



Bylaw #2003-69

Disclaimer:

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Office Consolidation

THE REGINA ADMINISTRATION BYLAW

Bylaw No. 2003-69

Including Amendments to November 23, 2009

This Bylaw has been consolidated under the authority of the City Clerk. It represents proof, in absence of evidence to the contrary of:

- a) the original bylaw and of all bylaws amending it; and**
- b) the fact of passage of the original and all amending bylaws.**

AMENDMENTS

DATE PASSED

Bylaw No. 2003-94

December 15, 2003

Bylaw No. 2003-100

December 15, 2003

Bylaw No. 2004-43

May 17, 2004

Bylaw No. 2007-70

September 17, 2007

Bylaw No. 2008-10

January 28, 2008

Bylaw No. 2008-49

June 23, 2008

Bylaw No. 2008-69

October 20, 2008

Bylaw No. 2008-75

November 17, 2008

Bylaw No. 2009-29

April 27, 2009

Bylaw No. 2009-40

June 22, 2009

Bylaw No. 2009-63

September 21, 2009

Bylaw No. 2009-66

October 19, 2009

Bylaw No. 2009-71

November 23, 2009

BYLAW NO. 2003-69

THE REGINA ADMINISTRATION BYLAW

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Part I – Purpose, Authority, Definitions and Schedules

Purpose

1. The purpose of this Bylaw is to:
 - (a) define the powers, duties, accountabilities and functions of certain City Officials and City employees;
 - (b) establish policies and practices for the administration of certain financial, acquisition, investment, assessment and taxation functions; and
 - (c) establish certain fees and charges.

Authority

2. The authority for this Bylaw is *The Cities Act*, and in particular sections 6, 8, 83, 84, 85, 132 and 154 of the *Act*.

Definitions

3. In this Bylaw:

“**Act**” means *The Cities Act*;

“**City**” means The City of Regina;

“**City Clerk**” means the person appointed by Council to the position of City Clerk;

“**City Manager**” means the person appointed by Council to the position of City Manager;

“**City official**” means any City employee appointed by Council and includes the City Manager, the City Clerk, and the City Solicitor;

“City Solicitor” means the person appointed by Council to the position of City Solicitor;

“Committee” means a Committee established by Council under the Act;

“Council” means the Council of the City of Regina;

“Eligible expenditure” means:

- (a) an expenditure where the benefit is received by the City;
- (b) an expenditure for a purpose consistent with a service policy adopted by Council or a program, service or activity as described in a capital or operating budget approved by Council; and
- (c) an expenditure that:
 - (i) is specifically approved by bylaw or resolution;
 - (ii) is specifically provided for in a capital or operating budget approved by Council;
 - (iii) where not specifically approved or provided for in a budget, can be funded within a capital or operating budget approved by Council; or
 - (iv) is an expenditure authorized by the City Manager pursuant to *The City Manager’s Bylaw* or this Bylaw.

“General Manager” means the person appointed to the position of General Manager of an existing division (Corporate Services, Engineering and Works, Community and Protective Services, Planning and Development) or of a new or restructured division created by the City Manager pursuant to *The City Manager’s Bylaw*;

“General Manager of Corporate Services” means the person appointed by the City Manager to the position of General Manager of the Corporate Services division;

“Minister” means the member of the Executive Council of the Government of Saskatchewan responsible for the administration of the Act;

“Revenue Agreement” means any agreement or contract where the City is to receive payment or financial contribution from another party, including but not limited to, grants or funding contributions from other governments or public or

private sector entities, revenue from advertising rights, rights to operate or provide concessions or vending machines, or from the sale of goods or services.
(#2007-70, s. 2, 2007)

Schedules

4. The following schedules are attached to and form part of this Bylaw:

- Schedule A - Reserves and Deferred Revenue
- Schedule B - Fees and Charges
- Schedule C - Investment Policy
- Schedule D - Purchasing Policy
- Schedule E - Signing Authorities
- Schedule F - Tax Instalment Payment Plan

Part II – General Provisions

Office Location

5. (1) The Office of the City is City Hall located at 2476 Victoria Avenue in the City of Regina.
- (2) The City Clerk's office is the proper office for service of documents on the City.

Designated Officer

- 5.1 (1) The City Manager is appointed as a designated officer for all purposes under The Cities Act and may exercise any power or authority granted to a designated officer pursuant to The Cities Act.
- (2) The appointment in subsection (1) does not affect any existing Council appointments of designated officers and is in addition to any existing appointments.

(#2008-69, s. 2, 2008)

- 5.2 For the purposes of section 348 of *The Cities Act*, the Director of Information Technology Services or any person authorized to act on his or her behalf, is a designated officer.

(#2009-71, s. 16, 2009)

Delegation

6. The City Manager is authorized to delegate to any City employee any power, duty or function assigned to the City Manager by this Bylaw.
7. The City Clerk is authorized to delegate to any City employee any power, duty or function assigned to the City Clerk by this Bylaw, any other bylaw or resolution, the Act, any other acts, or the City Manager.
8. The City Solicitor is authorized to delegate to any City employee any power, duty or function assigned to the City Solicitor by this Bylaw, any other bylaw or resolution, the Act, any other acts, or the City Manager.
9. The General Manager of Corporate Services is authorized to delegate to any City employee any power, duty or function assigned to the General Manager of Corporate Services by this Bylaw, any other bylaw or resolution, the Act, any other acts, or the City Manager.
(#2007-70, s. 3, 2007)
10. The City Assessor is authorized to delegate to any City employee any power, duty or function assigned to the City Assessor by this Bylaw, any other bylaw or resolution, the Act, any other acts, the City Manager or the General Manager of Planning and Development.
(#2009-63, s. 2, 2009)
11. A General Manager is authorized to delegate to any City employee within the same division as the General Manager any power, duty or function assigned to a General Manager by this Bylaw.
(#2007-70, s. 4, 2007)
12. Where, pursuant to this bylaw the City Manager, City Clerk, City Solicitor, General Manager of Corporate Services, City Assessor, a General Manager, or a City employee is authorized to delegate any power, duty or function, the delegation shall:
 - (a) be documented, in writing or through electronic means, providing specific details as to the powers, duties or functions delegated and the City officials or City employee or employees to whom the power, duty or function is delegated;
 - (b) state any limit or limits of the powers, duties or functions delegated;
 - (c) be subject to any policies, processes or conditions approved by Council or the City Manager; and

- (d) be copied to the General Manager of Corporate Services who shall:
 - (i) retain the written record of the delegation (in accordance with the City's records retention policy); and
 - (ii) maintain an accurate electronic registry of all delegations that shall be accessible, upon request, by any City employee.

(#2007-70, s. 5, 2007)

Temporary Appointments

13. When the position of General Manager is vacant, or if a General Manager is unable to carry out the duties of the position due to an extended illness or other reason:

- (a) the City Manager shall appoint an Acting General Manager; and
- (b) the Acting General Manager shall have the same powers, duties, accountabilities and functions as the General Manager.

(#2007-70, s. 6, 2007)

14. During the temporary absence of a General Manager, due to vacation, short-term illness or work-related absences:

- (a) the General Manager shall appoint a City employee as Acting General Manager;
- (b) the General Manager shall advise the City Manager, City Clerk, City Solicitor and General Manager of Corporate Services of such absences and the name of the person so appointed; and
- (c) the Acting General Manager shall have the same powers, duties, accountabilities and function as the General Manager.

(#2007-70, s. 7, 2007; #2009-63, s. 3, 2009)

15. Where the position of City Assessor is vacant or there is an extended or temporary absence:

- (a) the appointment of an Acting City Assessor in the event of a vacancy or extended absence shall be by the General Manager of Planning and Development;
- (b) the appointment of an Acting City Assessor in the event of a temporary absence shall be by the City Assessor.

(#2009-63, s. 4, 2009)

Part III - Office of The City Clerk

City Clerk

16. (1) The position of City Clerk is continued.
- (2) Council shall appoint an individual to the position of City Clerk.

Powers, Duties and Functions of City Clerk

17. (1) The City Clerk shall perform the duties, have the accountabilities, and exercise the powers and functions assigned to City Clerk by the Act, any other act, this Bylaw, any other bylaw or resolution, or the City Manager.
- (2) The City Clerk shall have custody of the corporate seal of the City.
- (3) The City Clerk shall be responsible for carrying out the duties of the clerk pursuant to *The Local Government Elections Act*, including acting as returning officer for all elections under that Act.

Part IV - Legal Administration

Powers, Duties and Functions of City Solicitor

18. (1) The City Solicitor is the chief law officer of the City responsible for:
 - (a) the management and operation of the Legal Department;
 - (b) providing legal services to the City and its officials;
 - (c) providing legal services to any other body or official, as may be directed by resolution of Council or by the City Manager;
 - (d) ensuring that the administration of the City is in accordance with the law.
- (2) The City Solicitor shall have the right to attend all meetings of Council and its committees, boards and commissions with the right to engage in discussions concerning any matter on the agenda.

19. The City Solicitor is to give precedence to clients in the following order and, in the event of a conflict arising, the lower order of clients shall waive any conflict or obtain other legal services:

- (a) the City;
- (b) Council;
- (c) the City Manager;
- (d) other City officials;
- (e) statutory officials of the City, including the Assessor, Building Official, Fire Chief and Fire Marshall, acting in the course of their statutory duties or powers;
- (f) civic bodies whose members are appointed by Council; and
- (g) the Regina Police Service through:
 - (i) The Board of Police Commissioners of the City of Regina; or
 - (ii) The Chief of Police of the Regina Police Service;
- (h) other bodies or officials, as Council or the City Manager may direct.

(#2007-70, s. 8, 2007)

20. The City Solicitor may retain and instruct outside counsel:

- (a) if an outside opinion is requested by Council, Executive Committee or the City Manager;
- (b) if the City Solicitor is of the opinion that outside counsel is required; or
- (c) if a conflict of interest precludes the City Solicitor from providing legal services to the City or to any body, official or employee entitled to legal services, in which case the City Solicitor may retain and instruct counsel and refer the body or person to that outside counsel;

and thereafter monitor and approve payment for those legal services.

(#2007-70, s. 9, 2007)

21. It shall be the duty of all City officials and employees to cooperate with the City Solicitor in the performance of the duties of that office, including, upon request of the City Solicitor:
- (a) providing access to all civic records and furnishing any records;
 - (b) preparing and promptly providing without charge any documents, maps or other items in the form and number required by the City Solicitor;
 - (c) attending to any court or tribunal or other place directed by the City Solicitor as a witness or consultant;
 - (d) providing any other assistance as the City Solicitor may request.
- 21.1 The City Solicitor is authorized to appoint prosecutors for the City and to approve and conduct prosecutions.
(#2007-70, s. 10, 2007)

Part V – Financial Administration

General Manager of Corporate Services

22. When the words “Treasurer” or “City Treasurer” appear in the Act or any other act (with the exception of *The Tax Enforcement Act*) any bylaw or resolution of the City or any reference is made to them in any contract, agreement or memorandum in writing of the City, the word or words shall mean the General Manager of Corporate Services.
(#2009-63, s. 5, 2009)

Powers, Duties and Functions of General Manager of Corporate Services

23. The General Manager of Corporate Services shall:
- (a) be the chief financial officer of the City;
 - (b) perform the duties, have the accountabilities, and exercise the powers and functions assigned to the General Manager of Corporate Services by this Bylaw, any other bylaw or resolution, the Act, any other acts, or the City Manager;
 - (c) Repealed; (#2009-63, s. 6, 2009)

- (d) have access to the same information as may be accessed by the auditor pursuant to section 161 of the Act.

23.1 The Director of Assessment and Property Taxation shall have the powers and duties of the Treasurer under *The Tax Enforcement Act*.

