



Bylaw No. 2003-69

Disclaimer:

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Office Consolidation

THE REGINA ADMINISTRATION BYLAW

Bylaw No. 2003-69

Including Amendments to March 25, 2019

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. 2010-49	September 20, 2010
Bylaw No. 2011-10	January 18, 2011
Bylaw No. 2011-16	August 22, 2011
Bylaw No. 2011-62	December 19, 2011
Bylaw No. 2011-64	December 19, 2011
Bylaw. No. 2012-22	March 26, 2012
Bylaw No. 2012-65	August 20, 2012
Bylaw No. 2012-92	September 17, 2012
Bylaw No. 2012-95	October 9, 2012

AMENDMENTSDATE PASSED

Bylaw No. 2012-96

October 9, 2012

Bylaw No. 2012-100

December 17, 2012

Bylaw No. 2013-25

March 18, 2013

Bylaw No. 2013-35

May 21, 2013

Bylaw No. 2013-41

June 10, 2013

Bylaw No. 2013-46

July 8, 2013

Bylaw No. 2013-51

July 29, 2013

Bylaw No. 2014-27

March 24, 2014

Bylaw No. 2014-73

September 22, 2014

Bylaw No. 2015-74

October 26, 2015

Bylaw No. 2016-48

June 27, 2016

Bylaw No. 2017-44

October 30, 2017

Bylaw No. 2017-56

December 18, 2017

Bylaw No. 2018-23

May 28, 2018

Bylaw No. 2018-54

October 26, 2018

Bylaw No. 2018-60

November 26, 2018

Bylaw No. 2018-62

December 11, 2018

Bylaw No. 2019-13

March 25, 2019

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*, sections 5, 6, 8, 38.2, 83, 84, 85, 89, 100, 127, 131, 132, 144-147, 154, 163, 173, 184, 189, 193, 196, 239, 241-247, 250, 264, 348; *The Local Government Elections Act*; *The Local Improvements Act, 1993*, section 17; and *The Tax Enforcement Act*.
(#2014-27, s. 4, 2014)

Definitions

3. In this Bylaw:
 - “Act” means *The Cities Act*;
 - Repealed. (#2018-54, s.3, 2018)
 - Repealed. (#2016-48, s. 11(2), 2016)
 - “City” means The City of Regina;
 - “City Assessor” means the person appointed as City Assessor for the City by the City Manager;

Approved as to form this _____ day of _____, 20____.

City Solicitor

“City Clerk” means the person appointed by Council to the position of City Clerk pursuant to section 85 of the Act;
(#2018-54, s.2, 2018)

“City Manager” means the person appointed by Council to the position of City Manager or City Commissioner pursuant to section 84 of the Act;

“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;

Repealed. (#2014-27, s. 9, 2014)

“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.

Repealed. (#2011-64, s. 13, 2011)

“Executive Director, Financial Strategy and Sustainability” means the person appointed as Executive Director, Financial Strategy and Sustainability for the City by the City Manager;
(#2018-54, s.4, 2018, #2019-13, s. 4, 2019)

“recycled water” shall have the same meaning as set out in *The Wastewater and Storm Water Bylaw, 2016*.
(#2017-44, s 3(2), 2017)

“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; #2011-64, s. 13, 2011, #2014-27, ss. 5, 6, 7 and 8, 2014, #2016-48, ss. 11(2) and 11(3), 2016)

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

- 5.3 Any delegation of authority by Council to a City employee by bylaw or resolution that refers to a position title that is subsequently re-named or where the duties of that position related to the delegated authority are transferred to another position as a result of corporate re-organization or restructuring approved by the City Manager pursuant to section 8 of *The City Manager's Bylaw No. 2003-70*, shall be deemed to refer to the substituted position title on the effective date of the re-organization or re-structuring and where that individual was authorized to delegate such authority prior to the re-organization or re-structuring, the delegation of authority continues to be authorized under the substituted position title.

- 5.4 Where any authority was delegated by a City employee prior to a corporate re-organization or restructuring approved by the City Manager pursuant to section 8 of *The City Manager's Bylaw, No. 2003-70*, that delegation of authority is not invalidated by the re-organization or restructuring and may be revoked by the individual in the substituted position title or by the City Manager.
- (#2014-27, s. 12, 2014)

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.

- 6.1 Any delegation of authority to any City employee by Council through resolution or bylaw made before or after the enactment of this provision, is also delegated to the City Manager.
- (#2016-48, s. 11(4), 2016)

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 Executive Director, Financial Strategy and Sustainability is authorized to delegate to any City employee any power, duty or function assigned to the Executive Director, Financial Strategy and Sustainability by this Bylaw, any other bylaw or resolution, the Act, any other acts, or the City Manager.
(#2007-70, s. 3, 2007; #2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 5, 2019)
 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.
(#2009-63, s. 2, 2009; #2011-64, s. 13, 2011, #2014-27, s. 13, 2014, #2016-48, s. 5, 2016)
 11. Repealed. (#2016-48, s. 11(6), 2016)
 12. Where, pursuant to this bylaw the City Manager, City Clerk, City Solicitor, Executive Director, Financial Strategy and Sustainability, City Assessor, 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 Executive Director, Financial Strategy and Sustainability 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; #2011-64, s. 13, 2011, #2014-27, ss. 10 and 15, 2014, #2016-48, s. (11)7, 2016, #2018-54, s5, 2018, #2019-13, s. 5, 2019)

Temporary Appointments

13. When the position of Executive Director, Financial Strategy and Sustainability is vacant, or if the Executive Director, Financial Strategy and Sustainability is unable to carry out the duties of the position due to an extended illness or other reason:
- (a) the City Manager shall appoint a person as Acting Executive Director, Financial Strategy and Sustainability; and
 - (b) the Acting Executive Director, Financial Strategy and Sustainability shall have the same powers, duties, accountabilities and functions as the Executive Director, Financial Strategy and Sustainability.
- (#2014-27, s. 16, 2014, #2016-48, s. 11(8), 2016, #2018-54, s5, 2018, #2019-13, s. 5, 2019)
14. During the temporary absence of the Executive Director, Financial Strategy and Sustainability due to vacation, short-term illness or work-related absences:
- (a) the absent employee shall appoint a City employee to act in his or her position;
 - (b) the absent employee shall advise the City Manager, City Clerk and City Solicitor of such absences and the name of the person so appointed; and
 - (c) the acting employee shall have the same powers, duties, accountabilities and function as the absent employee that they are acting for.
- (#2014-27, s. 17, 2014, #2016-48, s. 11(8), 2016, #2018-54, s5, 2018, #2019-13, s. 5, 2019)
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 City Manager;
 - (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; #2011-64, s. 13, 2011, #2014-27, s. 18, 2014, #2016-48, s. 11(8), 2016)

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) Repealed. (#2018-54, s.6, 2018)
 - (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;
 - (d) 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

Executive Director, Financial Strategy and Sustainability

(#2014-27, s. 10, 2014, #2018-54-s.22, 2018, #2019-13, s. 5, 2019)

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 Executive Director, Financial Strategy and Sustainability.
(#2018-54, s7, 2018, #2019-13, s. 5, 2019)

Powers, Duties and Functions of the Executive Director, Financial Strategy and Sustainability (#2014-27, s. 10, 2014, # 2018-54, s.8, 2018, #2019-13, s. 6, 2019)

23. The Executive Director, Financial Strategy and Sustainability 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 Executive Director, Financial Strategy and Sustainability 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.

(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 6, 2019)

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

(#2009-63, s. 7, 2009, #2014-27, s. 11, 2014, (#2018, s.9, 2018)

24. The City Manager is a designated officer for the purpose of licensing of contractors pursuant to section 9 of the Act.

(#2014-27, s. 19, 2014, #2016-48, s. 11(9), 2016)

24.1 The Director, Assessment and 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, #2014-27, s. 11, 2014, (#2018, s.9, 2018)

24.2 The Executive Director, Financial Strategy and Sustainability is a designated officer for the purposes of securities and debentures pursuant to sections 144, 145, 146, 147 and 148 of the Act.

(#2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

24.3 The City Manager is a designated officer for the purposes of transmitting statements of account to school boards and the Minister of Education pursuant to section 274 of the Act.

(#2014-27, s. 20, 2014, #2016-48, s. 11(9), 2016)

24.4 Where pennies would be required to pay for, make change available or provide a refund on cash transactions for a good, service, or fee charged by the City, including any Council approved fees or charges, the City is authorized to round the price, the change provided or the refund in accordance with any policy approved by the Executive Director, Financial Strategy and Sustainability.

(#2013-25, s. 3, 2013, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

25. The Executive Director, Financial Strategy and Sustainability 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 Executive Director, Financial Strategy and Sustainability, 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 Executive Director, Financial Strategy and Sustainability 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.

(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

Insurance

25.1 The Executive Director, Financial Strategy and Sustainability, 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.

(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

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;
 - (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;
 - (c) in the case of a capital expenditure, unless an expenditure of that type is authorized in the operating budget, the expenditure is taken out of the capital budget approved by Council; and
 - (d) in the case of an operating expenditure, unless an expenditure of that type is authorized in the capital budget, the expenditure is taken out of the operating budget approved by Council.
- (#2011-62, s. 2, 2011)
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 Executive Director, Financial Strategy and Sustainability 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.
- (#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

32. The Executive Director, Financial Strategy and Sustainability 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.
(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)
33. The Executive Director, Financial Strategy and Sustainability 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; #2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

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.
- 34.1 The City shall charge fees for documents, maps and photographs as set out in Schedule B to this Bylaw.
(#2018-62, s. 4, 2018)
35. The City Manager, and Executive Director, Financial Strategy and Sustainability are 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.
- (#2018-54, s5, 2018, #2019-13, s. 7, 2019)
- 35.1 Notwithstanding clause 35.11, the City Manager is authorized to approve and enter into agreements for receipt of provincial funding for the Discounted Bus

Pass Program for individuals participating in Government of Saskatchewan Social Services Programs and is not subject to the value limit for revenue agreements set out in section 35 (c).

