	<u>No</u>	<u>N/A</u>
S8(1)	Are pounds and poundkeepers established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W(4)	Is a Workers' Compensation rate set for council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W(122)	Is the annual payroll statement properly prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T3(1)	Is a list of tax arrears submitted to the head of Council prior to November 15 th ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T22(1)	Did Council authorize the treasurer to start proceedings for title?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SARM	Are volunteer fire fighters listed for coverage under the municipality's SARM liability insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P214(2)	Is a Development Appeals Board appointed under <i>The Planning & Development Act, 2007</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
186	Is the audited Financial Statement prepared and submitted to the Minister prior to July 1 st ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Were custom work rates established by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144(5)	Are pecuniary interests declared and properly recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is correspondence acknowledged by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are minutes clear, concise, and informative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are minutes signed by both signing officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all other pages initialed by the signing officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123	Are special meetings properly called, held and the required notices given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101	Are recorded votes properly recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BYLAW REGISTER				
111(2)(h)	Is a bylaw register established and a proper index maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all bylaws signed, sealed and certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the bylaw register contain current bylaws only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are bylaws numbered, and do they include proper headings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Are the following bylaws in place?

<u>Section</u>		<u>Bylaw No.</u>
214(2)	Dispense with Mailing of Assessment Notices	
8(2)	General Penalty Bylaw	
159	Authorize Emergency Expenditures	
276(3)	Set Tax Certificate Fee	
272	Set Incentive (Discount + Penalty) Rates	
124,127,128	Public Notice Bylaw	
8(1)	Nuisance Bylaw	
81.1	Council Procedure Bylaw	



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		<u>Yes</u>	<u>No</u>	<u>N/A</u>
ASSESSMENT				
204	Is Assessment Roll prepared by May 1 st ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
217(1)	Is Notice of Assessment roll published in The Gazette?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is Notice of Assessment roll published in a newspaper or in any other manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
215(1)	Does the assessment notice state the division in which the owner is entitled to vote in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
220-222	Has a Board of Revision been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
240	Is the Board of Revision completed within 90 days of publishing the assessment notice in The Gazette?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
258(1)	Is the annual assessment return completed by the time and date required by SAMA? (State completion date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do amounts shown on the assessment return balance with amounts shown on the Confirmation Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
258(5)	Is Confirmation Certificate retained with assessment records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all Assessment Roll summaries completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET				
155	Is the operating capital budget adopted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all supporting schedules completed? Amount of taxable assessment _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is a signed copy of the budget attached to the minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mill Rate _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mill Rate Factor _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Base Tax _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum Tax _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL LEDGER				
	Is the General Ledger in balance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is it set up to correspond with the financial statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

Yes No N/A

111(2m)	Is Financial Statement prepared by the Administrator before June 15 th ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
185(3)	Is synopsis mailed or advertised by September 1 st ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are collection liabilities paid by the 10 th of each month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are Grants-in-Lieu paid appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELECTIONS (Local Government Elections Act)

54.1	Is preparation of a list of voters authorized at least 55 days before election day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Are polling places established for each division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Is a Returning Officer appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Did election officials take and subscribe to an oath of office on the prescribed form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66	Is a call for nomination of candidates published within 10 business days before nomination day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	Are receipts for nominations issued on the prescribed form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142(5)	Are nomination papers destroyed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	Is notice of poll published 10 days after the close of nomination period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83(2)	Is an advance poll established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142(2)	Are ballot box contents destroyed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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TAX ROLL

- 405 Are unpaid custom work amounts added to the tax roll at year-end?
- 285/89/90 Are all tax tools set by bylaw applied?
- 263 Is the tax roll prepared by August 15th?
- Are separate levies made for municipal, school, hail and any other taxing authorities?
- 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 1st?
- Is the summary of tax roll completed?
- 274(4) Are other taxing authorities advised of all tax abatements?

CASH RECEIPTS/DEPOSITS

- Are month end totals balanced?
- Are receipts fully completed and signed?
- Are proper penalty and discounts applied on all receipts?
- 111(2) Are deposits made according to legislation?
- Are deposits balanced to collections?

CASH PAYMENTS

- Are cheques recorded in numerical order?
- Are month end totals balanced?
- Are all accounts initialed by the Reeve or presiding officer?
- Is a bank reconciliation statement prepared each month?



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Yes No N/A

GENERAL

- 311(3) Is the school liability statement completed by January 15?
- 276 Are tax certificates properly completed and the appropriate fee collected?
- Has a Tangible Capital Asset Policy been adopted
- Is the Tax Title Property Record in balance with the general ledger?
- Are all tax liens registered in ISC by January 31?
- Are Tax Enforcement Records kept up to date?
- Are easements or right of way purchase agreements properly completed and signed?
- Have all available grants been applied for?
- Is the hail roll properly completed and on time?
- Are payroll records properly completed?
- Is the filing system satisfactory?
- In general, does the office appear neat and orderly?

INSURANCE

- Property Insurance:
- Liability Insurance:
- Errors & Omissions:

SASKATCHEWAN MUNICIPAL HAIL INSURANCE ASSOCIATION

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

COMPUTER

- Are computer backups generated on a regular basis?
- Is an off-site set of backups maintained?