(#2009-63, s. 7, 2009)

24. The General Manager of Community and Protective Services is a designated officer for the purpose of licensing of contractors pursuant to section 9 of the Act.

(#2009-63, s. 8, 2009)

24.1 The Director of Assessment and Property Taxation is a designated officer for the purpose of:

- (a) tax notices pursuant to sections 239 and 241 of the Act;
- (b) payment of taxes pursuant to sections 242 and 243 of the Act;
- (c) withdrawal and discharge of tax liens pursuant to section 244 of the Act;
- (d) tax certificates pursuant to sections 246 and 247 of the Act; and
- (e) distress and seizure of goods pursuant to section 287 of the Act.”

(#2009-63, s. 8, 2009)

24.2 The General Manager of Corporate Services is a designated officer for the purposes of:

- (a) securities and debentures pursuant to sections 144, 145, 146, 147 and 148 of the Act; and
- (b) transmitting statements of account to school boards pursuant to section 274 of the Act.

(2009-66, s. 2, 2009)

25. The General Manager of Corporate Services is authorized to:

- (a) pursuant to section 127 of the Act, open and close the accounts that hold the money of the City in the financial institutions designated by Council by resolution;
- (b) pursuant to subsection 89(5) of the Act, sign cheques and other negotiable instruments, and provide directions, orders, requests or instructions to the financial institutions designated by Council;

- (c) designate other City employees, with such limitations as determined by the General Manager of Corporate Services, to sign cheques and other negotiable instruments, and provide directions, orders, requests or instructions to the financial institutions designated by Council;
- (d) pursuant to subsection 89(6) of the Act, have the signature of the General Manager of Corporate Services or designated employee printed, lithographed or otherwise mechanically or electronically reproduced;
- (e) ensure that all moneys received by the City are deposited in the name of the City in an account at a financial institution designated by Council by resolution;
- (f) establish policies and procedures for the collection, receipt and deposit of all moneys, including:
 - (i) policies for the methods of payment to be accepted by the City, including but not limited to the use of credit cards or cheques;
 - (ii) policies and procedures for the handling of deposits, including but not limited to the times and locations where moneys collected are to be deposited;
 - (iii) policies and procedures for determining the eligibility and terms of credit;
 - (iv) defining policies, practices and responsibilities for billing of amounts owed and the collection of outstanding amounts;
- (g) issue receipts, when requested for moneys paid to the City, except in the case of payments made by electronic transfer of funds or through a third party that collects moneys on behalf of the City;
- (h) safely keep all funds and securities of the City;
- (i) make all payments on behalf of the City and establish policies and procedures for the payment or disbursement of all moneys, including, but not limited to policies with respect to the use of petty cash funds, purchasing cards, credit cards, debit cards, the electronic transfer of funds and other methods of payment;

- (j) make all payments or disburse the funds of the City as provided for in the Act, any other Act, this Bylaw, any other bylaw or resolution of Council or any agreement properly executed on behalf of the City;
- (k) maintain a complete and accurate account of assets and liabilities and all transactions affecting the financial position of the City, including the reserves and deferred revenue as set out in Schedule A of this Bylaw;
- (l) establish accounting and financial policies and practices to ensure effective financial management of the City;
- (m) ensure that the accounting policies and practices of the City are consistent with generally accepted accounting principles for local governments as adopted by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants;
- (n) ensure the preservation of all financial documents and statements in accordance with the records retention and disposal schedule adopted by Council pursuant to section 90 of the Act, or as required by any other Act;
- (o) subject to the fees provided for in Schedule B, provide copies of financial documents that can be obtained by any person pursuant to section 91 of the Act;
- (p) prepare and communicate the annual financial statements for the City in accordance with section 155 of the Act;
- (q) prepare and communicate the public accounts for the City in accordance with section 156 of the Act; and
- (r) provide the financial statements, auditor's report, public accounts and other information to the Minister in accordance with section 157 of the Act.

Insurance

- 25.1 The General Manager of Corporate Services, upon recommendation of the City Solicitor, is authorized to approve the purchase of the annual insurance policies for the City prior to the adoption by Council of the operating budgets.

Operating and Capital Budgets

26. Pursuant to the Act, the City Manager shall prepare and present to Council:

- (a) pursuant to section 129 of the Act, the operating budgets for the City, including the General Operating Budget, the Water and Sewer Utility Operating Budget and the operating budget for Other Funds; and
 - (b) pursuant to section 130 of the Act, the capital budgets for the City, including the General Capital Program and the Water and Sewer Utility Capital Program.
27. Pursuant to subsection 131(1) of the Act, the City Manager is authorized to make expenditures for a current year, prior to the adoption by Council of the operating budgets, provided the expenditures are consistent with service levels in the operating budgets approved by Council in the previous year.
28. The City Manager shall have the authority, pursuant to subsection 131(2) of the Act, to authorize and verify expenditures that are not included in an approved operating or capital budget, provided:
- (a) the expenditure is consistent with the services or service levels approved by Council by policy or in the operating or capital budgets; and
 - (b) the additional expenditure is not expected to result in a budgetary shortfall or deficit in the operating or capital budgets as approved by Council.
29. In the event there is an anticipated budgetary shortfall or deficit in the operating or capital budgets as approved by Council, the City Manager shall submit a report to Council advising of the projected shortfall or deficit.

Investments

30. The Investment Policy set out in Schedule C of this Bylaw is adopted for the City.
31. The General Manager of Corporate Services shall invest the available funds on behalf of the City in accordance with and subject to the limitations as set out in the Investment Policy.
32. The General Manager of Corporate Services is authorized to approve an agreement for the custody of the investments of the City provided the agreement is with the same custodian responsible for the custody of the investments of the pension and benefit plans.
33. The General Manager of Corporate Services is authorized, where investments are managed externally pursuant to the Investment Policy, to approve an agreement for the external management of investments.

(#2008-49, s. 2, 2008)

Revenue Administration

34. The City Manager is authorized to establish processes and procedures for Revenue Agreements and the consideration of revenue opportunities, including the development of documents and forms to be used by divisions.
35. The City Manager or any General Manager is authorized to approve and enter into Revenue Agreements, provided:
- (a) the term of the agreement or contract does not exceed 5 years;
 - (b) where applicable, the agreement includes clauses with respect to policies established by Council in relation to advertising content, the use of environmentally sensitive products or other matters; and
 - (c) the value of the agreement:
 - (i) on an annual basis is \$100,000 or less; or
 - (ii) is greater than \$100,000 and the agreement is awarded pursuant to a competitive process to the compliant bidder whose bid meets the specifications and provides the greatest revenue to the City.
36. The City Manager, subject to the concurrence of the City Solicitor for an amount over \$10,000, is authorized to compromise, cancel or abate an amounts owing to the City, other than amounts to be compromised, cancelled or abated pursuant to section 244 of the Act, if:
- (a) it is expected that the amount owing can not reasonably be collected through the means available to the City or the estimated cost of collection, including the cost of internal resources, exceeds the amount owed; and
 - (b) the amount owing is \$100,000 or less.
37. The City Manager is authorized to establish policies and procedures with respect to the sale or disposal, by whatever means deemed appropriate, of equipment or goods acquired or held by the City that are deemed to be surplus.

Evaluation and Approval of Grants

- 37.1(1) The General Manager of Community and Protective Services is delegated the authority to do the following with respect to the grant, funding and scholarship programs identified in subsection (2):

- (a) accept applications and funding requests,
 - (b) adjudicate eligibility;
 - (c) approve of the grant or funding request; and
 - (d) issue grant and funding payments to any person or organization who has requested or applied for funding.
- (2) The General Manager of Community and Protective Services is granted the authority outlined in subsection (1) with respect to the following grant, funding and scholarship programs:
- (a) Civic Arts Funding Program;
 - (b) Festival Funding Program;
 - (c) Hosting Assistance Program;
 - (d) Community Capital Partnership Program;
 - (e) Social Development Community Investment Program;
 - (f) Community Association Community Investment Program;
 - (g) Zone Board Funding;
 - (h) Special event or sponsorship funding requests in amounts of \$2000 or less;
 - (i) Community Centre Operating Assistance;
 - (j) Saskatchewan Lotteries Community Grant Program;
 - (k) Saskatchewan Lotteries Urban Aboriginal Community Grant Program;
 - (l) Allocations to the Saskatchewan Urban Municipalities Association;
 - (m) Allocations to the Saskatchewan Association of Rural Municipalities;
 - (n) Allocations to the Saskatchewan Association of Health Organizations;
 - (o) Allocations to the Saskatchewan School Board Association;

- (p) Allocations to the following organizations:
 - (i) Saskatchewan Science Centre Inc.,
 - (ii) Curl Regina Inc.;
 - (iii) Regina Plains Museum Inc.;
 - (iv) Regina Senior Citizen's Centre Inc.;
 - (q) Henry Baker Scholarship Program;
 - (r) any additional community investment funding or grants that are approved on an annual basis by Council which are delegated to the General Manager of Community and Protective Services to adjudicate eligibility, approve and administer.
- (3) Grants and funding allocations made pursuant to this section shall be in accordance with any Council or Committee approved policy or criteria and within the global budget approved each year by Council.
- (4) Where grant or funding agreements are necessary for the programs or funding allocations outlined in this section, the General Manager of Community and Protective Services is delegated the authority to authorize the execution of these grant or funding agreements.

Transit Tickets and Passes

37.2(1) The General Manager of Community and Protective Services is delegated the authority to allocate free transit tickets and passes through the Transit Fare Assistance Program.

- (2) Allocations of free transit tickets and passes made pursuant to this section shall be in accordance with any Council or Committee approved policy or criteria and within the global budget approved each year by Council.

(#2009-40, s. 34, 2009)

Short Term Borrowing

38. Pursuant to section 136 of the Act, the annual limit on the amount that may be borrowed for operating expenditures shall be \$20,000,000.

39. Subject to the limit in section 38 of this Bylaw, the General Manager of Corporate Services is authorized to approve and enter into an agreement for the purpose of

borrowing for the operating expenditures of the City on a short-term basis, provided:

- (a) the term of the borrowing is limited to 365 days or less;
- (b) the agreement is with a financial institution designated by Council by resolution; and
- (c) the proceeds from the short-term debt are deposited into a City account at a financial institution designated by Council by resolution.

(#2007-70, s. 11, 2007)

Part VI – Real Property

General Provision

- 40. The provisions contained in this Part are subject to section 101 of the Act.
- 40.1 The City Manager is authorized to establish and approve policies and procedures with respect to the ownership of or rights relating to real property, including the development of documents and forms to be used by the City and the delegation of authority as required to carry out the policies and procedures established pursuant to this section.

Sale or Lease of City Owned Property

- 41. Subject to any policy established pursuant to section 40.1, the City Manager, or his or her delegate, is authorized to approve and enter into agreements for the transfer, sale, option to sell, or lease of City owned property, other than the sale or lease of park land or dedicated lands, provided:
 - (a) the transaction is at fair market value;
 - (i) the terms and conditions of the agreement are terms and conditions generally available within the industry and do not represent concessions provided by the City;
 - (ii) the terms and conditions of the agreement and the transaction comply with the provisions of *The Tax Enforcement Act*, if the agreement involves property where the transaction is subject to that legislation;

- (iii) where the agreement is a lease, its term does not exceed 10 years, including any renewal periods;
- (iv) the agreement does not provide a first right of refusal to purchase the property; and
- (v) the agreement results from a tender process or proposal call initiated by the City, or the property had been publicly identified as being for sale or lease.

Purchase or Lease of Property by the City

42. Subject to any policy established pursuant to section 40.1, the City Manager, or his or her delegate, is authorized to approve and enter into agreements for the purchase, option to purchase or lease of property by the City, provided:
- (a) the purchase or lease of the property is at or below fair market value;
 - (b) the acquisition or lease of the property is necessary or desirable in connection with the implementation of a project specifically approved by Council or necessarily implied from any other approval given by Council or contained in or arising out of any matter contained in an operating or capital budget approved by Council; and
 - (c) where the property is being leased, the lease term does not exceed 10 years, including any renewal periods for the lease.