(#2011-64, s. 13, 2011, #2014-27, s. 21, 2014, #2015-74, s. 2, 2015, #2016-48, ss. 11(10) and 11(11), 2016, (#2018-54, s.11, 2018)

35.11 Notwithstanding clause 35, the City Manager is authorized to approve and enter into agreements for the receipt of federal or provincial funding where the value of the agreement on an annual basis is \$500,000 or less.

(#2018-54, s10, 2018)

35.2 Notwithstanding section 35, the Executive Director, Transportation and Utilities is authorized to negotiate and approve revenue agreements for the sale of access to recycled water from Regina's Wastewater Treatment Plant where:

- (i) the person receiving access to the recycled water enters into an agreement with the City;
- (ii) the agreement in clause (a) aligns with any other agreements the City may have, including agreements between the City and EPCOR Water Prairies Inc. related to the Design, Build, Finance, Operate and Maintenance Agreement for the Wastewater Treatment Plant;
- (iii) the term of the agreement in clause (a) is less than two years;
- (iv) the recycled water connection fee is the same as provided for in Schedule D to *The Wastewater and Storm Water Bylaw, 2016*, Bylaw No. 2016-24;
- (v) the person receiving access to the recycled water is responsible for paying any operating, maintenance or capital costs related to providing access to the recycled water in addition to the recycled water connection fee for recycled water provided for in clause (d) above;
- (vi) the person receiving access to the recycled water obtains a Water Security Agency Water Rights License for the recycled water use; and
- (vii) the person obtaining access to recycled water obtains all other necessary federal, provincial and other permits and approvals, as may be required by applicable law.

(#2017-44, s 3(3), 2017)

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 City Manager, or his or her delegate 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 City Manager, or his or her delegate is granted the authority outlined in subsection (1) with respect to the following grant, funding and scholarship programs:

- (a) Community Investment Grants Program, as approved by Council; including:
 - (i) Minor Grants of \$10,000 or less;
 - (ii) Major Grants of \$50,000 or less;
 - (iii) Community Partner Grants; and
 - (iv) Special Event Sponsorships of \$5000 or less.
- (b) Community Centre Operating Assistance;
- (c) Saskatchewan Lotteries Community Grant Program;
- (d) Urban Aboriginal Community Grant Program;

- (e) Allocations to the Saskatchewan Urban Municipalities Association;
 - (f) Allocations to the Saskatchewan Association of Rural Municipalities;
 - (g) Allocations to the Saskatchewan Association of Health Organizations;
 - (h) Allocations to the Saskatchewan School Board Association;
 - (i) Henry Baker Scholarship Program;
 - (j) any additional community investment grants funding or grants that are approved on an annual basis by Council which are delegated to City Manager, or his or her delegate to adjudicate eligibility, approve and administer.
- (2.1) The City Manager, or his or her delegate, is delegated the authority to do the following with respect to the Municipal Heritage Awards Program:
- (a) accept nominations;
 - (b) establish criteria and a process for selecting nominations;
 - (c) approve of the recipients of the awards;
 - (d) issue award payments under the Keith Knox Heritage Award for Youth.
- (3) Except with respect to subsection (2.1), 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, City Manager or his or her delegate is delegated the authority to authorize the execution of these grant or funding agreements.
- (#2009-40, s. 34, 2009; #2011-64, s. 13, 2011; #2012-95, s. 4, 2012, #2014-27, s. 18, 2014, #2016-48, s. 11(8), 2016, (#2018-60, s. 30-31, 2018)

Transit Tickets and Passes

- 37.2(1) The City Manager or his or her delegate is delegated the authority to allocate free transit tickets and passes through the Transit Fare Assistance Program.
- (#2014-27, s. 22, 2014, #2016-48, s. 11(8), 2016)

- (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; #2011-64, s. 13, 2011)

- 37.3 The City Manager or his or her delegate is authorized to approve and administer promotions designed to increase ridership through fee discounts on Transit passes and rides.

(#2013-41, s. 3, 2013, #2014-27, s. 22, 2014, #2016-48, s. 11(8), 2016)

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 Executive Director, Financial Strategy and Sustainability 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;
- (c) the proceeds from the short-term debt are deposited into a City account at a financial institution designated by Council by resolution; and
- (d) Council has approved the borrowing of money and the borrowing is authorized by a borrowing bylaw.

(#2007-70, s. 11, 2007; #2011-62, s. 3, 2011; #2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

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, and Executive Director, Financial Strategy and Sustainability 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; #2011-64, s. 13, 2011, #2014-27, s. 23, 2014, #2016-48, s. 11(12), 2016, #2018-54, s5, 2018, #2019-13, s. 7, 2019)

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 Executive Director, Financial Strategy and Sustainability or his delegate; and
 - (ii) the City Manager or 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; #2011-64, s. 13, 2011, #2014-27, ss. 10 and 24, 2014, #2016-48, s. 11(13), 2016, #2018-54, s5, 2018, #2019-13, s. 7, 2019)
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 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; #2011-64, s. 13, 2011, #2014-27, s. 25, 2014, #2016-48, s. 11(14), 2016)

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)

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) 1.5 percent of all taxes and charges unpaid on the first day after the date shown on the tax notice; 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 to the end of the year in which the taxes were imposed.

(#2018-62, s. 5, 2018)

- 64.1. The City Manager is authorized to establish and approve a policy to support the consistent application of property tax penalties.
(#2007-70, ss. 19 and 20, 2007; #2011-64, s. 13, 2011, #2014-27, s. 18, 2014, #2016-48, s. 11(8), 2016)
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) 1.75 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) 1.75 percent of the total amount owing calculated on the first day of each month that the taxes, charges and penalties remain unpaid.
- (#2018-62, s. 6, 2018)

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, Assessment and 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, #2014-27, s. 11, 2014, (#2018, s.9, 2018)

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 9781, 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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(#2007-70, ss. 11 and 25, 2007; #2009-40, s. 34, 2009; #2011-64, s. 13, 2011, #2018-54, s.42, 2018)

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(#2007-70, ss. 23 and 24, 2007; #2008-10, s. 4, 2008; #2008-75, s. 2, 2008; #2010-49, ss. 2 and 3, 2010; #2011-10, s. 3, 2011; #2011-62, ss. 5, 8, 13, 15, and 20, 2011; #2011-64, s. 13, 2011, #2012-22, s. 2, 2012; #2012-95, s. 4, 2012; #2013-46, s. 2, 2013, #2014-27, ss. 10 and 18, 2014, #2016-48, s. 11(15), 2016)

Schedule A

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 agreement or legislation, that have not been expended for that specific purpose;

“**net revenue**” means total revenues minus total expenditures;

“**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 accumulated surplus of the City as reported in the Consolidated Financial Statements.

(#2018-23, s3, 2018)

Deferred Revenue

3. Any revenue or resources that are restricted by agreement or legislation and are received by the City, 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.

(#2018-23, s.4, 2018)

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 but are not limited to:
 - (a) development levies and servicing agreement fees levied pursuant to *The Planning and Development Act, 2007*;
 - (b) payments in lieu of the dedication of land received pursuant to *The Planning and Development Act, 2007*;
 - (c) payments in lieu of parking received pursuant to *The Planning and Development Act, 2007*;
 - (d) Repealed. (#2011-62, s. 4, 2011)
 - (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) and of *The Cities Act*.
 - (f) all other funding or grants that meet the definition of deferred revenue. (#2011-16, s. 12, 2011; #2018-23, s. 5a, 5b, 5c, 2018))

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.

Annual Reserve Report

- 8.1 On or before September 30th of each year, the Executive Director, Financial Strategy and Sustainability shall submit an annual reserve report to City Council for approval that includes the following:
 - (a) a list of every reserve in Schedule “A” and the balance of funds in each reserve in comparison to their minimum and maximum limit;

- (b) recommendations regarding transfers to and from reserves that will ensure that the appropriate balances are maintained in each reserve;
 - (c) where there are reserves that have balances that are to remain outside their limit, the report shall advise of the rationale for not replenishing or reducing the reserve balance;
 - (d) any other information relating to reserves that the Executive Director, Financial Strategy and Sustainability considers necessary.
- (#2018-23, s. 6, 2018, (#2018-54, s.12, 2018, #2019-13, s. 8, 2019)

Purpose and Funding Source for the General Fund Reserve

8.2(1) The primary purposes of the General Fund Reserve are as follows:

- (a) to provide a source of funding to smooth the financial impact of revenue fluctuations and cost increases; and
 - (b) to provide one-time funding for unanticipated activities, operations, projects or expenses.
- (2) The General Fund Reserve shall be funded primarily by any net surplus from the City's annual General Operating Budget.
- (#2018-23, s. 7, 2018)

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) Repealed. (#2018-23, s. 8, 2018)
 - (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 from the reserve 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 from the reserve to fund additional capital funding required for previously approved capital projects;
- (g) transfers from the reserve to fund the outstanding taxes and other liabilities on property acquired through *The Tax Enforcement Act*, where the title is retained by the City;
- (h) transfers from the reserve 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; and
- (i) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to 5% of the City's actual operating expenditures for the previous year;
 - (ii) a minimum balance equal to 10% of the City's actual operating expenditures for the previous year.

