

TOWN OF BIRCH HILLS

BYLAW NO. 09-2022

A BYLAW TO PROVIDE FOR THIRD PARTY ADMINISTRATION FOR EMERGENCY SERVICES

The Council of the Town of Birch Hills in the Province of Saskatchewan enacts as follows:

INTRODUCTION

1. This Bylaw shall be known and cited as the "*Third Party Administration for Emergency Services*" of the Town of Birch Hills.
2. The purpose of this Bylaw is to establish roles, responsibilities and procedures for a third party to do the book keeping for the Emergency Services for the Rural Municipality of Birch Hills No. 460 and Town of Birch Hills.

DEFINITIONS

3. In this Bylaw:
 - a. "Administrator" means the administrator of the municipality;
 - b. "Council" means the Council of the municipality;
 - c. "Deputy Fire Chief" means the person appointed as Deputy Fire Chief for the Birch Hills Volunteer Fire and Rescue Department and anyone authorized to act on their behalf in their absence;
 - d. "Emergency Services" means the Birch Hills Volunteer Fire and Rescue Department and the Birch Hills First Responders";
 - e. "Fire Chief" means the person appointed as Fire Chief for the Birch Hills Volunteer Fire and Rescue Department and anyone authorized to act on their behalf in their absence;
 - f. "Fire Department" means the Birch Hills Volunteer Fire and Rescue Department, jointly owned and operated by the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills established pursuant to Bylaw 13-2018;
 - g. "Fire Equipment" means the fire trucks, pumps, hoses, fire suits, and any and all other firefighting equipment or lifesaving equipment;
 - h. "Fire Hall" means the premises that is used for housing the fire trucks and all other equipment;
 - i. "First Responder" means the person designated or trained to respond to an emergency;
 - j. "Head of Council" means the Reeve or Mayor of the municipality, as the case may be;
 - k. "Municipality" means the RM of Birch Hills No. 460 and the Town of Birch Hills; and

- l. "Third Party Administrator" means bookkeeper for the Fire Department which processes and reports back to the municipalities on the financial operations of the Emergency Services for the municipality.

ESTABLISH A THIRD-PARTY ADMINISTRATION

4. That a Third-Party Administration be established for book keeping purposes for the Fire Department and First Responders also referred to as "Emergency Services".
 - a. That a Third-Party Administrator be appointed jointly by the Councils of the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills;
 - i. That the Third-Party Administrators' wages be set by resolution by both Councils; and
 - ii. That bond insurance be obtained for the Third-Party Administrator.
 - b. That office space be provided and agreed upon by the Councils of the municipalities;
 - c. That all expenditures for office equipment be presented to both Councils for approval and that upon approval the expenditures be shared equally between the municipalities; and
 - d. That a spending allowance for the purpose of purchasing office supplies for the Third Party Administration be approved in the amount of \$750.00/year.

ROLES AND RESPONSIBILITIES OF THE THIRD-PARTY ADMINISTRATOR

5. That the Third-Party Administrator reports to the Administrators for the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills jointly:
 - a. Provide monthly financial statements and monthly reports of any issues or concerns regarding the emergency services, such as arrears on account, or any other concern that should arise;
 - b. Provide yearend financial statement of revenue and expenditures, including capital expenditures;
 - c. Assist in the preparation of the annual Fire Department & First Responders budget to be presented to both Councils as per information provided by the Fire Department & First Responders;
 - d. Review insurance coverage with the Fire Chief or Deputy Fire Chief of the Fire Department to be provided to both Councils for further review.
 - i. Minimum of annually;
 - ii. When there are additions or removals of equipment;
 - iii. When there are members added to the Fire Fighters list; and
 - iv. Insurance to include bond insurance for the Third-Party Administrator.
 - e. All reporting and documentation including, Accounts Payable, Accounts Receivable, Payroll and any other documentation, are to be done in triplicate as per below:
 - i. Emergency Services – original
 - ii. Town of Birch Hills – copy (may be provided by email)
 - iii. Rural Municipality of Birch Hills No. 460 – copy (may be email)