Other Interests in Real Property

- 42.1 Subject to any policy established pursuant to section 40.1, the City Manager, or his or her delegate, is authorized to approve and enter into agreements whereby the City is granting or obtaining other non-ownership interests in real property, including but not limited to encroachment agreements, licenses, permits, easements, crossing agreements and access agreements.

Land Transactions

43. The City Solicitor is authorized to execute all documents necessarily incidental to the conveyance of land to or from the City and the registration of documents in accordance with *The Land Titles Act, 2000*.
(#2007-70, s. 11, 2007)

Part VII – Acquisition of Goods, Equipment and Services

44. The Purchasing Policy set out in Schedule D of this Bylaw is adopted for the City.
45. Subject to the exceptions listed in the Purchasing Policy, all goods, equipment and services required by the City shall be acquired in accordance with the provisions of the Purchasing Policy.
46. Subject to the Purchasing Policy, and subject to the expenditure being an eligible expenditure, the City Manager or a General Manager shall have authority to:
- (a) initiate the acquisition process that results in a competitive call for tenders or proposals where required for the supply of goods, equipment and services;
 - (b) review or cause the review of all bids or proposals submitted to the City in response to the acquisition process and to reject any bids or tenders not submitted in accordance with the Purchasing Policy; and
 - (c) approve the award of a contract resulting from the exercise of authority granted pursuant to clauses (a) and (b).
- (#2007-70, s. 12, 2007; #2009-63, s. 9, 2009)

Part VIII– Contracts, Agreements and Corporate Documents

47. Pursuant to subsection 89(4) of the Act, all agreements to which the City is a party shall be signed by:
- (a) the City Clerk;
 - (b) (i) the General Manager of Corporate Services or his delegate; and
 - (ii) (A) the City Manager,
 - (B) one other General Manager, or
 - (C) one other City employee to whom signing authority has been delegated in accordance with established policies and procedures; or
 - (c) the City employee authorized to sign pursuant to Schedule E.
- (#2007-70, s. 13, 2007)
48. Repealed.
- (#2007-70, s. 14, 2007)

49. Council may by resolution authorize the signing of documents by the Mayor, or any City employee.
50. Repealed.
(#2007-70, s. 15, 2007)
51. The signatures of those persons authorized to sign orders, agreements or documents may be printed, lithographed or otherwise mechanically or electronically reproduced.
52. No agreement shall be executed unless the transaction or matter contemplated by that agreement has been reviewed and approved for execution in accordance with the terms of this Bylaw.

Part IX – Assessment

City Assessor

53. The position of City Assessor is continued under the Act.
54. The General Manager of Planning and Development, subject to the approval of the City Manager, shall appoint an individual to the position of City Assessor and shall establish the terms and conditions of employment.
(#2009-63, s. 10, 2009)
55. The City Assessor shall be responsible for carrying out the duties of the assessor under the Act and any other act.
56. Any reference to assessor in the Act, or any other Act or Regulation shall, for the purposes of the City, mean the City Assessor.

Assessment Appeals

57. The Secretary of the Board of Revision for the City of Regina is the designated officer for the purpose of filing assessment appeals pursuant to subsection 185(1)(d) of the Act.
58. Pursuant to subsections 196(1) and (2) of the Act, the appeal fee payable for each assessment appealed to the Regina Board of Revision shall be the fee set out in Schedule B of this Bylaw subject to the following:

- (a) a separate appeal fee must be paid for each assessment under appeal, except in the case of properties classified as mixed-use, where a single fee shall apply to the parcel under appeal;
- (b) the classification of properties for the purpose of determining the appeal fee are those as set out in *The Cities Regulations* and *The Property Tax Bylaw*; and
- (c) where, pursuant to subsection 199(6) of the Act, the Secretary of the Board of Revision has determined that a notice of appeal does not meet the requirements set out in section 197 of the Act; and the appellant has not perfected the notice of appeal within the specified time period, the appeal is deemed to have been withdrawn by the appellant pursuant to subsection 196(4) of the Act, and any appeal fee submitted by the appellant will be refunded.

Assessments and Assessment Notices

- 59. Pursuant to subsection 184(2) of the Act, the City Assessor shall dispense with the mailing of assessment notices each year if the taxable assessment of the property has not changed from the previous year's taxable assessment.
(#2007-70, s. 16, 2007)
- 60. Pursuant to subsection 189(4) of the Act, supplementary assessments will be processed on all new properties regardless of value.
(#2007-70, s. 17, 2007)

Fees and Charges

- 61. The fees to be charged for assessment information provided pursuant to section 173 of the Act, or other assessment related service fees levied pursuant to section 264 of the Act, and any conditions or requirements related to the fees, are set out in Schedule B of this Bylaw.

Part X – Property Tax

Payment of Taxes

- 62. Pursuant to section 237 of the Act, and subject to section 63 of this Bylaw, tax payments must be received by June 30, except in a year where June 30 is a Saturday or a Sunday, in which case, the date shall be revised as follows:

- (a) where June 30 falls on a Saturday tax payments must be received by June 29; and
 - (b) where June 30 falls on a Sunday, tax payments must be received by July 2.
63. Pursuant to subsection 242(2) of the Act, The Tax Instalment Payment Plan set out in Schedule F of this Bylaw shall apply to payment of taxes by installments. (#2007-70, s. 18, 2007)

Penalties

64. Subject to the provisions of the Tax Instalment Payment Plan, where taxes remain unpaid 30 days after the date shown on the tax notice, the penalties imposed pursuant to section 249 of the Act shall be calculated as follows:
- (a) 1.25 percent of all taxes and charges unpaid on the first day after the date shown on the tax notice; and
 - (b) 1.25 percent of the total amount owing calculated on the first day of each month that the taxes, charges and penalties remain unpaid to the end of the year in which the taxes were imposed.
- 64.1. The General Manager of Corporate Services is authorized to establish and approve a policy to support the consistent application of property tax penalties. (#2007-70, ss. 19 and 20, 2007)
65. Where taxes remain unpaid after December 31 of the year in which the tax was imposed, a penalty on tax arrears shall be imposed pursuant to section 250 of the Act, with the penalty calculated as follows:
- (a) 1.5 percent of all taxes, charges and penalties unpaid after December 31 of the year in which the taxes, charges and penalties were imposed; and
 - (b) 1.5 percent of the total amount owing calculated on the first day of each month that the taxes, charges and penalties remain unpaid.

Tax Certificates

66. The fees to be charged for a tax certificate issued pursuant to section 246 of the Act, and any conditions or requirements related to the fees, are set out in Schedule B of this Bylaw.

67. Pursuant to section 89(6) of the Act, for the purpose of the tax certificates issued pursuant to section 246 of the Act, the signature of the designated officer may be printed, lithographed or otherwise mechanically or electronically reproduced.

Other Fees and Charges

68. Pursuant to section 264 of the Act, the fees and charges for tax information or services, and any conditions or requirements related to the fees, are set out in Schedule B of this Bylaw
69. Where, pursuant to section 333 of the Act, amounts may be added to the tax roll of a parcel of land:
- (a) the Director of Assessment and Property Taxation is authorized to add the amounts to the tax roll and to establish administrative policies for each of the amounts permitted to be added to the tax roll; and
 - (b) the penalties provided for in this Bylaw shall apply to amounts added to the tax roll from the date the amounts are added to the tax roll.

(#2007-70, s. 21, 2007; #2009-63, s. 11, 2009)

Local Improvements

70. Pursuant to section 17 of *The Local Improvements Act, 1993*, where a person whose land has been specially assessed in respect of a work, the person may at any time for a payment of cash, commute the remaining unpaid installments of the special assessments.
71. The interest rate to be used in the calculation to commute the remaining unpaid installments of special assessments shall be the same interest rate used to calculate the annual special assessment for the applicable work.

Part XI – Repeal of Bylaws

72. The following Bylaws, and related amending Bylaws, are repealed:
- (a) Bylaw 3807, being *The Purchasing Bylaw*;
 - (b) Bylaw 3017 being *The City Solicitor's Bylaw*;
 - (c) Bylaw 2001-122, being *The Service Fees Bylaw*;
 - (d) Bylaw 10136, being *The Establishment of City of Regina Bank Accounts With Canadian Imperial Bank of Commerce and Signing Authority Bylaw*;
 - (e) Bylaw 8815, being *The Corporate Documents Execution Bylaw*;

- (f) Bylaw 10163, being *The Regina Board of Revision Appeal Fees Bylaw, 1999*;
- (g) Bylaw 9936, being *The Payment of Taxes Bylaw*;
- (h) Bylaw 2001-96, being *The General Fund Reserve Bylaw*;
- (i) Bylaw 9479, being *The Landfill Reserve Bylaw*;
- (j) Bylaw 9246, being *The Grants to Organizations and Individuals Grants Reserve Bylaw*;
- (k) Bylaw 9552, being *The Social Development Reserve Bylaw*;
- (l) Bylaw 10199, being *The Regina Police Service Reserve Bylaw*;
- (m) Bylaw 10186, being *The Winter Road Maintenance Reserve Bylaw*;
- (n) Bylaw 9478, being *The Golf Course Reserve Bylaw*;
- (o) Bylaw 9780, being *The Cemetery Reserve Bylaw, 1996*;
- (p) Bylaw 9790, being *The Cultural Heritage Special Capital Project Reserve Bylaw*;
- (q) Bylaw 10051, being *The Taylor Field Improvements Reserve Bylaw*;
- (r) Bylaw 8791, being *The Alley Maintenance Reserve Bylaw*;
- (s) Bylaw 9884, being *The Employer-Provided Parking Operating and Capital Reserve Bylaw*;
- (t) Bylaw 8596, being *The Reserve for Financial Commitments Bylaw*;
- (u) Bylaw 9384, being *The Commutation of Local Improvement Rates Bylaw*,
and
- (v) Bylaw 10021, being *The Establishment of and Signing Authorities for City of Regina Accounts with the Royal Trust Corporation of Canada Bylaw*.

73. In addition to the repeal of the Bylaws listed in section 72, the authority and direction provided in this Bylaw and the attached Schedules supersedes any resolutions passed by City Council prior to the passage of this Bylaw.

Part XII – Coming Into Force

74. This Bylaw comes into force on November 1, 2003.

READ A FIRST TIME THIS 25TH DAY OF AUGUST, 2003.

READ A SECOND TIME THIS 25TH DAY OF AUGUST, 2003.

READ A THIRD TIME AND PASSED THIS 25TH DAY OF AUGUST, 2003.