(#2011-10, s. 2, 2011; #2011-62, s. 6, 2011, #2018-23, s. 8, 2018) (Repeal. #2018-23, s. 8(i), 2018)

Purpose and Funding Source for the General Utility Reserve

9.1(1) The primary purposes of the General Utility Reserve are as follows:

- (a) to provide funding for the capital upgrades, replacement and maintenance costs related to the Water and Sewer Utility; and
- (b) to smooth the effect of fluctuations in the operating budget for the Water and Sewer Utility.

(2) The General Utility Reserve shall be funded primarily through the net revenue generated from the Water and Sewer Utility services.

(#2018-23, s. 9, 2018)

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 from the reserve 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;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved capital projects; and
 - (e) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$25,000,000;
 - (ii) a maximum balance equal to or less than \$90,000,000.
- (#2011-62, s. 7, 2011; #2018-23, s. 10(a), repeal 10(e) , 2018))

Purpose and Funding Source for the Solid Waste Reserve

10.1(1) The primary purposes of the Solid Waste Reserve are as follows:

- (a) to provide funding for:
 - (i) the landfill closure and post closure liability, and
 - (ii) the renewal and replacement of capital assets used to deliver the landfill operations, waste diversion program and recycling program; and
 - (b) to smooth the effects of fluctuations in the operating budget for these programs.
- (2) The Solid Waste Reserve shall be funded primarily through the net fees and charges generated from landfill operations, the waste diversion program and the recycling program.
- (#2018-23, s. 11, 2018)

Solid Waste Reserve

11. The account balance for the Solid Waste 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) the net revenue or expenditure for the year for the City's recycling program;
 - (c) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$3,000,000 plus the present value of the landfill closure and post closure liability cost;
 - (ii) a maximum balance equal to or less than \$23,500,000 plus the present value of the landfill closure and post closure liability cost.
 - (d) 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 Solid Waste Reserve (previously known as the Landfill Reserve);
 - (e) transfers from the reserve 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
 - (f) transfers from the reserve to fund additional capital funding required for previously approved capital projects.
- (#2011-62, s. 8, 2011; #2018-23, s. 12(a), 12(b), 2018))

Purpose and Funding Source for the Community Investment Grants Reserve

- 11.1(1) The primary purpose of the Community Investment Grants Reserve is to provide an additional source of funding for approved community investment grants that are in excess of the approved community investments budget by Council.
- (2) The Community Investment Grants Reserve shall be funded primarily through any unexpended, but Council approved, community investment grants budget.
- (#2018-23,s. 13, 2018)

Community Investment Grants Reserve

(#2012-95, s. 4, 2012)

12. The account balance for the Community Investment Grants 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 grants 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 from the reserve to fund community investment grants allocated by Committee or Council that are in excess of the approved budget for community investment grants allocations for the Committee;
 - (c) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$0 and a maximum amount equal to or less than \$175,000 for the account balance for the Community and Protective Services Committee;
 - (ii) a minimum balance equal to or more than \$0 and a maximum amount equal to or less than \$25,000 for the account balance for the Finance and Administration Committee;
 - (iii) a minimum balance equal to or more than \$0 and a maximum amount equal to or less than \$150,000 for the account balance for the Executive 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; #2012-92, s. 2, 2012; #2012-95, s. 4, 2012, #2018-23, s. 14, 2018)
13. A separate accounting of the balance in the Community Investment Grants Reserve shall be maintained for the portion of the Community Investment Grants Reserve for each of the Committees that have an approved community investment grants allocation.
- (#2008-10, s. 3, 2008; #2012-95, s. 4, 2012)

Purpose and Funding Source for the Social Development Reserve

- 13.1(1) The primary purpose of the Social Development Reserve is to provide grant funding for affordable housing developments in accordance with the Housing Incentives Policy or other Council approved housing initiatives.
- (2) The Social Development Reserve shall be funded through Council approved transfers to fund affordable housing initiatives.
- (#2018-23, s. 15, 2018)

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 any unexpended affordable housing capital contribution funds;
 - (c) a transfer to the reserve of the revenue received by the City from the Land Development Agreement with the Saskatchewan Housing Corporation;
 - (d) transfers from the reserve 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;
 - (e) transfers from the reserve to fund affordable housing capital contributions provided pursuant to Council's approved housing incentive policy.
- (#2012-65, s. 2, 2012; #2018-23, s. 16, 2018)

Purpose and Funding Source for the Regina Police Service Radio Equipment Reserve

- 14.1(1) The primary purpose of the Regina Police Service Radio Equipment Reserve is to fund expenditures related to the operation, capital and maintenance of the civic radio system.
- (2) The Regina Police Service Radio Equipment Reserve shall be funded primarily through net revenue from the annual operating budget of the Regina Police Service Communication Technology Unit (also known as the Radio Shop).
- (#2018-23, s. 17, 2018)

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 Communication Technology Unit of the Regina Police Service established to provide maintenance for the civic radio system jointly used by the Regina Police Service, the City and other outside agencies such as the Regina Emergency Medical Services;

- (b) transfers from the reserve 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; and
- (c) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:
 - (j) a minimum balance equal to or more than \$100,000;
 - (ii) a maximum balance equal to or less than \$6,000,000.
(#2012-100, s. 2, 2012, #2018-23, s. 18, s, 2018)

Purpose and Funding Source for the Regina Police Service General Reserve

15.1(1) The primary purposes of the Regina Police Service General Reserve are as follows:

- (a) to provide funding to smooth fluctuations in the operating budget of the Regina Police Service; and
- (b) to fund small one-time capital expenditures requested by the Board of Police Commissioners that are approved by Council.

(2) The Regina Police Service General Reserve shall be funded primarily through the net surplus from the annual operating budget of the Regina Police Service.

(#2018-23, s. 19, 2018)

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 Equipment Reserve;
- (b) transfers from the reserve 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;
- (c) transfers from the reserve to fund capital projects as requested by the Board of Police Commissioners and as approved by Council;
- (d) transfers to the reserve of unexpended capital funds from projects that are completed or not proceeding; and

(e) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:

(i) a minimum balance equal to or more than \$400,000;

(ii) a maximum amount equal to or less than \$4,000,000.

(#2009-29, s. 1, 2009; #2012-100, s. 3, 2012, #2018-23, s. 20, 2018)

17. The amount of net revenue or expenditure to be transferred to or from the Regina Police Service General Reserve pursuant to clause 16(a) is the difference between the Regina Police Service's actual net operating revenue or expenditure and the budgeted net operating revenue or expenditure.

(#2012-100, s. 4, 2012)

Purpose and Funding Source for the Winter Road Maintenance Reserve

17.1(1) The primary purpose of the Winter Road Maintenance Reserve is to provide funding to smooth the financial impact of fluctuations in the actual expenditures of the Winter Road Maintenance Program.

(2) The Winter Road Maintenance Reserve shall be funded primarily through under expenditures in the annual operating budget for the Winter Road Maintenance Program.

(#2018-23, s. 21, 2018)

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;

(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; and

(c) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:

(i) a minimum balance equal to or more than \$1,000,000;

(ii) a maximum balance equal to or less than \$2,000,000.

(#2011-62, s. 9, 2011, #2018-23, s. 22, 2018)

Purpose and Funding Source for the Golf Course Reserve

18.1(1) The primary purposes of the Golf Course Reserve are as follows:

- (a) to provide funding for the capital requirements and maintenance costs of the golf courses; and
- (b) to smooth operating requirements of the Golf Course Program.

(2) The Golf Course Reserve shall be funded primarily through net revenue generated from user fees after deducting the annual operating expenditures of the Golf Course Program. (#2018-23, s. 23, 2018)

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 from the reserve 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;
- (d) transfers from the reserve to fund additional capital funding required for previously approved golf course capital projects; and
- (e) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$250,000;
 - (ii) a maximum balance equal to or less than \$2,000,000.

(#2011-62, s. 10, 2011, #2018-23, s. 24, 2018)

20. For the purpose of calculating the net revenue or expenditure in section 19, the calculation shall include an imputed administrative cost as determined by the Director of Finance.

(#2011-62, s. 11, 2011)

Purpose and Funding Source for the Cemetery Reserve

20.1(1) The primary purposes of the Cemetery Reserve are as follows:

- (a) to provide funding for the capital requirements and maintenance costs of the cemeteries; and
- (b) to smooth operating requirements of the Cemetery Program.

(2) The Cemetery Reserve shall be funded primarily through net revenue generated from user fees after deducting the annual operating expenditures for the cemeteries.

(#2018-23, s. 25, 2018)

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 from the reserve 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;
- (d) transfers from the reserve to fund additional capital funding required for previously approved cemetery capital projects; and
- (e) transfers to and from the reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$100,000;
 - (ii) a maximum balance equal to or less than \$800,000.

(#2011-62, s. 12, 2011, #2018-23, s. 26, 2018)

Purpose and Funding Source for the Employer-Provided Parking Reserve

21.1(1) The primary purpose of the Employer-Provided Parking Reserve is to provide funding for the operation, maintenance and capital replacement and renewal requirements of the Employer-Provided Parking Facilities.

- (2) The Employer-Provided Parking Reserve shall be funded primarily through the net revenue generated from parking fees after deducting the annual operating expenditures for the Employer-Provided Parking Program.