PROCEDURAL


6. That the Third-Party Administrator adhere to the following procedures which are set out at a minimum standard and that the Third-Party Administrator further develop a procedures manual to be approved by both the Administrators for the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills and updated on an annual basis.
 - a. That a separate bank account from the municipalities be set up for the Emergency Services to be used solely for the purposes of the Fire Department and First Responders;
 - i. That signing authority be delegated to the Third-Party Administrator and both the Administrators for the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills.
 - b. That a budget must be prepared annually;
 - i. The Fire Department Executive and First Responders Executive must prepare a budget and present it to the municipalities in February each year; and
 - ii. That the Third-Party Administrator and the Administrators for the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills will review the proposed budget prior to presenting to Councils for approval.
 - c. Accounts Receivable
 - i. Issue invoices for all fees charged according to the current Fire Department Fee Bylaw in effect based on the Fire Department Call Out Sheet and Incident Report Data.
 - A. Ensure charges are not applied when applicable under the provisions of the False Alarm Bylaw and STARS Landing Bylaw in effect;
 - ii. Receive payments and make bank deposits accordingly;
 - iii. List of Accounts Receivable to be presented to both the Administrators for the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills on or before the first Friday of each month, including the invoices issued, payments received and payments outstanding; and
 - iv. Documentation of each call out shall be included with each invoice with the reporting to each municipality.
 - d. Accounts Payable
 - i. Process all invoices and payments;
 - A. Cheques are to be issued for all payments other than utilities;
 - B. Electronic payments to be set up for the payment of utilities;
 - ii. That a List of Accounts for Approval be emailed to both the Administrators for the Rural Municipality of Birch Hills No. 460 and the Town of Birch Hills with a copy of each invoice due, on or before the first Friday of each month, for presentation to each Council prior to signing the cheques; and

- iii. Cheques to be signed by the Third-Party Administrator and one (1) of either the Administrator for the Rural Municipality of Birch Hills No. 460 or the Town of Birch Hills upon approval from both Councils.
 - e. Fire Department Spending Policy.
 - i. Authorized to spend up to \$5,000 annually for Fire Fighter training without prior consent from the Councils of the Rural Municipality of Birch Hills No. 460 or the Town of Birch Hills;
 - ii. Authorized to proceed with repairs to equipment up to \$5,000 without prior consent from the Councils of the Rural Municipality of Birch Hills No. 460 or the Town of Birch Hills; and
 - iii. All purchases and repairs exceeding \$5,000 must be approved in advance by the Councils of the Rural Municipality of Birch Hills No. 460 or the Town of Birch Hills.
 - f. First Responders Spending Policy.
 - i. Conferences and Training
 - A. That the First responders obtain prior approval from both the Rural Municipality of Birch Hills No. 460 or the Town of Birch Hills Councils for the costs related to conferences and training; and
 - ii. Supplies
 - A. Restocking of supplies may be done as needed.
 - g. Payroll Processing
 - i. Processing of call out/timesheets indemnity and honorariums for the Fire Department wages;
 - A. The wages are to be calculated from November to November each year and paid out in December as per the call out sheets reported; and
 - B. The Municipal Councils set the Fire Department wages by resolution.
 - ii. Processing of call out/timesheets indemnity for the First Responders wages as per First Responders Policy;
 - A. The wages are to be calculated from January 1 to December 31 of each year; and
 - iii. Issue T4A's to the Fire Department & First Responders prior to February 28 each year.
 - h. Record Retention Schedule
 - i. Accounts Payable – 7 years
 - ii. Accounts Receivable – 7 years
 - iii. Insurance Policies – Liability – Permanent
 - iv. Insurance Policies – Property – 7 years after termination/cancellation of policy
 - v. Payroll – 10 years after termination of employment
 - vi. Fire Department Incident Data Reports & Call out sheets – 7 years


7. This Bylaw shall come into force on the date of final reading.

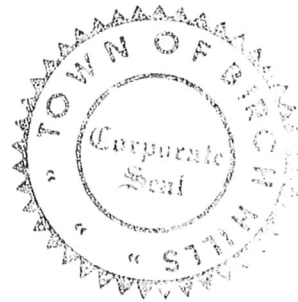
Read three times and adopted this 6th day of June, 2022.


Mayor


Administrator

Certified a true copy of Bylaw No. 09-2022
Adopted by Council on the 6th day of
June, 2022.


Administrator

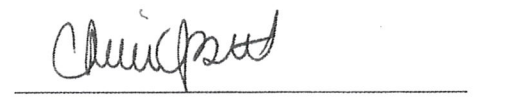


IN WITNESS WHEREOF the Councils of the Town of Birch Hills and the Rural Municipality of Birch Hills No. 460 have affixed their respective seal and official signatures this 6th day of June, 2022.


Mayor
Town of Birch Hills


Administrator
Town of Birch Hills


Reeve
Rural Municipality of Birch Hills No. 460


Administrator
Rural Municipality of Birch Hills No. 460