P. FIACCO
Mayor

R. MARKEWICH
City Clerk
(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2003-69

THE REGINA ADMINISTRATION BYLAW

- PURPOSE:** The purpose of this Bylaw is to promote the good administration of the City by:
- (a) defining the powers, duties, accountabilities and functions of certain City Officials and City employees;
 - (b) establishing policies and practices for the administration of certain financial, acquisition, investment, assessment and taxation functions; and
 - (c) establishing certain fees and charges.
- ABSTRACT:** The Bylaw is a comprehensive statement of administrative powers, duties, accountabilities and functions as well as a statement of policies and practices for the administration following city Council policies. It responds to changes in legislative authority under *The Cities Act*, which allows for delegation of authority and requires adoption of certain policies for the administration of the City.
- STATUTORY AUTHORITY:** Sections 6, 8, 83, 84, 85, 132 and 154 of *The Cities Act*.
- MINISTER'S APPROVAL:** Not required.
- PUBLIC HEARING:** Required for those matters for which public notice is required.
- PUBLIC NOTICE:** Required by sections 101(2)(e) and 132 for adoption of the investment policy, 101(2)(j) and 154 for adoption of the purchasing policy and 187 for dispensing with mailing of assessment notices. Notice was provided through publication in the Regina Leader-Post edition of Saturday, August 16, 2003, posting at City Hall and posting on the City's website, in accordance with *The Public Notice Bylaw #2003-8*.
- REFERENCE:** Executive Committee, July 23, 2003, Report EX03-49
Executive Committee, June 18, 2003, Report EX03-44
- AMENDS/REPEALS:** Repeals Bylaws No. 3807, 3017, 2001-122, 10136, 8815, 10163, 9936, 2001-96, 9479, 9246, 9552, 10199, 10186, 9478, 9780, 9790, 10051, 8791, 9884, 8596, 9384 and 10021.
- CLASSIFICATION:** Administrative
- ORIGINATING DEPARTMENT:** City Solicitor

BYLAW NO. 2003-69

THE REGINA ADMINISTRATION BYLAW

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(#2008-10, s. 4, 2008)

Reserves and Deferred Revenue

Purpose

1. The purpose of the Reserve and Deferred Revenue Schedule is to specify the reserves to be maintained by the City, the policies to account for the reserve transactions and balances, and the accounting for deferred revenue.

Definitions

2. In this Schedule:

“**deferred revenue**” means resources to be used for a specific purpose or purposes, as required by an external entity by agreement or legislation, that have not been expended for that specific purpose;

“**external entity**” means an individual or organization that is not part of the City’s financial reporting entity as determined by PSAB standards

“**PSAB standards**” means the standards for local government as prescribed by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The PSAB standards are those to be followed by the City for preparation of the annual financial statements in accordance with section 155(1) of *The Cities Act*;

“**reserve**” means an internally restricted portion of the net assets of the City as reported in the Consolidated Statement of Financial Position.

Deferred Revenue

3. Any revenue or resources that are restricted by agreement or legislation and are received by the City from an external party, shall be accounted for as deferred revenue in accordance with PSAB standards, until such time as the revenue or resources are expended for the purpose or purposes specified.
4. Where the agreement or legislation requires interest to be accrued on the net unexpended funds, such interest shall also be accounted for as deferred revenue in accordance with PSAB standards, until such time as the interest accrued is expended for the purpose or purposes specified.
5. Resources accounted for as deferred revenue include:
 - (a) development charges levied pursuant to *The Planning and Development Act, 1983*;

- (b) payments in lieu of the dedication of land received pursuant *The Planning and Development Act, 1983*;
- (c) payments in lieu of parking received pursuant *The Planning and Development Act, 1983*;
- (d) payments for rent, excluding the payments for utility costs, received from the Saskatchewan Roughriders Football Club pursuant to the Lease and Licensing Agreement dated February 1, 1998, ratified pursuant to Bylaw 10050; and
- (e) pursuant to section 278(1) of *The Cities Act*, revenue raised by a special tax bylaw that has not been expended on the specific service or purpose stated in the bylaw; and where Council has not given public notice of the use of the excess revenue pursuant to section 278(2) of *The Cities Act*.

General Provisions

- 6. Transfers to reserves and the use of reserves are limited to the transfers and uses identified in this Schedule.
- 7. Transfers to reserve do not include an interest amount on the reserve balance unless specifically provided for in the detailed provisions for the reserve.
- 8. Where the transfer to a reserve is the net revenue or expenditure for a certain operation or the over or under expenditure of a budget, the calculation of the transfer is to be determined by the Director of Finance on the basis of PSAB standards subject to any specific provisions in this Schedule.

General Fund Reserve

- 9. The account balance for the General Fund Reserve shall include the account balance of the reserve at the start of the year adjusted by:
 - (a) the net revenue or expenditure for the year of the Real Estate Operations;
 - (b) the budgetary surplus or deficit for the year for the City's General Operating Budget;
 - (c) a transfer to the reserve of the unexpended capital funds transferred from completed capital projects where the funding was initially provided through transfers from the General Fund Reserve, current contributions to capital or debenture debt;
 - (d) a transfer to the reserve of any excess funds for local improvement works, where the special assessments exceed the total cost of the local improvement;

- (e) transfers to fund capital projects as approved by Council by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw;
- (f) transfers to fund additional capital funding required for previously approved capital projects;
- (g) transfers to fund the outstanding taxes and other liabilities on property acquired through *The Tax Enforcement Act*, where the title is retained by the City; and
- (h) transfers to fund any expenditure of a non-recurring or short-term nature as provided for in the General Operating Budget or as approved by Council by resolution or bylaw.

General Utility Reserve

10. The account balance for the General Utility Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) the net revenue or expenditure for the year for the Water and Sewer Utility, after deducting the Utility Surplus Transfer for the year;
 - (b) a transfer to the reserve of the unexpended capital funds transferred from completed capital projects where the funding was initially provided through transfers from the General Utility Reserve;
 - (c) transfers to fund capital projects as approved by Council by resolution, bylaw or in the Utility Capital Program, or by the City Manager in accordance with this Bylaw; and
 - (d) transfers to fund additional capital funding required for previously approved capital projects.

Landfill Reserve

11. The account balance for the Landfill Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) the net revenue or expenditure for the year for the landfill operations and waste diversion programs;
 - (b) a transfer to the reserve of the unexpended capital funds transferred from completed capital projects where the funding was initially provided through transfers from the Landfill Reserve;
 - (c) transfers to fund capital projects as approved by Council, by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and

- (d) transfers to fund additional capital funding required for previously approved capital projects.

Community Investment Reserve

12. The account balance for the Community Investment Reserve shall include the account balance of the reserve at the start of the year adjusted by:

- (a) transfers to the reserve of the unexpended community investment allocation as provided for in the approved General Operating budget or by resolution or bylaw of Council for the Community and Protective Services Committee, Finance and Administration Committee, and Executive Committee;

- (b) transfers to fund community investments allocated by Committee or Council that are in excess of the approved budget for community investment allocations for the Committee.

(#2003-94, s. 2, 2003; #2003-100, s. 1, 2003; #2008-10, ss. 2 and 3, 2008; #2009-40, ss. 38 and 41, 2009)

13. A separate accounting of the balance in the Community Investment Reserve shall be maintained for the portion of the Community Investment Reserve for each of the Committees that have an approved community investment allocation.

(#2008-10, s. 3, 2008)

Social Development Reserve

14. The account balance for the Social Development Reserve shall include the account balance of the reserve at the start of the year adjusted by:

- (a) a transfer to the reserve provided for in the General Operating Budget;
- (b) a transfer to the reserve of the revenue received by the City from the Land Development Agreement with the Saskatchewan Housing Corporation; and
- (c) transfers to fund capital projects or capital grants in furtherance of social development within the City as approved by Council, by resolution, bylaw or through the annual operating or capital budget.

Regina Police Service Radio Equipment Reserve

15. The account balance for the Regina Police Service Radio Equipment Reserve shall include the account balance of the reserve at the start of the year adjusted by:

- (a) the net revenue or expenditure of the communications equipment service facility (Radio Shop) of the Regina Police Service established to provide maintenance for the trunked radio system jointly used by the Regina Police Service and the City; and

- (b) transfers to fund capital or operating expenditures for communication expenditures or projects by the City and the Board of Police Commissioners as may be approved by Council and the Board of Police Commissioners.

Regina Police Service General Reserve

16. The account balance for the Regina Police Service General Reserve shall include the account balance of the reserve at the start of the year adjusted by:
 - (a) subject to section 17 of this Schedule, the net revenue or expenditure of the Board of Police Commissioners, adjusted for the amount in section 15 transferred to or from the Regina Police Service Radio Shop Reserve;
 - (b) transfers to fund any one-time operating expenditures included in the annual operating budget as requested by the Board of Police Commissioners and as approved by Council; and
 - (c) transfers to fund capital projects as requested by the Board of Police Commissioners and as approved by Council.
 - (d) unexpended capital funds from projects that are completed or not proceeding.
(#2009-29, s. 1, 2009)
17. For the purpose of calculating the net revenue or expenditure in section 16, the total expenditure budget shall be the initial operating budget for the Board of Police Commissioners as approved by Council and, if applicable, the contingency for the Board in the City's General Operating Budget.

Winter Road Maintenance Reserve

18. The account balance for the Winter Road Maintenance Reserve shall include the account balance of the reserve at the start of the year adjusted by:
 - (a) a transfer to the reserve of the under expenditure in the annual operating budget for the Winter Road Maintenance Program; and
 - (b) subject to the direction of the City Manager, a transfer from the reserve of an amount up to the over expenditure in the annual operating budget for the Winter Road Maintenance Program.

Golf Course Reserve

19. The account balance for the Golf Course Reserve shall include the account balance of the reserve at the start of the year adjusted by:

- (a) subject to section 20 of this Schedule, the net revenue or expenditure for the year of the Golf Course Program;
- (b) a transfer to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Golf Course Reserve;
- (c) transfers to fund golf course capital projects as approved by Council, by resolution or bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and
- (d) transfers to fund additional capital funding required for previously approved golf course capital projects.

20. For the purpose of calculating the net revenue or expenditure in section 19:

- (a) the calculation shall include an imputed administrative cost, amounting to 5% of the total operating expenditure budget for the Golf Course Program, with the administrative cost to be phased-in, in equal increments, starting in 2002, until the total imputed cost is included in the calculation in 2006; and
- (b) in calculating the net revenue or expenditure, the net revenue or expenditure from the Regent and Lakeview golf courses is to be phased-in, in equal increments, starting in 2002, until the total net revenue or expenditure from the two courses is included in the calculation in 2006.

Cemetery Reserve

21. The account balance for the Cemetery Reserve shall include the account balance of the reserve at the start of the year adjusted by:

- (a) the net revenue or expenditure for the year of the Cemetery Program;
- (b) a transfer to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Cemetery Reserve;
- (c) transfers to fund cemetery capital projects as approved by Council, by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and
- (d) transfers to fund additional capital funding required for previously approved cemetery capital projects.

Cultural Heritage Special Capital Reserve

22. The account balance for the Cultural Heritage Special Capital Reserve shall include the account balance of the reserve at the start of the year adjusted by:

- (a) transfers to the reserve of amounts as determined by Council by resolution, bylaw or through the annual operating budget; and
- (b) transfers to fund cultural, heritage or special capital projects as approved by Council by resolution, bylaw or in the General Capital Program.

Employer-Provided Parking Reserve

23. The account balance for the Employer-Provided Parking Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) the net revenue or expenditure for the year for the Employer-Provided Parking Program;
 - (b) a transfer to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Employer-Provided Parking Reserve;
 - (c) transfers to fund employer-provided parking capital projects as approved by Council, by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and
 - (d) transfers to fund additional capital funding required for previously approved employer-provided parking capital projects.

Equipment Replacement Reserve

24. The account balance for the Equipment Replacement Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) the net revenue or expenditure for the year for the Fleet Program;”
 - (b) a transfer to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Equipment Replacement Reserve;
 - (c) transfers to fund equipment replacement capital projects as approved by Council, by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and
 - (d) transfers to fund additional capital funding required for previously approved equipment replacement capital projects.

(#2009-63, s. 12, 2009)

Asphalt Reserve

25. The account balance for the Asphalt Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) the transfer to the reserve of an amount per tonne, as approved by the City Manager, for the asphalt produced in the City's asphalt plant, less the amount of the annual maintenance cost of the asphalt plant;
 - (b) a transfer to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Asphalt Plant Reserve;
 - (c) transfers to fund asphalt plant capital projects as approved by Council, by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and
 - (d) transfers to fund additional capital funding required for previously approved asphalt plant capital projects.

Transit Equipment Reserve

26. The account balance for the Transit Equipment Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) a transfer to the reserve of the amount provided for in the annual general operating budget for the Transit Department as approved by Council;
 - (b) a transfer to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Transit Equipment Reserve;
 - (c) transfers to fund Transit equipment capital projects as approved by Council, by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and
 - (d) transfers to fund additional capital funding required for previously approved Transit equipment projects.