(#2018-23, s. 30, 2018)

22. Repealed. (#2011-62, s. 13, 2011)

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 from the reserve 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 from the reserve to fund additional capital funding required for previously approved employer-provided parking capital projects.

23.1(1) The account balance of the Employer-Provided Parking Reserve shall include the account balance of the reserve at the start of the year adjusted by transfers based on the following minimum and maximum balances:

- (a) a minimum balance equal to or more than \$200,000;
- (b) a maximum balance equal to or less than \$3,500,000.

(#2012-100, s. 5, 2012, #2014-27, s. 10, 2014, #2018-23, s. 28-29, 2018)

Purpose and Funding Source for the Fleet Replacement Reserve

23.2(1) The primary purpose of the Fleet Replacement Reserve is to provide funding for the maintenance and replacement of existing vehicles and equipment for the civic, transit, fire and small tool fleet.

- (2) The Fleet Replacement Reserve is not intended to purchase new equipment that will expand the fleet to increase services or service levels, as new fleet equipment is funded separately through the capital program.

- (3) The Fleet Replacement Reserve shall be funded primarily through the transfer of an amount each year that is based on the annual amortization of the various existing fleet vehicles and equipment.

(#2018-23, s. 30, 2018)

Fleet Replacement Reserve

24. (1) The Fleet Replacement Reserve shall include the following separate accounts for the administration of the City's fleet:
 - (a) the general civic fleet;
 - (b) the fire fleet;
 - (c) the transit fleet; and
 - (d) small tools fleet.
- (2) The account balance for the City's general civic fleet shall include the account balance of the reserve allocated to that fleet at the start of the year adjusted by:
 - (a) the net revenue or expenditure for the year for the general civic fleet program;
 - (b) a transfer to the reserve of the unexpended capital funds from completed projects where the funding was initially provided through the Fleet Replacement Reserve to fund the general civic fleet;
 - (c) transfers from the reserve to fund civic fleet 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;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved equipment replacement capital projects; and
 - (e) transfers to and from the reserve as approved by Council based on the following target minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$2,500,000 for the account balance for the City's general civic fleet;
 - (ii) a maximum balance equal to or less than \$5,500,000 for the account balance for the City's general civic fleet.

- (3) The account balance for the City's fire fleet shall include the account balance of the reserve allocated to that fleet 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 fire fleet 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 Fleet Replacement Reserve to fund the fire fleet;
 - (c) transfers from the reserve to fund fire fleet 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;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved fire fleet equipment projects; and
 - (e) transfers to and from the reserve as approved by Council based on the following target minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$450,000 for the account balance for the City's fire fleet;
 - (ii) a maximum balance equal to or less than \$900,000 for the account balance for the City's fire fleet.

- (4) The account balance for the City's transit fleet shall include the account balance of the reserve allocated to that fleet 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 fleet 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 Fleet Replacement Reserve to fund the transit fleet;
 - (c) transfers from the reserve to fund transit fleet 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;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved transit fleet equipment projects; and

- (e) transfers to and from the reserve as approved by Council based on the following target minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$600,000 for the account balance for the City's transit fleet;
 - (ii) a maximum balance equal to or less than \$5,000,000 for the account balance for the City's transit fleet.
- (5) The account balance for the City's small tools fleet shall include the account balance of the reserve allocated to that fleet 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 small tools fleet 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 Fleet Replacement Reserve to fund the small tools fleet;
 - (c) transfers to and from the reserve as approved by Council based on the following target minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$0 for the account balance for the City's small tools fleet;
 - (ii) a maximum balance equal to or less than \$100,000 for the account balance for the City's small tools fleet;
 - (d) transfers to fund small tools fleet 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
 - (e) transfers to fund additional capital funding required for previously approved small tools fleet equipment projects.
- (#2009-63, s. 12, 2009; #2010-49, s. 2. 2010; #2011-62, s. 14, 2011, #2018-23, s. 31, 2018)

Purpose and Funding Source for the Asphalt Plant Reserve

- 24.1(1) The primary purpose of the Asphalt Plant Reserve is to provide funding for the capital requirements and maintenance costs of the asphalt plant.
- (2) The Asphalt Plant Reserve shall be funded primarily through net revenue generated from asphalt plant operations after deducting the cost of producing the asphalt and other expenditures for the asphalt plant operations.

(#2018-23, s. 32, 2018)

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 net revenue or expenditure for the year for the asphalt plant operations;
 - (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 from the reserve 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;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved asphalt plant capital projects; and
 - (e) transfers to and from the Asphalt Plant Reserve approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$200,000;
 - (ii) a maximum balance equal to or less than \$1,300,000.

(#2012-100, ss. 6 and 7, 2012; #2018-23, s. 33, 2018)

Purpose and Funding Source for the Technology Reserve

25.1(1) The primary purposes of the Technology Reserve are as follows:

- (a) to provide funding for one-time expenditures related to the replacement and enhancement of existing technology equipment; and
 - (b) to smooth the operating requirements of the Print Services operations and on-floor printers.
- (2) The Technology Reserve is not intended to fund the capital replacement of all City technology equipment.
- (3) The Technology Reserve shall be funded primarily through net revenue generated from the Print Services operations, including on-floor printers and multi-function devices.

(#2018-23, s. 34, 2018)

26. Repealed. (#2010-49, s. 3, 2010)

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 from the reserve 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;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved technology projects; and
 - (e) transfers to and from the Technology Reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$100,000;
 - (ii) a maximum balance equal to or less than \$1,000,000.
- (#2012-100, s. 8, 2012; #2018-23-s. 35, 2018)

28. Repealed. (#2011-62, s. 15, 2011)

29. Repealed. (#2011-62, s. 15, 2011)

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 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.

(#2011-62, s. 16, 2011)

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.

Purpose and Funding Source for the Asset Revitalization Reserve

- 31.1(1) The primary purpose of the Asset Revitalization Reserve is to provide funding for the City's strategic capital priorities to assist in managing the growth and revitalization of the capital assets and infrastructure of the City.
- (2) The Asset Revitalization Reserve is not intended to fund new developments or growth projects that are typically funded through servicing agreement fees (SAF) or that are funded through a dedicated reserve.
- (4) The Asset Revitalization Reserve shall be funded primarily through a portion of the City's investment income.

(#2018-23, s. 36, 2018)

Asset Revitalization Reserve

- 32.(1) 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;
 - (c) transfers from the reserve to fund asset revitalization projects as approved by Council, by resolution, bylaw, or by the City Manager in accordance with this Bylaw;

- (d) transfers to and from the Asset Revitalization Reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$500,000;
 - (ii) a maximum balance equal to or less than \$30,000,000
 - (e) subject to the approval of the City Manager transfers to the reserve of an amount less than or equal to two-thirds of all investment income estimated in the annual operating budget for the current fiscal year;
 - (f) subject to the approval of the City Manager, transfers to the reserve of an amount less than or equal to the difference between the actual investment income generated in the current fiscal year and the investment income estimated in the annual operating budget for the current fiscal year; and
 - (g) subject to the approval of the City Manager, transfers from the reserve of an amount that is less than or equal to any transfer to the reserve pursuant to clause 32(1)(f) that was made in the same fiscal year or a previous fiscal year or years and was not transferred from the reserve but was allowed to accumulate in the reserve.
- (2) Funds from the Asset Revitalization Reserve shall not be transferred out of the reserve and used as interim financing for asset revitalization projects unless the following conditions are met:
- (a) City Council approves of this transfer; and
 - (b) the funds are repaid back to the reserve within 10 years of the funds being transferred out of the reserve.

(1.1) The calculation of the portion of the investment income to be transferred to the reserve under clauses (e) and (f) shall only be made where the transfer does not create a deficit in the general operating fund of the City.

(#2008-75, s. 2, 2008; #2011-62, s. 17, 2011; #2012-100, s. 9, 2012; #2018-23, s. 35, 36, 37, 38. 2018)

Purpose and Funding Source for the Land Development Reserve

32.1(1) The primary purposes of the Land Development Reserve are as follows:

- (a) to provide funding for the acquisition and development of land held for resale by the City; and
- (b) to smooth the effect of fluctuations in the operating budget for the Land and Real Estate Management operations.

- (2) The Land Development Reserve shall be funded primarily through the net revenues generated from the Land and Real Estate Management operations of the City.
(#2018-23, s. 39, 2018)

Land Development Reserve

33. The account balance for the Land Development Reserve shall include the balance of the reserve at the start of the year adjusted by:
- (a) the net revenue or expenditures for the year of the City's Land and Real Estate Management operations;
 - (b) transfers to the reserve of the unexpended capital funds transferred from completed projects where the funding was initially provided through transfers from the Land Development Reserve;
 - (c) transfers from the reserve 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;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved capital projects; and
 - (e) transfers to and from the Land Development Reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$2,000,000;
 - (ii) a maximum balance equal to or less than \$12,000,000.
- (#2011-62, s. 18, 2011; #2018-23, s. 40, 2018)

Purpose and Funding Source for the Planning and Sustainability Stabilization Reserve

- 33.1(1) The primary purposes of the Planning and Sustainability Stabilization Reserve are as follows:
- (a) to provide funding to smooth the effect of fluctuations in the operating budget for the City's fee for service building and development activities; and
 - (b) to fund planning and sustainability capital projects.
- (2) The Planning and Sustainability Stabilization Reserve shall be funded primarily through the net fees and charges generated from fee for service development activities.
(#2018-23, s. 41, 2018)

Planning and Sustainability Stabilization Reserve

34. The Planning and Sustainability Stabilization Reserve shall include the account balance of the reserve at the start of the year adjusted by:
- (a) the net operating revenue and expenditures for the year associated with the Planning and Sustainability Department fee for service activities;
 - (b) transfers to the reserve of the unexpended capital funds from completed capital projects where the funding was initially provided through the Planning and Sustainability Stabilization Reserve;
 - (c) transfers from the reserve to fund Planning and Sustainability capital projects as approved by Council by resolution, bylaw or in the General Capital Program or by the City Manager in accordance with the Bylaw;
 - (d) transfers from the reserve to fund additional capital funding required for previously approved Planning and Sustainability capital projects;
 - (e) transfers to and from the Planning and Sustainability Stabilization Reserve as approved by Council based on the following minimum and maximum balances:
 - (i) a minimum balance equal to or more than \$1,700,000;
 - (ii) a maximum balance equal to or less than \$13,000,000.
- (#2011-10, s. 3, 2011; #2011-62, s. 19, 2011, #2018-23, s. 42, 2018)

Purpose and Funding Source for the Elections and Property Reassessment Reserve

- 34.1(1) The primary purpose of the Elections and Property Reassessment Reserve is to smooth the financial impact of operational expenditures related to municipal elections and property assessment revaluations.
- (2) This reserve is not intended to fund property assessment appeals lost by the City.
 - (3) The Elections and Property Reassessment Reserve shall be funded primarily through the annual General Operating Budget of the City by a transfer of an amount equal to 25% per year of the costs of elections and property reassessments.
- (#2018-23, s. 43, 2018)

Pest Management Reserve

35. Repealed. (#2018-23, s. 44, 2018)

Elections and Property Reassessment Reserve

36. The account balance for the Elections and Property Reassessment 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;
 - (b) transfers from the reserve as approved by Council to fund operational expenditures related to municipal elections and property assessment revaluations; and
 - (c) transfers from the reserve as approved by Council of any amounts that exceed the maximum balance of \$800,000.
- (#2018-23, s. 45, 2018)

Purpose and Funding Source for the Regina Revitalization Initiative Reserve

- 36.1 The primary purposes of the Regina Revitalization Initiative Stadium Reserve are as follows:
- (a) to provide funding for capital projects related to the Regina Revitalization Initiative Stadium; and
 - (b) to smooth operating requirements of the Regina Revitalization Initiative Stadium.
- (2) The Regina Revitalization Initiative Stadium Reserve shall be funded primarily through:
- (a) the net revenues received for the Regina Revitalization Initiative Stadium operations; and
 - (b) the approved property tax allocation, stadium tenant lease payments and facility fees charged for events at the stadium.
- (#2018-23, s. 46, 2018)

Facilities Reserve

37. Repealed. (#2018-23, s. 47, 2018)

Regina Revitalization Initiative Stadium Reserve

38. (1) The account balance for the Regina Revitalization Initiative Stadium 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 Regina Revitalization

Initiative Stadium operating projects;

- (b) a transfer to the reserve of the unexpended capital funds from completed Regina Revitalization Initiative Stadium capital projects; and
 - (c) transfers from the reserve to fund Regina Revitalization Initiative Stadium operating and 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.
- (2) The account balance for the Regina Revitalization Initiative Stadium Reserve is allowed to go into a negative position to allow for years of temporary negative cash position.
- (3) The Director of Finance is authorized to allocate any interest that is accrued with respect to the Regina Revitalization Initiative Stadium projects and Regina Revitalization Initiative Stadium Reserve.

(#2013-46, s. 3, 2013)

SCHEDULE "B"

B. Fees and Charges

- | | | |
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| 2. | General Provisions | B1 |
| 6. | Assessment Appeal Fees | B2 |
| 8. | Taxation Fees and Charges | B2 |
| 9. | Assessment Fees and Charges | B3 |
| 10. | Fees and Charges for Other Documents, Maps and Photographs | B6 |

Schedule B

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 Executive Director, Financial Strategy and Sustainability shall determine the method and location of the payment of the fees or deposit; and
 - (d) the Executive Director, Financial Strategy and Sustainability shall determine the deposit required, subject to a minimum deposit of \$200.00.
(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s.13, 2018, #2019-13, s. 9, 2019)
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>	\$35 per property
Tax Statement	Information provided from the tax roll	No charge for the owner of the property being searched

Tax Search	Information provided from the tax roll	\$15 per property
Mortgage Annual 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 an electronic tax notice file generated online
Bank Tax Search	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	\$15 per property
Tax Analysis (maximum of 10 years historical analysis prior to the date the request was received) Requests for analysis beyond the last 10 years requires a custom report	Manually prepare a spreadsheet for a property tax account, providing information on levies, payments, and adjustments to the property tax account	\$25 per account per year for up to 10 years of analysis
Tax Installment Payment Plan Confirmation	Documentation to confirm that a tax installment payment plan is active on an account	\$5 per account
Custom Report (includes up to 20 years historical information)	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.	\$150 per hour to develop and test the report, with a minimum fee of \$150. In addition to the minimum \$150 fee, \$3 per 50 rows of data is also charged.

(2017-56, s3, 2017)

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	Inspection of the electronic	No charge for

assessment roll	version of the assessment roll while the roll is open to the public pursuant to section 183 of <i>The Cities Act</i>	inspection of the roll
Certified copy of a portion of the assessment roll	Provision of a certified copy of a portion of the assessment roll	\$20 per property
Summary of Assessment	Summary of basic property assessment information from an individual's property field sheet	No charge for the owner of residential property being searched (including condominium owners but excluding multi-family properties), all other property owners \$20 per property
Assessment Roll Search	Information provided from the assessment roll	No charge for the owner of residential property being searched (including condominium owners but excluding multi-family properties), \$20 for the owner of any other type of property being searched and \$20 per property where someone other than the owner is searching the property
Assessment field sheet, SPSS report or cost summary report for a property	Assessment details and calculations for a property.	No charge for the owner of residential property being searched (including condominium owners but excluding multi-family properties), \$20 for the owner of any other type of property being searched

(#2004-43, s. 3, 2004; #2007-70, s. 22, 2007; #2012-96, s. 2, 2012, #2017-56, s.4, 2017)

Tax Enforcement Fees and Charges

9.1 Subject to this Bylaw and the applicable sections of *The Cities Act* and *The Tax Enforcement Act*, fees and charges related to tax enforcement are detailed in the following table:

Service Information or Activity	Description	Fee
Preparing and authenticating the property account for advertising	Preparing, authenticating and advertising property accounts with unpaid taxes pursuant to <i>The Tax Enforcement Act</i>	\$20 per property account
Registration of tax lien	Registration of tax lien against properties with unpaid taxes pursuant to <i>The Tax Enforcement Act</i>	\$65 per property account
Service of six month notice on all interested parties	Service of six month notice on all interested parties pursuant to <i>The Tax Enforcement Act</i>	\$50 per registered interest.
Application to the Provincial Mediation Board for consent to take title to a property	Application to the Provincial Mediation Board for consent to take title to a property for unpaid taxes pursuant to <i>The Tax Enforcement Act</i>	\$80 per property account
Service of a 30 day notice on all interested parties	Service of a 30 day notice on all interested parties pursuant to <i>The Tax Enforcement Act</i>	\$40 per registered interest
Title transfer request	Title transfer request pursuant to <i>The Tax Enforcement Act</i>	\$40 per account

(2017-56, s.5, 2017)

Fees and Charges for Other Documents, Maps and Photographs

10. Fees and charges for other documents, maps and photographs not otherwise provided for in the Bylaw are detailed in the following table:

Document, Map or Photograph	Fee
Orthophoto by section (paper or PDF)	\$20 per map
Infrastructure maps by section (paper or PDF)	\$20 per map
Street wall map -27 inches (paper or PDF)	\$10 per map
Street wall map – 42 inches (paper or PDF)	\$35 per map
Zoning map – 36 inches by 48 inches (paper or PDF)	\$25 per map
Downtown map (paper or PDF)	\$20 per map
Schools Map (paper or PDF)	\$15 per map
Orthophoto maps of the City (paper or PDF)	\$70 per map
Community/neighbourhood map (paper or PDF)	\$10 per map
Hydrology map (digital file)	\$100 per map
Road network map (digital file)	\$150 per map
Aerial photos of special areas (paper or PDF)	\$20 per map
Back of walk maps of specific location (paper or PDF)	\$15 per map
Special custom requests for maps/data (paper, PDF or digital file)	\$60 per hour, (minimum one hour)
Web map/services of base datasets for sale by subscription	\$100 a year per dataset

(#2018-62, s. 7, 2018)

SCHEDULE "C"

C. Investment Policy

1. Purpose	C1
2. Definitions	C1
3. Investment Objectives	C2
6. Investment Criteria – Assets Managed Internally	C2
10. Investment Criteria – Assets Managed Externally	C3
13. Investment Limits – Assets Managed Internally	C3

Schedule C

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 AA A	No Limit No Limit No Limit	No limit No limit No limit
Canadian Corporate: AAA AA A	Up to 30% of the portfolio	Up to 15% of portfolio Up to 10% of portfolio 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

Part I – Purpose, Objectives and Definitions

D1

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Part II – Scope and General Provisions

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(#2012-22, s. 2, 2012)

Schedule D

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;

“bid” means an offer or submission from a vendor in response to a solicitation document, and includes proposals, quotations, or responses;

“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) an emergency as determined by the City Manager or Executive Director, Financial Strategy and Sustainability (or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw);

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

“purchase order” means a document in a form authorized by the Executive Director, Financial Strategy and Sustainability that authorizes a supplier or contractor to proceed with the supply of goods, equipment or services;

“solicitation document” means the document issued by the City to solicit bids from vendors;

“total purchase price” means the total price of the goods, equipment or services to be purchased over the total duration of the contract, including the purchase price of the goods or services and any applicable fees and charges, such as shipping and handling, customs and brokerage charges, and all taxes;”

(#2011-64, s. 13, 2011, #2014-27, ss. 10 and 26, 2014, #2016-48, s. 12(2), 2016, (#2018-54, s. 13, 15, 2018, #2019-13, s. 10, 2019)

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 Corporate Employee Recognition Gala, 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;
- (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.