Technology Reserve

27. The account balance for the Technology Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) the net revenue or expenditure for the year of the Print Services and Office Services (computer leasing) Programs;

- (b) a transfer to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Technology Reserve;
- (c) transfers to fund technology capital projects as approved by Council, by resolution, bylaw or in the General Capital Program, or by the City Manager in accordance with this Bylaw; and
- (d) transfers to fund additional capital funding required for previously approved technology projects.

Reserve for Financial Commitments

28. Amounts eligible to be transferred to the reserve at each year end are the unexpended funds at year end for projects or initiatives subject to the following:
- (a) the transfers to the reserve must be approved by the City Manager;
 - (b) the transfers to the reserve must be for a project or initiative where there is \$5,000 or more in unexpended funds;
 - (c) the transfer shall not include funding for salaries, benefits, business travel or training; and
 - (d) funding for the project or initiative must have been included in the approved General Operating Budget or as otherwise approved by the City Manager.
29. In the subsequent year, the funds must either be expended on the project or initiative that resulted in the transfer, or transferred to the General Fund Reserve at the end of the year.

Group Benefit Reserves

30. The Director of Finance is authorized to maintain reserves, where applicable, for each group benefit program, with the reserves transactions to include:
- (a) the amounts to be transferred to the reserve shall include:
 - (i) the difference for the year between the total employee and employer contributions and the amounts required to be paid to the benefit carrier and the amounts paid for claims and administration;
 - (ii) any amounts returned or refunded by the benefit administrator; and
 - (iii) interest accrued on the balance in the reserve; and
 - (b) the amounts transferred from the reserve shall include:

- (i) the costs of the Pension and Benefits Division for administration of the benefit plan;
- (ii) the costs, if any, of any reviews or evaluations of the benefit plan; and
- (iii) for the group insurance plans, the cost of the paid up policy for retired members.

31. The amounts in the group benefit reserves are held jointly for the benefit of the employees and employers participating in the group benefit plan.

Asset Revitalization Reserve

32 The account balance for the Asset Revitalization Reserve shall include the balance of the reserve at the start of the year adjusted by:

- (a) transfers to the reserve of amounts as determined by Council, by resolution, bylaw or through the annual operating budget;
- (b) transfers to the reserve of the unexpended capital funds transferred from completed capital projects where the funding was initially provided through transfers from the Asset Revitalization Reserve; and
- (c) transfers to fund asset revitalization projects as approved by Council, by resolution, bylaw, or by the City Manager in accordance with this Bylaw.

(#2008-75, s. 2, 2008)

SCHEDULE "B"

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Fees and Charges

Purpose

1. The purpose of this Schedule is to establish certain fees and charges as provided for in the Bylaw, and any related conditions or requirements.

General Provisions

2. The provision of any service or information is subject to the restrictions in *The Local Authority Freedom of Information and Protection of Privacy Act* or any other Act.
3. Unless otherwise provided for in the Schedule:
 - (a) the fees and charges are service fees pursuant to section 264 of *The Cities Act*;
 - (b) fees prescribed in this Schedule shall be paid prior to the service or information being provided, or paid through a charge to a deposit account held by the City on behalf of the person requesting the service or information;
 - (c) the General Manager of Corporate Services shall determine the method and location of the payment of the fees or deposit; and
 - (d) the General Manager of Corporate Services shall determine the deposit required, subject to a minimum deposit of \$200.00.
4. A deposit account shall be replenished as required, by the person establishing the deposit account. If a deposit account is depleted or has insufficient funds to pay for the service or information, the service or information requested will be withheld until the deposit account is replenished.
5. Where a cheque is submitted to the City for payment on account, for payment of an appeal fee, or payment of a fee or charge not prescribed in this Schedule, and where the cheque is returned to the City for any reason by a financial institution:
 - (a) a fee of \$20.00 will be charged and added to the account that was to be paid by the returned cheque; or
 - (b) where the returned cheque was to apply to more than one account or service provided by the City, a fee of \$10.00 will be charged and added to each account subject to the returned cheque.

Assessment Appeal Fees

- 6. Pursuant to section 196 of *The Cities Act*, and subject to section 7 of this Schedule, the assessment appeal fees for an appeal filed with the Regina Board of Revision are:
 - (a) \$30.00 for each property under appeal for a residential property classified by the City Assessor as a single family dwelling or a single family mobile home;
 - (b) \$30.00 per condominium unit for residential condominium developments; and
 - (c) for all other properties, an appeal fee of:
 - (i) \$150.00 for total assessed value of less than \$500,000.00;
 - (ii) \$500.00 for total assessed value of \$500,000.00 to \$1,000,000.00;
 - (iii) \$750.00 for total fair value assessments of greater than \$1,000,000.00.

- 7. The appeal fee provided for in section 6 of this Schedule, shall be paid by cheque, subject to the following:
 - (a) the appeal fee must be paid at the time the appeal is filed;
 - (b) the cheque must be dated no later than the date the appeal is filed; and
 - (c) if the cheque is returned to the City due to non-sufficient funds or closure of the account, the fee is deemed to have not been received for the purpose of filing of the assessment appeal.

Taxation Fees and Charges

- 8. Subject to this Bylaw and the applicable sections of *The Cities Act*, fees and charges for taxation services and information are detailed in the following table:

Service or Information	Description	Fee
Tax Certificate	Issued pursuant to section 246 of <i>The Cities Act</i> .	\$25 per property
Tax Statement or Tax Roll Search	Information provide from the tax roll.	No charge for the owner of the property being searched, or \$7 per property otherwise.

Tax Notice	Provided to lending institutions to assist in the processing of tax payments or for monitoring the payment of taxes on accounts where the institution has a mortgage.	\$5 per property for a paper tax notice or \$3 per property for an electronic tax notice file.
Statement of Account	Provided to lending institutions to assist in the processing of tax payments or for monitoring the payment of taxes on accounts where the institution has a mortgage.	\$7 per property.
Historical Tax Analysis	Development of a spreadsheet for a property tax account, providing information on levies, payments, and adjustments to the property tax account.	\$20 per account for up to two years of analysis, with an additional \$10 for each year, or portion thereof, added to the analysis.
Tax Installment Payment Plan Confirmation	Documentation to confirm that a tax installment payment plan is active on an account.	\$3 per account.

Assessment Fees and Charges

9. Subject to this Bylaw and the applicable sections of *The Cities Act*, fees and charges for assessment related services and information are detailed in the following table.

Service or Information	Description	Fee
Inspection of the assessment roll	Inspection of the paper or electronic version of the assessment roll while the roll is open to the public pursuant to section 183 of <i>The Cities Act</i> .	No charge for inspection of the roll.
Certified copy of a portion of the assessment roll		\$10 per property.
Assessment Statement	Summary of basic property information from an individual's property fieldsheet.	No charge for the owner of the property being searched, or \$7 per property otherwise.
Assessment Roll Search	Information provided from the assessment roll.	No charge for the owner of the property being searched, or \$7 per property otherwise.

Assessment fieldsheet for a property	Assessment details and calculations for a property.	No charge for the owner of the property. For others, \$5 per search and \$1 per page.
General assessment report	Copy of a general assessment report produced by the Assessment Division for public information.	\$2 per page.
Develop and produce custom report	Generation of a custom report based on the customer's specifications, with assessment or tax information. The availability of the report is at the discretion of the City Assessor based on the availability of resources.	\$100 per hour to develop and test the report, with a minimum fee of \$100. The report would be an additional \$2 per page.
Property diagram	Copy of the building diagram.	\$5 per diagram.
Neighbourhood map	Map displaying the boundaries of a valuation neighbourhood.	\$5 per map (includes PST) for a colour map or \$1 per map (includes PST) for a black and white map.
Neighbourhood sales map	Map displaying the location of the properties with sales used in the sales analysis for the neighbourhood.	\$5 per map (includes PST) for a colour map or \$1 per map (includes PST) for a black and white map.
Neighbourhood sales report	Report listing the adjusted sales prices used in the determination of market adjustment factors.	No charge for the owner of a property in the neighbourhood. For others, \$1 per page with a minimum fee of \$15.
City neighbourhood sales map	Map displaying the valuation neighbourhoods and the location of property sales used in the sales analysis. Map is 1:15,000 color.	\$15 per map.
Develop and produce customer map	Generation of a custom map based on the customer's specifications, with assessment tax information. The availability of the report is at the discretion of the City Assessor based on the availability of resources.	\$100 per hour to develop and test the map, with a minimum fee of \$100, plus \$15 for each map or copy thereof.

Historical Assessment Analysis	Development of a spreadsheet for a property assessment account, providing information on exemptions, assessment transactions and appeal adjustments	\$20 per account for up to two years of analysis with an additional \$10 fee for each year, or portion thereof, added to the analysis.
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(#2004-43, s. 3, 2004; #2007-70, s. 22, 2007)

SCHEDULE "C"

C. Investment Policy

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| 3. Investment Objectives | C2 |
| 6. Investment Criteria – Assets Managed Internally | C2 |
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| 13. Investment Limits – Assets Managed Internally | C3 |

Investment Policy

Purpose

1. The purpose of the Investment Policy is to establish, pursuant to the requirement of section 132 of the Act, the guidelines for the investment of City funds.

Definitions

2. In this Schedule:

“credit rating” means a current opinion, from Standard & Poor’s or Dominion Bond Rating Service, of the creditworthiness of an issuer with respect to a specific financial obligation, a specific class of financial obligations, or a specific financial program;

“duration” means the weighted average term-to-maturity of the cash flow of the security or portfolio;

“funds” means those City assets held in an account at a financial institution or invested in securities for the benefit of the City;

“liquidity” means the ability to sell an investment quickly;

“long term investment” means any investment that has a term greater than one year;

“prudent person principle” means the fiduciary will provide for reasonable diversification of the investments;

“rate of return” means the yield obtainable on a security based on the purchase price or the current market price of the investment, with the yield reflecting the coupon rate, term, liquidity and credit quality;

“safety of principal” means the minimization of potential losses on the principal amount invested in a debt security;

“short term investment” means any investment that has a term of one year or less;

“term” means the length of time from the date of purchase of an investment to the date of maturity of the investment.

Investment Objectives

3. The objective of the policy is to incorporate industry best practices in order to ensure the preservation of capital and to maintain liquidity in the portfolio. The objectives include:

- (a) safety of principal;
 - (b) income maximization subject to the constraints of the investment policy; and
 - (c) minimize the use of the temporary borrowing facility.
4. In managing the investments, in order to meet the objectives, particular consideration will be given to:
- (a) rate of return for the investment relative to the risk;
 - (b) liquidity of the investment;
 - (c) legal and tax status of the income and principal payments;
 - (d) the duration of the investment portfolio; and
 - (e) the prudent person principle of investment management.
5. The investment objective of safety of principal is achieved through:
- (a) an investment term of a maximum of 4 months for investments with a credit rating of R1-Mid and R1-Low, and 6 months or less for investments with a credit rating of R1-High;
 - (b) limiting investments to a minimum credit rating of R1-Low to reduce the risk of default; and
 - (c) issuer limits on the amount of investments held per issuer to limit the exposure to any one company.

Investment Criteria – Assets Managed Internally

- 6. Short term investments must have a minimum credit rating of R1-Low.
- 7. Long term investments must have a minimum credit rating of A.
- 8. Subject to the limits in Section 13 and 14, eligible investments include:
 - (a) obligations of the Government of Canada or of a crown corporation guaranteed as to payment by the Government of Canada;
 - (b) obligations of a Province of Canada or of a provincial crown corporation carrying the guarantee of its province;

- (c) obligations of the City of Regina;
 - (d) asset backed securities, which are securities backed by financial assets and credit support from a third party;
 - (e) obligations of a chartered bank or trust company; and
 - (f) obligations of a Canadian corporation.
9. An investment where the current rating is downgraded below the investment policy guidelines should be sold as soon as practical without compromising the portfolio.