(#2003-94, s. 2, 2003; #2003-100, s. 1, 2003; #2009-40, ss. 38 and 41, 2009; #2013-35, s. 3, 2013)

6. The City Manager or Executive Director, Financial Strategy and Sustainability (or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw) 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.

(#2011-64, s. 13, 2011, #2014-27, ss. 27 and 28, 2014, #2016-48, s. 12(3), 2016, (#2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Contract Approval and Amendments

7. The City Manager or Executive Director, Financial Strategy and Sustainability (or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw) 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) \$750,000 for the acquisition of consulting and professional services acquired in accordance with the provisions of Part V of the Purchasing Policy.

(#2011-64, s. 13, 2011, #2014-27, ss. 27 and 28, 2014, (#2018-54, s.14, 16, 2018, #2019-13, s. 10, 2019)

8. Subject to sections 8.1 and 8.2, 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, City Manager or Executive Director, Financial Strategy and Sustainability (or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw), 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 this Bylaw; and
- (b) in the case of contracts related to the engagement of professional and consulting services, the City Manager or Executive Director, Financial Strategy and Sustainability or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw) 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 this Bylaw; and

(#2019-13, s. 10, 2019)

- (c) the contract is being amended due to unforeseen work consistent with the original scope and technical specification of the contract.

8.1 Contract extensions and amendments shall not be used to expand a contract beyond what was contemplated under the terms of the contract and the original acquisition process, or to circumvent the need to procure additional goods, equipment or services through a competitive process.

8.2 Contract amendments to expand the scope of the contract for additional work shall be approved by the Executive Director, Financial Strategy and Sustainability, in accordance with the policies or procedures established pursuant to this Bylaw, and may only be considered if:

- a) the work is integral to the project; and
- b) 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; #2011-64, s. 13, 2011, #2014-27, ss. 26 and 27, 2014, #2016-48, s. 12(3), 2016, (#2018-54, s.14, 17, 18, 19, 2018, #2019-13, s. 10, 2019)

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 Executive Director, Financial Strategy and Sustainability 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 Executive Director, Financial Strategy and Sustainability (or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw) 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.

(#2011-64, s. 13, 2011, #2014-27, ss. 27 and 29, 2014, #2016-48, s. 12(3), 2016, (#2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Purchasing Policies, Procedures, Processes and Forms

11. Upon approval of the City Manager, the Executive Director, Financial Strategy and Sustainability 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.

(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

12. The Executive Director, Financial Strategy and Sustainability is authorized to establish policies and procedures for the evaluation of goods, equipment and services that are acquired.

(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Vendors and Vendor List

13. Repealed. (#2013-35, s. 4, 2013)
(#2011-64, s. 13, 2011)
14. Repealed. (#2013-35, s. 4, 2013)
- 15.(1) The Executive Director, Financial Strategy and Sustainability may remove a vendor from consideration for contracts for a period of up to three years on the basis of documented poor performance or non-performance in the delivery of goods, equipment or services to the City or such other reasons and in the manner provided for in the City's Vendor Suspension Protocol.
- (2) Repealed. (#2018-54, s. 20, 21, 2018)
(#2011-64, s. 13, 2011; #2013-35, s. 5, 2013, #2014-27, s. 10, 2014, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)
16. Repealed. (#2013-35, s. 6, 2013)
17. Repealed. (#2018-54, s.22, 2018)

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 Executive Director, Financial Strategy and Sustainability 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.
(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)
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 Executive Director, Financial Strategy and Sustainability is authorized to establish policies with respect to the form, amount and purpose of security that may be required from vendors.
(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Multiple Year Contracts

22.(1) The City Manager or Executive Director, Financial Strategy and Sustainability (or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw) 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.

(#2011-64, s. 13, 2011, #2014-27, s. 28, 2014, #2016-48, ss. 12(3) and 12(4), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

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 this Bylaw);
- (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.

(#2014-27, s. 27, 2014)

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 Executive Director, Financial Strategy and Sustainability, in accordance with the policies or procedures established pursuant to this Bylaw, is authorized to award, approve, renew, and amend Multiple Year Contracts to extend beyond five years without requiring the consent of City Council if the agreement contains a clause allowing for termination on no more than 90 days notice and one or more of the following conditions are met:
- (a) the contract relates to the maintenance or service of an existing or coincidentally acquired City asset;
 - (b) the contract is a software license agreement where an annual fee is not required to maintain the licence; or
 - (c) the contract is for a subscription-based technology system service and any automatically renewing terms are subject to termination at the City's discretion on at least an annual basis.

(#2009-63, s. 14, 2009; #2011-64, s. 13, 2011, #2014-27, ss. 28 and 30, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.23, 2018, #2019-13, s. 10, 2019)

Cooperative Purchasing

25. Subject to the approval of City Manager or Executive Director, Financial Strategy and Sustainability (or his or her delegate in accordance with the policies or procedures established pursuant to this Bylaw), the Executive Director, Financial Strategy and Sustainability 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.

(#2011-64, s. 13, 2011, #2014-27, ss. 10 and 31, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

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 or Executive Director, Financial Strategy and Sustainability (or their respective delegate in accordance with the policies or procedures established pursuant to this Bylaw) is authorized to establish standards for any goods, equipment or services. (#2011-64, s. 13, 2011, #2014-27, s. 26, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)
30. Where standards are established for a good, equipment or service, the standard shall apply to the future acquisition of the good, equipment or service
- 30.1. Standards must be established through an open competitive process that clearly indicates that the purpose of the process is to establish a standard that will apply to the City's future acquisitions of the good, equipment or service. (#2018-54, S.24, 2018)

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 Executive Director, Financial Strategy and Sustainability and the City Manager (or his or her delegate in accordance with the policies or procedures established pursuant to this Bylaw) are authorized to jointly determine when a pre-qualification process will be used, and the nature and form of the pre-qualification process. (#2011-64, s. 13, 2011, #2014-27, ss. 10 and 32, 2014, #2016-48, s. 12(5), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

34. The Executive Director, Financial Strategy and Sustainability and the City Manager (or his or her delegate in accordance with the policies or procedures established pursuant to this Bylaw) are authorized to determine if there is a need to request information from one or more vendors to assist in the acquisition process.
(#2011-64, s. 13, 2011, #2014-27, ss. 10 and 32, 2014, #2016-48, s. 12(5), 2016, (#2018-54, s.14, 2018, #2019-13, s.10, 2019)

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 subsequent acquisition process.

Supply Arrangements for Recurring Requirements

36.1. If the goods, equipment or services will be required on a frequent or regularly recurring basis, the Executive Director, Financial Strategy and Sustainability may establish an ongoing supply arrangement for the acquisition of the goods, equipment or services, as and when required by divisions.

36.2. The Executive Director, Financial Strategy and Sustainability is authorized to establish procedures and protocols for the establishment, management and use of supply arrangements, including, but not limited to:

(a) blanket purchasing agreements with pre-approved vendors to supply goods, equipment or services to the City, upon request, over a particular period of time, at a predetermined price or discount:

(i) that defines the general terms and conditions of the relationship between the parties and the pricing of all items available under the agreement, but does not create a contractual commitment from either party to a defined volume of business; and

(ii) where the commitment to purchase against a blanket purchase agreement is formed at the time a specific order is placed through the issuance of a purchase order to the vendor; or

(b) qualified vendor rosters which are lists of vendors that:

(i) have met the qualification requirements to enter into a master framework agreement and are eligible to compete for discrete work

assignments involving the delivery of a particular type of goods, equipment or services, as and when required; and

- (ii) will be governed by a master framework agreement that sets out the process for roster competitions and the general terms and conditions that will govern any future work assignments, but does not result in a commitment by the City to purchase any goods, equipment or services from the vendor.

(#2018-54, s,25, 2018, #2019-13, s. 10, 2019)

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 the goods, equipment and services to be acquired in accordance with Part VI – Public Private Partnerships (#2013-35, ss. 7, 8 and 9, 2013, #2018-54, s.26,2018))
- 41. The Executive Director, Financial Strategy and Sustainability, in conjunction with the City Manager (or his or her delegate in accordance with the policies or procedures established pursuant to this Bylaw), 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 \$7,500;

- (ii) medium dollar – \$7,501 to \$75,000;
 - (iii) high dollar value – over \$75,000, 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; and
- (c) the requirements of any applicable federal and provincial legislation and trade agreements.
- (#2011-64, s. 13, 2011, #2013-35, ss. 10, 11, 12, 13 and 14, #2014-27, ss. 10 and 32, 2014, #2016-48, s. 12(5), 2016, (#2018-54, s.14, 27, 2018, #2019-13, s. 10, 2019)

41.1. The acquisition process shall be conducted in accordance with the policies and procedures established pursuant to this Bylaw.
(#2018-54, s.28, 2018)

42. The contract resulting from the acquisition process shall be awarded in accordance with the policies and procedures established pursuant to this Bylaw.
(#2014-27, s. 27, 2014)

Standard Procurement Methods

43. Depending on the circumstances, potential risk and the total purchase price the City may use any of the following standard procurement methods to purchase goods, equipment and services:
- (a) acquiring goods, equipment or services through the Purchasing Card and Blanket Purchasing Agreement programs subject to the policies, procedures and restrictions applicable to those programs;
 - (b) conducting expedited roster competitions by soliciting quotes from vendors on an established roster of qualified vendors;
 - (c) obtaining verbal or written quotes from one or more vendors for low dollar or medium dollar value purchases;

- (d) directly appointing consultants to provide consulting and professional services, where authorized in accordance with Part V of this Purchasing Policy;
- (e) conducting an invitational competitive procurement process by soliciting bids through the issuance of a solicitation document to a minimum of three invited vendors; or
- (f) conducting an open competitive procurement process by soliciting bids from all interested vendors through the public posting of a solicitation document.

(#2018-54, s.29, 2018)

44. The specific form of standard procurement method required for a particular procurement shall be determined in accordance with procedures and protocols established under this Bylaw.

45. Detailed requirements and specific responsibilities pertaining to each method are contained in the applicable procurement procedures and protocols, as approved or amended by the Executive Director, Financial Strategy and Sustainability.

(#2013-35, s. 15, 2013, #2018-54, s.30, 2018, #2019-13, s. 10, 2019)

46. Repealed. (#2018-54, s.31, 2018)

47. Repealed (#2018-54, s.32, 2018)

Part IV- Non-Standard Procurement Methods

48. A non-standard procurement method involves the acquisition of deliverables through a method or process other than the standard acquisition method or process normally required for the type and value of the deliverables and includes:

- (a) non-competitive procurement, where the goods, equipment or services are acquired directly from a particular vendor when a competitive process would normally be required; and
- (b) limited competition, where bids are solicited by invitation to a limited number of vendors when an open competition would normally be required.

48.1 The City may pursue non-standard procurement methods from one or more vendors when the acquisition has the following characteristics:

- (a) the cost is generally low to medium dollar value with low risk or as determined by the Executive Director, Financial Strategy and Sustainability, or
 - (b) the acquisition fits within the exceptions identified in section 50.
49. Subject to section 48.1, the Executive Director, Financial Strategy and Sustainability is authorized to establish policies and procedures for non-standard procurement, including policies to ensure non-standard procurement methods are followed in the appropriate circumstances, and the policies for the administration of non-standard procurements. (#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s.33, 34, 2018, #2019-13, s. 10, 2019)
50. Subject to section 48.1, policies and procedures established by the Executive Director, Financial Strategy and Sustainability may provide for the use of non-standard procurement methods 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 the selection of a vendor is limited to a single vendor as a result of proprietary rights;
 - (d) 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;
 - (e) for the acquisition of goods, equipment or services where the City has adopted a standard pursuant to this Purchasing Policy, and where the provision of the goods, equipment or service that meets the standard is limited to a single vendor;
 - (f) subject to the approval of the City Manager or Executive Director, Financial Strategy and Sustainability, 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;
 - (g) 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;
 - (h) or where the acquisition of goods, equipment or services falls within an exception provided for in any applicable trade agreements.

(#2009-63, s. 15, 2009; #2011-64, s. 13, 2011, #2013-35, ss. 16, 17 and 18, 2013, #2014-27, s. 33, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.35, 2018, #2019-13, s. 10, 2019)

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. Repealed. (#2013-35, s. 19, 2013)

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. The direct appointment process for the selection and appointment of consultants shall apply to consulting and professional services where:

- (a) the total purchase price for the appointment is \$75,000 or less, and it is determined by the City Manager or Executive Director, Financial Strategy and Sustainability that it is in the City's best interest to proceed with the direct appointment of a particular consultant to provide the required services; or
 - (b) irrespective of the purchase price, the appointment of the consultant is made by the City Solicitor for the provision of legal services.
- (#2011-64, s. 13, 2011, #2014-27, s. 34, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.36, 2018, #2019-13, s. 10, 2019)

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. Repealed. (#2018-54, s.37, 2018)

60. Repealed. (#2018-54, s.38, 2018)

61. Repealed. (#2018-54, s.39, 2018)

Competitive Process for Consulting and Professional Services

62. Other than where a direct appointment of a consultant is permitted pursuant to section 57, the standard procurement method for consulting and professional services shall be in accordance with the following:

- (a) where the total purchase price is below \$75,000, an invitational competitive procurement process will be conducted by soliciting bids through the issuance of a solicitation document to a minimum of three consultants determined to have the expertise and resources to undertake the required work; or

- (b) where the total purchase price is \$75,000 or more, an open competitive procurement process will be conducted by soliciting bids from all interested consultants through the public posting of a solicitation document.

(#2013-35, s. 20, 2013, #2018-54, s.40, 2018)

- 63. A non-standard procurement method will only be permitted in accordance with policies and procedures established pursuant to Part IV of this Purchasing Policy.

(#2011-64, s. 13, 2011, #2014-27, s. 10, 2014, #2018-54, s.41, 2018)

- 64. Repealed. (#2018-54, s.42, 2018)

- 65. Repealed. (#2018-54, s.43, 2018)

Part VI – Public Private Partnerships

Definitions

- 66. In this Part:

- (a) **“delivery model assessment”** means an assessment that is applied to determine if a public purpose infrastructure or services project is suitable for a public private partnership delivery model and includes one or more of the following types of assessments:
 - (i) a screening assessment;
 - (ii) a strategic assessment;
 - (iii) a value for money assessment.
- (b) **“fairness advisor”** means a person who is independent from the City who is appointed to oversee the procurement process to ensure that it is fair and transparent;
- (c) **“net present value”** means the value determined by adding the present value of expected future cash flows and the cost of initial investment;
- (d) **“private entity”** means any non-government organization from which the City may procure infrastructure or services;
- (e) **“proponent”** means a private entity or group of private entities who are selected as proponents by the City as a result of the request for qualifications stage and then are allowed to submit proposals to the City at the request for proposals stage of the procurement process;

- (f) **“public private partnership”** means a long term contractual arrangement between the City and a private entity or a group of private entities that have formed a consortium for the provision of public purpose infrastructure or services in which:
 - (i) the City seeks to transfer risks that it would normally assume based on the private sector participants’ ability to better manage those risks; and
 - (ii) the private sector participants are involved in not only the initial design and construction phase but their role extends beyond the initial capital construction of the project to include one or more of the following under a single long term contract:
 - (A) the financing of the infrastructure or services;
 - (B) the maintenance of the infrastructure or services;
 - (C) the operation of the infrastructure or services;
- (g) **“public sector comparator”** is an estimated assessment of the life cycle cost of the traditional procurement of a public purpose infrastructure or services project (including design, construction, financing, maintenance and operations) including the cost of quantified risks;
- (h) **“respondent”** means a private entity or group of private entities that provide a submission to the City at the request for qualifications stage of the procurement process;
- (i) **“screening assessment”** means a high level comparison of the public purpose infrastructure or services project against specified criteria to determine potential suitability for a public private partnership delivery model;
- (j) **“shadow bid”** is an estimated assessment of the life cycle cost of the public private partnership delivery of a public purpose infrastructure or services project (including design, construction, financing, maintenance and operations) including the cost of quantified risk;
- (k) **“strategic assessment”** means a more detailed examination than the screening assessment and includes an examination of the risks, costs, market of service providers, and objectives and constraints to identify, at a strategic level, if a project is suitable for a public private partnership delivery model;
- (l) **“traditional procurement”** means the form of procurement for infrastructure projects where the City treats the design, construction, financing, maintenance

and operation stages of a project as separate components and the City may or may not involve the services of a private sector participant at each stage;

- (m) **“value for money assessment”** is an assessment that compares the difference in risk-adjusted cost to the City between traditional procurement and a public private partnership procurement using the present value technique and will usually take into account the following:
 - (i) estimation of the public sector comparator;
 - (ii) estimation of the shadow bid; and
 - (iii) comparison of the public sector comparator to the shadow bid to determine the value for money, if any, offered by the public private partnership.

Policies and Procedures

- 67. Subject to this bylaw, the Executive Director, Financial Strategy and Sustainability is authorized to establish policies and procedures with respect to the following:
 - (a) the detailed considerations associated with the principles set out in section 68;
 - (b) the detailed criteria and requirements of the screening, strategic and value for money assessments to be applied to determine the suitability of a public private partnership delivery model;
 - (c) the detailed steps of the public private partnership procurement process; and
 - (d) the public private partnership contract management process.