Investment Criteria – Assets Managed Externally

- 10. Short term investments must have a minimum credit rating of R1-Low.
- 11. Long term investments must have a minimum credit rating of BBB.
- 12. Eligible investments include:
 - (a) bond funds; and
 - (b) short term investment funds.

Investment Limits – Assets Managed Internally

- 13. The investment limits for long term investments that are managed internally are as detailed in the following table.

Issuer/Credit Rating	Portfolio Investment Limit	Per Issuer Limit
Government of Canada and/or Crown Corporations and Agencies:	No limit	No limit
Provinces of Canada and/or Provincial Crown Corporations.		
AAA	No Limit	No limit
AA	No Limit	No limit
A	No Limit	No limit
Canadian Corporate:	Up to 30% of the portfolio	
AAA		Up to 15% of portfolio
AA		Up to 10% of portfolio
A		Up to 5% of portfolio
City of Regina Debt	No limit	No limit

14. The investment limits for short term investments that are managed internally are as detailed in the following table.

Issuer/Credit Rating	Portfolio Investment Limit	Per Issuer Limit	Term
Government of Canada and/or Crown Corporations and Agencies:	No limit	No limit	1 year or less
Provinces of Canada and/or Provincial Crown Corporations.	No limit	No limit	1 year or less
R1-High	No limit	\$12 million per issuer	6 months or less
R1-Mid	No limit	\$8 million per issuer	4 months or less
R1-Low	\$40 million if total portfolio is less than or equal to \$100 million; \$15 million if total portfolio is greater than or equal to \$50 million and less than \$100 million; \$10 million if total portfolio is greater than or equal to \$30 million and less than \$50 million; or \$8 million if total portfolio is less than \$30 million	\$4 million per issuer	4 months or less

SCHEDULE “D”

D. Purchasing Policy

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Purchasing Policy

Part I – Purpose, Objectives and Definitions

Purpose

1. The purpose of the Purchasing Policy is to define the policy for the acquisition of goods, equipment and services by the City.

Objectives

2. The objectives of the Purchasing Policy and related documents and processes are to:
 - (a) procure the necessary quality and quantity of goods, equipment and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution;
 - (b) ensure fairness, where every vendor is governed by the same criteria, process and timeframe; is provided with the same information; is treated consistently; and is required to provide only the information necessary to make the purchasing decision;
 - (c) ensure clarity, where the information provided to vendors is clear and specific, and the City has the opportunity to seek reasonable clarification in order to make informed purchasing decisions;
 - (d) ensure that all acquisitions and acquisition methods comply with federal and provincial legislation and applicable trade agreements;
 - (e) be efficient, by developing purchasing processes that ensure efficiency for vendors and the City;
 - (f) where practical, provide for an open, fair and competitive acquisition process for the acquisition of goods, equipment and services that is equitable to all vendors;
 - (g) obtain maximum value for the City by determining, where practical, the total cost of performing the intended function over the lifetime of the task, including, but not limited to, acquisition cost, installation, disposal value, disposal cost, training cost, maintenance cost, quality of performance and environmental impact; and
 - (h) procure goods, equipment and services with due regard to the preservation of the natural environment.

Definitions

3. In this Schedule:

“acquisition method” means the process by which goods, equipment or services are procured and may include requests for quotations, invitations to bid, requests for proposals, and direct negotiations;

“bid” means an offer or submission from a vendor in response to a request for quotations or invitation to bid which is subject to acceptance or rejection;

“change order” means a written alteration to a contract or purchase order, in accordance with the terms of the contract, directing the vendor to make changes;

“consultant” means an individual or firm that provides consulting and professional services;

“consulting and professional services” includes the services provided by architects, engineers, designers, planners, accountants, auditors, appraisers, lawyers, management, software and financial consultants, and any other similar services but does not include professional services provided by employees of the City;

“contract” means a formal legal agreement between two or more parties, or a purchase order with binding legal implications, exchanging goods, equipment or services for money or other consideration;

“emergency” means:

- (a) a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health or welfare of the general public, or the property of the residents of the City, or to prevent serious damage, disruption of work or to restore or to maintain essential services to a minimum level; and
- (b) shall be determined by the City Manager;

“invitation to bid” means a bid solicitation method used when:

- (a) detailed specifications and requirements are known;
- (b) the bid is opened at a public tender opening and pricing is read;
- (c) criteria other than price may be incorporated into the call for use in the evaluation of bids; and

(d) the award is made to the lowest qualified bidder;

“lowest qualified bidder” means a bidder that submits a tender complying with all the tender requirements and offers the lowest total purchase price;

“Multiple Year Contract” means a contract with a defined term which, including all possible renewal rights, extends for a period longer than one year;

“proposal” means a proposal from a vendor in response to a request for proposals;

“public proposal process” means a proposal solicitation method used when:

- (a) competitive proposals are required; and
- (b) the proposals are opened at a public tender opening and only the names of the responding proponents are read;

“purchase order” means a document in a form authorized by the General Manger of Corporate Services that authorizes a supplier or contractor to proceed with the supply of goods, equipment or services;

“request for proposal” means a proposal solicitation method used when:

- (a) detailed specifications and requirements are not known;
- (b) proposals resulting from the request are opened at a public tender opening and only the names of the responding proponents are read;
- (c) criteria other than price are used to evaluate the proposals; and
- (d) the award is made to the proponent with the highest scoring proposal;

“request for quotation” means a bid solicitation method used when:

- (a) specifications and requirements can easily be stated;
- (b) responses to the request are opened at a public tender opening and pricing is read; and
- (c) the award is made to the lowest qualified bidder;

“sole source” means to directly acquire from a single vendor the required goods, equipment or services, whether the price is determined through negotiation or reference to a publicly available price schedule;

“total purchase price” means the total price for a particular purchase of goods, equipment or services, including the purchase price of the goods or services, shipping and handling, customs and brokerage charges, and all taxes;

“verbal quotation” means a bid solicitation method used when:

- (a) a vendor provides a verbal quotation; and
- (b) the quotations are not opened at a public tender opening;

“written quotation” means a bid solicitation method used when:

- (a) a vendor provides a quotation in writing; and
- (b) the quotations are not be opened at a public tender opening.

Part II – Scope and General Provisions

Scope of the Purchasing Policy

- 4. Subject to section 5, this Purchasing Policy applies to the acquisition of all goods, equipment and services by the City and subsequent amendments to the contracts governing those acquisitions.
- 5. The Purchasing Policy does not apply to:
 - (a) payments to or on behalf of employees, including:
 - (i) the payment of wages, salaries or benefits pursuant to a collective agreement, employment contract, or policy, as approved by Council or the City Manager, with respect to salaries and benefits; or
 - (ii) payments for tuition, the use of personal vehicles for City business, business travel, attendance at conferences or seminars, or for the recognition of employees, including the 25 Year Club, provided that the payments are made pursuant to policies approved by Council or the City Manager;
 - (b) payments to or on behalf of elected officials for remuneration, benefits, travel or other expenditures in accordance with the policies or bylaws of Council or the Finance and Administration Committee;
 - (c) principal or interest on long-term or short-term debt;

- (d) the purchase or lease of real property;
 - (e) the acquisition of goods, equipment or services by the Board of Police Commissioners;
 - (f) grants authorized by Council, the Community and Protective Services Committee, the Executive Committee or the Finance and Administration Committee;
(#2009-40, ss. 38 and 41, 2009)
 - (g) payments to other municipalities, school or library boards, the Province of Saskatchewan, provincial agencies or crown corporations, the Government of Canada or federal agencies or crown corporations, where the payments are pursuant to legislation or agreement;
 - (h) the acquisition of goods, equipment or services specifically provided for elsewhere in this Bylaw or any other bylaw; and
 - (i) payments required by the Act, any other Act, this Bylaw or any other bylaw or agreement.
6. The City Manager or a General Manager of the division acquiring the goods, equipment or services (or their respective delegate in accordance with the policies or procedures established pursuant to section 11) is authorized to initiate the acquisition of goods, equipment or services, provided:
- (a) the acquisition process is in accordance with the requirements of this Purchasing Policy; and
 - (b) the proposed expenditure for the goods, equipment or services is an Eligible expenditure.

Contract Approval and Amendments

7. The City Manager or a General Manager of the division acquiring the goods, equipment or services (or their respective delegate in accordance with the policies or procedures established pursuant to section 11) is authorized to award and approve the entry into a contract for the acquisition of the goods, equipment or service, provided:
- (a) the acquisition process leading to the award is in accordance with the requirements of this Purchasing Policy; and
 - (b) the expenditure for the goods, equipment or services is an Eligible expenditure and is within the following limits with respect to the total purchase price:

- (i) no limit for the acquisition of goods, equipment or services acquired in accordance with the provisions of Part III or Part IV of the Purchasing Policy; or
 - (ii) \$500,000 for the acquisition of consulting and professional services acquired in accordance with the provisions of Part V of the Purchasing Policy.
 - 8. A City employee is authorized to approve an amendment to any contract for the acquisition of goods, equipment or services (including contracts related to the engagement of professional and consulting services) which was originally approved by City Council, the City Manager or a General Manager, including but not limited to change orders, renewals and extensions, provided that:
 - (a) the amendment does not increase the total purchase price of the contract to an amount which exceeds the dollar value that is within the employee's delegated authority in accordance with the policies or procedures established pursuant to section 11; and
 - (b) in the case of contracts related to the engagement of professional and consulting services, the City Manager or a General Manager is authorized to approve amendments to such engagements notwithstanding that the amendment results in a total purchase price or contract value that exceeds the delegated authority in accordance with the policies or procedures established pursuant to section 11; and
 - (c) the contract is being amended:
 - (i) due to unforeseen work consistent with the original scope and technical specification of the contract; or
 - (ii) to expand the scope of the contract for additional work that is considered integral to the project and where the City would be faced with added costs if the additional work was to be handled through a separate contract.”
- (#2009-63, s. 13, 2009)
9. Except as expressly authorized in sections 6, 7, or 8, Council must approve the acquisition of all other goods, equipment and services.
10. The General Manager of Corporate Services is authorized to make payments for the goods, equipment or services received provided:

- (a) the proposed payment combined with previous payments for the contract does not exceed the total purchase price of the contract, as initially approved or subsequently amended; and
- (b) the City Manager or General Manager of the division acquiring the goods, equipment or services (or their respective delegate in accordance with the policies or procedures established pursuant to section 11) verifies that the goods, equipment or services being billed have been received and are in accordance with the terms and conditions established in the contract.

Purchasing Policies, Procedures, Processes and Forms

- 11. Upon approval of the City Manager, the General Manager of Corporate Services is authorized to establish administrative policies, procedures, processes and forms for the implementation and administration of this Purchasing Policy, and all divisions shall adhere to the policies, procedures and processes so established.
- 12. The General Manager of Corporate Services is authorized to establish policies and procedures for the evaluation of goods, equipment and services that are acquired.

Vendors and Vendor List

- 13. The General Manager of Corporate Services shall maintain a list of vendors interested in doing business with the City.
- 14.(1) Vendors who wish to be included on the vendors list must submit the information required by the City, including the goods, equipment or services available from the vendor.
 - (2) Vendors are responsible for periodically providing updated information to the City to maintain the accuracy of the information on the vendor list.
 - (3) The vendors list shall include consultants provided the consultants on the list meet:
 - (a) the general requirements for inclusion on the vendors list; and
 - (b) specific requirements for consultants in sections 53 and 54 of this Purchasing Policy.
- 15.(1) The General Manager of Corporate Services may remove a vendor from consideration for contracts for a period of up to two years on the basis of documented poor performance or non-performance in the delivery of goods, equipment or services to the City.

- (2) Once removed from the vendors list pursuant to subsection (1), to re-establish good standing, the vendor must demonstrate to the satisfaction of the General Manager of Corporate Services that corrective action has been taken to address the issue of poor performance or non-performance.
 - (3) Where the General Manager of Corporate Services has removed a vendor from consideration for contracts, the City will reject all bids or proposals submitted by the vendor until the vendor has re-established their good standing.
- 16.(1) When the City initiates an acquisition, except as provided for in section 17, the vendors list will be used as the source of the vendors to be contacted.
- (2) For the acquisition of any particular good, equipment or service, the City will contact a limited number of the vendors listed as providing that good, equipment or service.
17. When vendors respond to a public tender or proposal call, any vendor capable of meeting the specifications or requirements for the goods, equipment or services can respond, and is eligible to be awarded the contract provided they are in good standing in accordance with section 15.

Preparation of Documents

18. The division initiating the acquisition of the goods, equipment or services shall be responsible for the preparation of the specifications or requirements for the goods, equipment or services to be acquired.
19. The General Manager of Corporate Services and the City Solicitor shall have the authority to review and recommend changes to the specifications, requirements or other acquisition documents when necessary to meet the requirements or objectives of the Purchasing Policy, or other requirements.
20. Specifications should not unnecessarily limit competition by eliminating specific vendors or the products or services of specific vendors capable of meeting the needs of the City.

Bid Deposits and Performance Bonds

21. Subject to the approval of the City Manager and the City Solicitor, the General Manager of Corporate Services is authorized to establish policies with respect to the form, amount and purpose of security that may be required from vendors.

Multiple Year Contracts

22. The City Manager or a General Manager of the division acquiring the goods, equipment or services is authorized to approve Multiple Year Contracts, if:

- (a) the contract is advantageous to the City;
 - (b) the term of the contract does not exceed five years in total, including the current year;
 - (c) the contract includes a clause enabling the termination of the contract in the event that funding is not provided in the second or a subsequent year of the term; and
 - (d) the contract includes a clause that the acquisition of the goods, equipment or service in the second and subsequent years of the contract is subject to continued acceptable performance by the vendor and the goods, equipment or services acquired under the contract.
23. A director of a department acquiring the goods, equipment or services is authorized to approve Multiple Year Contracts, if:
- (a) he or she is the director of the particular department for which the goods, equipment or services are being acquired;
 - (b) the total purchase price of the Multiple Year Contract is within his or her level of delegated authority (pursuant to the policies or procedures established pursuant to section 11);
 - (c) the contract is advantageous to the City;
 - (d) the term of the contract does not exceed two years in total, including the current year;
 - (e) the contract includes a clause enabling the termination of the contract in the event that funding is not provided in the second or a subsequent year of the term; and
 - (f) the contract includes a clause that the acquisition of the goods, equipment or service in the second year of the contract is subject to continued acceptable performance by the vendor and the goods, equipment or services acquired under the contract.
24. For the purposes of determining whether the total purchase price of a Multiple Year Contract is within a City employee's level of delegated authority, the total purchase price of the contract shall be divided by the number of years of the term of the contract to determine the annual purchase price and the employee's level of delegated authority shall be interpreted as the annual purchase price limit for each year of the Multiple Year Contract.

24.1. Notwithstanding sections 22 and 23, the City Manager or a General Manager of the division acquiring the goods, equipment or services (or their respective delegate in accordance with the policies or procedures established pursuant to section) is authorized to award, approve and amend Multiple Year Contracts that extend beyond five years without requiring the consent of City Council if:

- (a) the contract relates to the maintenance or service of an existing or coincidentally acquired City asset; and
- (b) the contract contains a clause allowing for termination on no more than 90 days notice.

(#2009-63, s. 14, 2009)

Cooperative Purchasing

- 25. Subject to the approval of the General Manager of the division acquiring the goods, equipment or services, the General Manager of Corporate Services is authorized to participate in and approve contracts in relation to cooperative acquisitions with the Province of Saskatchewan or any of its departments, agencies or crown corporations, the Board of Police Commissioners, other local governments, or other public authorities.
- 26. Where the City administers a cooperative acquisition the requirements of the Purchasing Policy shall apply.
- 27. Where one of the other participants administers the cooperative acquisition, the procedures and policies of the participant administering the cooperative acquisition shall apply.
- 28. Where there is a cooperative acquisition, the City, where possible, will issue its own contract and be responsible for the remainder of the acquisition process, including ordering, receiving, inspecting and payment.

Adoption of Standards

- 29. The City Manager is authorized to establish standards for any goods, equipment or services.
- 30. Where standards are established for a good, equipment or service, the standard shall apply to the acquisition of the good, equipment or service, and may result in a sole source acquisition.

Pre-Qualification of Vendors or Requests for Information

- 31.(1) The purpose of pre-qualification is to solicit information and to ensure that a vendor can demonstrate the ability to provide the necessary goods, equipment or service along with the expertise and resources to satisfactorily complete the contract.
- (2) Pre-qualification will be used, but not limited to, acquisitions that involve an increased risk to the City or acquisitions that involve complex, multi-disciplinary activities, or specialized expertise, equipment, materials or financial requirements.
32. The City may choose to pursue a process to pre-qualify vendors for the acquisition of certain goods, equipment or services or request information from vendors regarding specific goods, equipment or services.
33. The General Manager of Corporate Services and the General Manager of the division acquiring the goods, equipment or services are authorized to jointly determine when a pre-qualification process will be used, and the nature and form of the pre-qualification process.
34. The General Manager of Corporate Services and the General Manager of the division acquiring the goods, equipment or services are authorized to determine if there is a need to request information from one or more vendors to assist in the acquisition process.
35. Where a pre-qualification process is used, only those vendors selected through the pre-qualification process will be eligible to participate in further steps of the acquisition process.
36. A request for information or a pre-qualification process will not obligate the City to proceed with a formal tender or request for proposals.

Actions Contrary to the Purchasing Policy

37. Every City employee who willfully acquires any goods, equipment or services in contravention of the Purchasing Policy, or *The Code of Conduct and Disclosure Bylaw 2002-57*, shall be deemed to have committed an act of malfeasance, and may be liable to suspension or dismissal.
38. Any discipline resulting from a contravention of this Purchasing Policy is subject to the requirements of the City's collective agreements for those employees within the scope of a bargaining unit.
39. Where the City Manager is satisfied that a contravention by a City employee of this Purchasing Policy is inadvertent or unintentional, the City Manager may declare the transaction as being in accordance with this Purchasing Policy.

Part III – General Acquisition Process

General Provisions

40. The provisions of this Part shall apply to the acquisition of all goods, equipment and services within the scope of this Purchasing Policy, except:
 - (a) the goods, equipment and services to be acquired in accordance with Part IV - Sole Source Acquisitions; and
 - (b) the services to be acquired in accordance with Part V - Consulting and Professional Services.

41. The General Manager of Corporate Services, in conjunction with the General Manager of the division acquiring the goods, equipment or services, is authorized to determine the appropriate acquisition method based on an evaluation of the following factors:
 - (a) the estimated total purchase price of the acquisition based on the following ranges:
 - (i) low dollar – Up to \$5,000;
 - (ii) medium dollar - \$5,000 to \$15,000;
 - (iii) high dollar – Over \$15,000, and
 - (b) the potential risk involved in the acquisition based on an assessment of the following factors:
 - (i) the vendor's ability to deliver the goods, equipment or services;
 - (ii) the inherent risk associated with the delivery of the goods, equipment or services; and
 - (iii) the competitive nature of the marketplace.

42. The contract resulting from the acquisition process shall be awarded in accordance with the policies and procedures established pursuant to section 11.

Acquisition Methods

43. The City may pursue verbal quotations from one or more selected vendors when the acquisition has the following characteristics:
 - (a) the cost is generally low dollar value with low risk;
 - (b) quick turnaround is required for the acquisition of the goods, equipment or services; and
 - (c) the product or service specifications are easily stated.
44. The City may pursue written quotations from one or more selected vendors when the acquisition has the following characteristics:
 - (a) the cost is generally low to medium dollar value with low risk;
 - (b) quick turnaround is required for the acquisition of the goods, equipment or services; and
 - (c) the product or service specifications are easily stated.
45. The City may pursue a request for quotations from a limited number of known vendors or through an advertised public tender process, with the contract awarded to the lowest qualified bidder, when the acquisition has the following characteristics:
 - (a) the cost could range from low dollar value to high dollar value, with medium to high risk;
 - (b) the product or service specifications are easily stated; and
 - (c) detailed terms and conditions are provided.
- 46.(1) The City may pursue an invitation to bid from a limited number of known vendors or through an advertised public tender process, with the contract awarded to the lowest qualified bidder, when the acquisition has the following characteristics:
 - (a) the cost is medium to high dollar value, with medium to high risk;
 - (b) detailed specifications are required; and
 - (c) detailed terms and conditions are provided.
- (2) The document format and the degree of detail in the documents will vary depending on the goods, equipment or services being purchased.

- 47.(1) The City may pursue a request for proposals from a limited number of known vendors or through an advertised public proposal process when the acquisition has the following characteristics:
- (a) the cost is generally medium to high dollar value with medium to high risk;
 - (b) detailed specifications are either not required or not available in which case the deliverables and requirements are stated and the vendor is requested to propose the good, equipment or service that meets the requirements; and
 - (c) detailed terms and conditions are not provided, in which case the final terms and conditions are negotiated with the successful proponent.
- (2) Evaluation criteria will be used in the evaluation and selection of proposals.

Part IV – Sole Source Acquisitions

48. A sole source acquisition is the direct purchase of goods, equipment or services from a vendor, with the price of the goods, equipment or services either based on a negotiated rate or a price schedule maintained by the vendor.
49. The General Manager of Corporate Services is authorized to establish policies and procedures for sole source acquisitions, including policies to ensure sole source acquisitions are followed in the appropriate circumstances, and the policies for the administration of sole source acquisitions.
50. Sole source acquisitions may be used in the following circumstances:
- (a) for the acquisition of any goods, equipment or services as approved by Council by resolution;
 - (b) for the acquisition of goods, equipment or services required due to an emergency;
 - (c) for the acquisition of goods, equipment or services, where:
 - (i) the total purchase price is \$5,000 or less; and
 - (ii) the City does not have a standard purchasing agreement with a vendor for the supply of the particular goods, equipment or service being acquired;
 - (d) for the acquisition of goods, equipment or services where the selection of a vendor is limited to a single vendor as a result of proprietary rights;

- (e) for the acquisition of goods, equipment or services where there is only a single vendor identified that is capable of providing the goods, equipment or service based on a consideration of the geographic location of potential vendors, and the practical ability of those vendors to supply and service the needs of the City;
- (f) for the acquisition of goods, equipment or services where the City has adopted a standard pursuant to this Bylaw, and where the provision of the goods, equipment or service that meets the standard is limited to a single vendor;
- (g) subject to the approval of the General Manager of the division acquiring the goods, equipment or services for the acquisition of goods, equipment or services where there is a fluctuating price or shortage of availability and a delay in securing pricing or supply could adversely affect the interests of the City; or
- (h) for the acquisition of any goods, equipment or services from another municipality, a school or library board, the Province of Saskatchewan, a provincial agency or crown corporation, or the Government of Canada or a federal agency or crown corporation.

(#2009-63, s. 15, 2009)

Part V – Consulting and Professional Services

General Provisions

- 51. The acquisition of consulting and professional services shall be in accordance with this Part.
- 52. The determination as to whether an individual or firm is qualified to consult or provide professional services in a specific area of expertise is to be made by divisional professionals or administration staff with knowledge in the area of expertise being evaluated.

Selection of Consultants

- 53.(1) All consultants who demonstrate an interest in working for the City will be eligible for consideration.
- (2) The performance of consultants on recent previous contracts will be considered in the selection process.
- (3) Eligibility of consultants must also be consistent where applicable with the requirements of professional associations regarding licensing and the right to practice.
- 54.(1) Consultants who wish to be included on the list of potential consultants shall:

- (a) submit the information required by the City, including a summary of their qualifications and the range of professional and consulting services provided by the consultant; and
 - (b) meet the requirements for inclusion on the vendors list pursuant to sections 13 to 17.
- (2) Consultants are responsible for periodically providing updated information to the City to maintain the accuracy of the information.

Contract Fees

- 55.(1) The selection of consultants shall be based on qualifications, capability, availability, performance, interest, compatibility, sensitivity to the City's needs and fees.
- (2) While the level of fees is an important consideration, it is essential in the consideration of consultants that all selection criteria are given importance so that the quality of services and the assignment are not compromised.
56. For architectural and engineering assignments, the proposed fee shall be considered in comparison to the architect or engineer associations recommended fee schedules to determine reasonableness.

Direct Appointment Process for Consulting and Professional Services

- 57.(1) The direct appointment process for the selection and appointment of consultants shall apply to consulting and professional services where:
- (a) there is only one consultant determined to be capable of providing the required services; or
 - (b) the total purchase price for the appointment is \$50,000 or less.
- (2) The determination of whether there is only one consultant or professional deemed capable of providing the required services is subject to the approval of the General Manager of the division acquiring the services.
58. The direct appointment of consultants shall be done in accordance with the following:
- (a) the division requiring the consulting or professional services shall select the consultant considered to have the expertise and resources to undertake the required work pursuant to section 57;

- (b) the division shall request a proposal from the selected consultant and negotiate a reasonable fee (the proposed fee for architectural and engineering appointments should be compared to the architect or engineer associations recommended fee schedules to determine reasonableness); and
- (c) the division shall negotiate a final form of contract with the selected consultant and the City shall enter into a written contract for the appointment of the consultant.

59.(1) Notwithstanding section 57, the City Manager or a General Manager of a division is authorized to directly appoint a consultant where the opinion or report resulting from the consulting or professional services or the terms of reference of the consulting or professional services are confidential.

(2) There is no limit on the expenditure for the appointment of consultants in subsection (1).

60.(1) Notwithstanding section 57, the City Solicitor is authorized to directly appoint consultants for litigation or other legal or investigative purposes.

(2) There is no limit on the expenditure for the appointment of consultants in subsection (1).

61.(1) Notwithstanding section 57, the Director of Human Resources is authorized to directly appoint consultants for human resource related issues.

(2) There is no limit on the expenditure for the appointment of consultants in subsection (1).

Invitation Process

62. The invitation process for the selection and appointment of consultants shall apply to consulting and professional services where the total purchase price of the contract is more than \$50,000 but not greater than \$500,000.

63. The invitation process for the selection and appointment of consultants shall be done in accordance with the following:

- (a) the division requiring the consulting or professional services or a selection panel involving multiple divisions shall develop the requirements for a request for proposals and the terms of reference for the assignment;
- (b) the selection criteria shall be determined and relative weightings assigned to each of the criteria, and where feasible be included in the request for proposals;
- (c) the General Manager of Corporate Services shall request proposals from a limited number (minimum of three) of the qualified consultants provided that those

consultants selected are determined to have the expertise and resources to undertake the required work;

- (d) the division or selection panel shall evaluate the proposals, prepare a short list from those providing responses, conduct interviews if necessary, and, based on the foregoing, select a consultant; and
- (e) the division or selection panel shall negotiate a final form of contract with the selected consultant and the City shall enter into a written contract for the appointment of the consultant.

Public Notification Process

- 64. The public notification process for the selection and appointment of consultants shall apply to consulting and professional services where the contract is more than \$500,000.
- 65. The public notification process for the selection and appointment of consultants shall be done in accordance with the following:
 - (a) the division requiring the consulting or professional services or a selection panel involving multiple division shall:
 - (i) develop the requirements for a request for proposals and the terms of reference for the assignment; and
 - (ii) determine the selection criteria and assigns relative weights to each of the criteria and, where feasible, include the selection criteria and assigned weightings in the request for proposals;
 - (b) provide notice of the request for proposal in the local newspaper or through other appropriate means;
 - (d) the notice shall request expressions of interest for a specific project, with the expression of interest to include a statement as to the expertise and resources available to complete the work;
 - (e) the notice process shall be expanded to include advertising outside of the city where the number or level of expertise of consultants locally is deemed to be insufficient;
 - (f) the division or selection panel shall evaluate the proposals, prepare a short list from those providing responses, conduct interviews if necessary and, based on the foregoing, recommend the selection of a consultant;

- (g) the recommended consultant shall be subject to the approval of Council; and
- (h) upon Council approval, the division or selection panel shall negotiate a final form of contract with the selected consultant and the City shall enter into a written contract for the appointment of the consultant.

(#2007-70, s. 23, 2007)

SCHEDULE "E"

F. <u>Signing Authorities</u>	E1
1. Purpose	E1
2. General Manager of Corporate Services	E1
3. General Manager of Community and Protective Services	E1
4. General Manager of Engineering and Works	E1
5. Director of Transit	E1

Signing Authorities

Purpose

1. The purpose of this Schedule is to designate City employees who are authorized to sign certain contracts on behalf of the City.

General Manager of Corporate Services

2. The General Manager of Corporate Services, or his or her delegate, is authorized to sign purchase orders.

General Manager of Community and Protective Services

3. The General Manager of Community and Protective Services, or his or her delegate, is authorized to sign the following types of agreements on behalf of the City:
 - (a) agreements for the granting of licences and perpetual care of plots and columbarium niches at the City cemeteries; and
 - (b) grant and funding agreements entered into pursuant to the grant, funding and scholarship programs set out in section 37.1 of this Bylaw.

(#2009-40, s. 34, 2009)

General Manager of Engineering and Works

4. The General Manager of Engineering and Works is authorized to sign:
 - (a) agreements relating to commercial waste collection and landfill fees, provided that the agreements shall be on the terms and conditions set out in *The Waste Management Bylaw*;
 - (b) agreements relating to the provision of water outside of the city limits, provided the agreement is not with another municipality; and
 - (c) agreements relating to water and sewer connection within the City.

Director of Transit

5. The Director of Transit is authorized to sign agreements for transit agent and employer transit passes.

(#2007-70, s. 24, 2007)

SCHEDULE "F"

<u>F. Tax Installment Payment Plan</u>	F1
1. Purpose	F1
2. Definitions	F1
3. Tax Installment Payment Plan	F2
12. Termination of the Tax Installment Payment Plan	F3

Tax Installment Payment Plan

Purpose

1. The purpose the Tax Installment Payment Plan Schedule is to establish, pursuant to the authority in section 242(2) of the Act, the requirements to be met by a taxpayer opting to pay taxes by installment, and the guidelines applicable to the administration of the program.

Definitions

2. In this Schedule:

"eligible taxpayer" means a person:

- a) whose tax account has no balance owing, for taxes, penalties or other charges, at the time when the application for the tax installment payment plan is submitted to the City;
- b) who has an account with a financial institution from which the taxpayer may pre-authorize the City to make debits from the account for the payment of taxes;
- c) who submits to the City the required tax installment application complete with the required information including a void cheque, and a signature providing the authority required for the City to process debits against the taxpayer's account;
- d) whose tax account has no balance owing, for taxes, penalties or other charges as of December 31 of each year; and
- e) who accepts the provisions for calculation of the installments as set out in this Schedule;

"tax installment application" means an application, in a form determined by the City Assessor, made pursuant to this Schedule;

"taxes" means taxes imposed on property for city, school library and Business Improvement District purposes, supplementary property taxes, local improvement levies, special taxes and any other taxes or charges against property authorized by the Act or any other Act.

(#2009-63, s. 16, 2009)

Tax Installment Payment Plan

3. Eligible taxpayers may pay taxes in installments, subject to the submission of the required tax installment application, properly completed by the taxpayer.
4. A tax installment application must be completed for each property where the taxpayer intends to pay the taxes by installments.
5. Where an eligible taxpayer submits a completed tax installment application to the City on or before December 15 of the year prior to the year in which the installment payments are to begin, then the installment payment shall, subject to other adjustments provided for in this policy, be:
 - (a) for the months of January to June in each year, shall equal 1/12th of the total estimate of taxes on the eligible taxpayer's property for that year; and
 - (b) for the months of July to November in each year, shall be calculated by:
 - (i) adding or subtracting the amount of any changes to the estimate in (a) as a result of the setting of the annual mill rate or assessment changes; and
 - (ii) dividing the amount in (i) by 6.
 - (c) for the month of December, the installment shall be the lesser of the amount required to pay the outstanding amount on the tax account such that the tax account has no balance owing at the end of the year, or the monthly payment installment calculated in (b).
6. The City may adjust the monthly instalment payments to accommodate additional charges added to the tax roll such as supplementary taxes or transfers for utility charges that are in arrears and shall provide written notification to the taxpayer of the adjustment to the monthly instalment amount.
(#2009-63, s. 17, 2009)
7. Where an eligible taxpayer submits a completed tax instalment application to the City after the date in section 5 of this Schedule, the instalment payment schedule is to be determined by the City Assessor such that the tax account has no balance owing at the end of the year.
(#2009-63, s. 18, 2009)
8. The City shall debit the monthly installment payments from the eligible taxpayer's account as set out in the tax installment application, on the first banking day of each month starting in January of each year.

9. If the eligible taxpayer changes financial institutions or changes accounts within the same financial institution:
 - (a) the eligible taxpayer is responsible for advising the City in writing, providing a void cheque for the new account at least two weeks prior to date the next installment payment is to be processed; and
 - (b) if the City has not been advised of the change in accounts or financial institutions within the required time frame, a charge as set out in Schedule C shall be added to the tax account for each transaction returned by the financial institution.
10. An eligible taxpayer may continue to make payment of taxes in installments each year if the taxpayer's tax account has no balance owing as of December 31 of the previous year.
11. Subject to section 16 of this Schedule, current tax penalties as provided for in this Bylaw will not be applied to the tax account where the account is paid by tax installments pursuant to this Schedule.

Termination of the Tax Installment Payment Plan

12. Where an eligible taxpayer does not have sufficient funds in the designated account on the first banking day of each month to pay that month's installment payment:
 - (a) the City may immediately present the installment payment again to the taxpayer's financial institution; and
 - (b) if there are still insufficient funds the City may discontinue the eligible taxpayer's installment payment arrangement, or alter future installment payments.
13. Irrespective of whether the tax installment payment plan is discontinued by the City pursuant to section 12 of this Schedule, a charge as set out in Schedule C shall be added to the tax account for each transaction returned by the financial institution for insufficient funds.
14. An eligible taxpayer may discontinue the installment payment arrangement with the City by providing the City with written notice of the discontinuance no less than two weeks before the date the next installment is due.
15. When a property with a tax installment payment plan is sold:
 - (a) once the City is notified of the sale, the tax installment payment plan may be discontinued unless the City is advised in writing by the taxpayer to continue the tax installment payment plan; and

- (b) the City is not responsible for adjusting the taxes between the former and future owners of the property, and there will be no refund of the taxes paid through the tax installment payment plan.
16. Irrespective of whether the tax installment payment plan is terminated by the City, discontinued by the taxpayer, or discontinued as a result of the sale of the property, the tax account is subject to tax penalties as provided for in this Bylaw. The penalties would be calculated as provided for in this Bylaw, taking into account the payments applied to the tax account prior to the termination or discontinuance of the tax installment payment plan.
 17. Once an installment payment arrangement has been terminated by the City or discontinued by the taxpayer, the City reserves the right to not accept another installment payment application from the taxpayer.