(#2014-27, s. 10, 2014, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Consideration of a public private partnership

- 68. The following guiding principles will be considered by the City when evaluating the suitability of a public private partnership delivery model for the provision of a public purpose infrastructure or services project:
 - (a) the public private partnership delivery model is aligned with the City’s priorities and strategies serving the community considering:
 - (i) community and user needs; and
 - (ii) the City’s capital and operating budgets;

- (b) the public interest can be protected considering:
 - (i) potential impacts on public control, service objectives, quality and affordability, public access, health and safety, user rights, security, privacy and public input; and
 - (ii) appropriate mechanisms and provisions for monitoring needs over time, dispute settlement and contract termination;
- (c) project risks can be diligently identified and effectively shared and managed;
- (d) value and affordability can be demonstrated through:
 - (i) an assessment that shows that the public private partnership delivery model provides better value over the project life cycle than a traditional procurement model considering risk transfer, transaction costs and opportunities for innovation, economic growth and community issues; and
 - (ii) an assessment that shows that the City has the financial capacity to fund the project over the long term;
- (e) the private sector can be appropriately engaged and strong private sector interest and participation can be promoted through transparent, effective and timely project assessment, authorizations and procurement processes and procedures;
- (f) there are mechanisms to ensure compliance with labour legislation and that public sector employees will be treated fairly under a public private partnership delivery model; and
- (g) appropriate governance and accountabilities are established.

Council approval of delivery model assessment

69. Where a public purpose infrastructure or services project has been identified by the City Manager or Executive Director, Financial Strategy and Sustainability for a potential public private partnership, the City Manager or Executive Director, Financial Strategy and Sustainability shall submit a report to Council for approval of the following decisions:
- (a) the decision to carry out a delivery model assessment process and which one or more of the following assessments will be undertaken:
 - (i) a screening assessment;

- (ii) a strategic assessment;
 - (iii) a value for money assessment;
 - (b) the authority to expend City resources and funding to carry out the delivery model assessment; and
 - (c) the delegation of authority to the City Manager or Executive Director, Financial Strategy and Sustainability to undertake the delivery model assessment process and the assessments required in clause (a),
- (#2014-27, s. 36 and 37, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Council approval of decision to proceed with public private partnership

70. (1) Where a delivery model assessment has been undertaken with respect to a public purpose infrastructure or services project and, based on this, the City Manager or Executive Director, Financial Strategy and Sustainability recommends proceeding with a public private partnership delivery model, the City Manager or Executive Director, Financial Strategy and Sustainability shall submit a report to Council for approval of the following decisions:

- (a) the decision to proceed with a public private partnership delivery model for the project;
 - (b) the scope of the public purpose infrastructure or services project;
 - (c) the amount of capital funding and operating funding required to proceed with the project;
 - (d) the delegation of authority to the City Manager or Executive Director, Financial Strategy and Sustainability to:
 - (i) proceed with the procurement for the public purpose infrastructure or services project, including determining the details as to the procurement process; and
 - (ii) subject to subsections (2) and (3), negotiate and award the project agreement to the preferred proponent based on the procurement process outlined in this Part.
- (2) If, during the procurement process, the project scope needs to change significantly or the approved capital funding is required to be increased, the City Manager or Executive

Director, Financial Strategy and Sustainability shall obtain Council approval of these changes before awarding the contract to the preferred proponent.

- (3) If, during the procurement process, the City determines through a value for money assessment that the public private partnership delivery model does not provide a better value over the project life cycle than traditional procurement, the City Manager or Executive Director, Financial Strategy and Sustainability shall submit a report to Council for approval that includes the following:
 - (a) an explanation as to how the public private partnership delivery model does not provide a better value over the project life cycle than traditional procurement and the differences in value between the two models;
 - (b) a recommendation and rationale as to whether Council should award the contract to the preferred proponent despite the fact that the use of the public private partnership delivery model does not provide better value over the project life cycle than traditional procurement;
 - (c) where the recommendation is not to award the contract to the preferred proponent because the public private partnership delivery model does not provide better value, a recommendation and rationale as to an alternate method for procurement or a recommendation and rationale as to whether to abandon the project.

(2014-27, s. 36 and 37, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Competitive procurement process required

- 71.(1) Every public purpose infrastructure or services project to be developed as a public private partnership shall be subject to a fair, open and transparent public tendering process as outlined in this Part.
- (2) In order to ensure that the procurement process is fair, open and transparent, the City Manager or Executive Director, Financial Strategy and Sustainability shall appoint a fairness advisor to oversee the process.
- (3) The City Manager or Executive Director, Financial Strategy and Sustainability is authorized to determine the fairness advisor's scope of services, detailed role and responsibilities and may procure these services through the appropriate procurement method set out in this Schedule.
- (4) Notwithstanding subsection (3), the fairness advisor shall provide final reports on the request for qualifications process and request for proposals process to the City Manager and the City Manager is required to submit a report to Council that outlines the fairness advisor's findings.

(#2014-27, s. 36, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Stages required for procurement

72. Where a public private partnership delivery model has been approved for a public purpose infrastructure or services project in accordance with section 70, the procurement process shall include the following stages:
- (a) a request for qualifications stage;
 - (b) a request for proposals stage; and
 - (c) a closing stage.

Request for qualifications stage

- 73.(1) At the request for qualifications stage, the City shall prepare a request for qualifications document that sets out:
- (i) the scope of the public purpose infrastructure or services project;
 - (ii) the public private partnership structure as determined through the delivery model assessment; and
 - (iii) the pre-established evaluation criteria that will be used to evaluate the respondents.
- (2) The request for qualifications stage shall be used to solicit submissions from respondents to demonstrate their technical and financial capability and capacity to provide the project requirements.
- (3) The pre-established evaluation criteria shall be used to evaluate the respondents and only the respondents that are selected as proponents through the request for qualifications stage are eligible to participate in the request for proposals stage.
- (4) The City may limit the number of respondents that are selected as proponents and are eligible to participate at the request for proposals stage.

- (5) Notwithstanding that the City has initiated a request for qualifications stage, the City is not obligated to proceed with the request for proposals stage.

Request for proposals stage

- 74.(1) At the request for proposals stage, the City shall prepare the request for proposals documents and a draft project agreement for submission to the proponents.
- (2) During the request for proposals stage the City may do any of the following:
- (a) provide documentation to the proponents in addition to the request for proposal documents and draft project agreement;
 - (b) hold meetings with the proponents to discuss:
 - (i) technical project issues; or
 - (ii) the draft project agreement;
 - (c) update the request for proposals documentation, the value for money assessment and draft project agreement as necessary; and
 - (d) receive and evaluate proponent submissions.
- (3) The City shall use a multi-staged request for proposals submission process which requires the proponents to submit:
- (a) a technical proposal that may be evaluated:
 - (i) on a pass or fail basis in reference to the project specifications; or
 - (ii) on the basis of pre-established evaluation criteria; and
 - (b) a financial proposal based on a net present value total purchase price.
- (4) Subject to subsection (6), where the selection criteria are based on the lowest financial proposal, the proponent that has passed or scored the highest on the evaluation of the technical submission and has presented the lowest net present value in its financial offer shall be selected as the preferred proponent.
- (5) Subject to subsection (6), where the selection criteria are not based on the lowest financial proposal, the preferred proponent shall be selected based on the evaluation criteria as set out in the request for qualifications and request for proposals documents.

- (6) The City shall assess the preferred proponent's submission against the value for money assessment, where a value for money assessment has been completed, and where the preferred proponent's submission does not provide a better value over the project life cycle than traditional procurement, the City Manager or Executive Director, Financial Strategy and Sustainability may not award the project agreement to the preferred proponent until Council approval has been obtained pursuant to subsection 70(3).
- (7) Notwithstanding that the City has initiated a request for proposals stage, the City is not obligated to proceed with awarding the project agreement.
(#2014-27, s. 37, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Closing stage

75. Where the City wishes to award the project agreement to the preferred proponent, the City and the preferred proponent shall finalize and enter into the project agreement.

Borrowing

76. Where the City is required to borrow money for the purposes of financing the public purpose infrastructure or services project under the project agreement, the City Manager or Executive Director, Financial Strategy and Sustainability shall obtain City Council approval of the borrowing through a borrowing bylaw.
(#2014-27, s. 36, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Honorarium

77. The City Manager or Executive Director, Financial Strategy and Sustainability is authorized to:
 - (a) determine the amount of any honorarium; and
 - (c) pay an honorarium to the unsuccessful proponents who submit a compliant final submission.
(#2014-27, s. 36, 2014, #2016-48, s. 12(3), 2016, #2018-54, s.14, 2018, #2019-13, s. 10, 2019)

Unsolicited proposals

- 78.(1) The City may consider an unsolicited proposal to use a public private partnership for a public purpose infrastructure or services project if the proposal meets the criteria set out in this Part and City Council approval is obtained in accordance with sections 69 and 70.
- (2) The City is not required to follow the procurement process set out in this Part if:
 - (a) the City has taken measures to determine if there is more than one proponent interested in the public purpose infrastructure or services project; and

- (b) based on the measures taken in clause (a), there is only one proponent that would make a submission.
 - (3) Where there is only one proponent, the City may negotiate with the proponent and assess the proponent using the public sector comparator and the shadow bid as its value for money assessment as well as the proponent's technical and financial capability and capacity to assume the roles and responsibilities required to carry out the work.
 - (4) Where there is more than one proponent interested in the public purpose infrastructure or services project, the City shall follow the procurement process set out in this Part.
 - (5) The City shall not pay an honorarium to an unsuccessful proponent where there is only one proponent interested in the public purpose infrastructure or services project.
- (#2012-22, s. 2, 2012)

SCHEDULE “E”

<u>E. Signing Authorities</u>	E1
1. Purpose	E1
2. Purchase Orders	E1
3. Agreements	E1

Schedule E

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.

Purchase Orders

2. The Executive Director, Financial Strategy and Sustainability, or his or her designate, is authorized to sign purchase orders and change orders.
(#2014-27, s. 10, 2014, #2018-54, s.44, 2018, #2019-13, s. 11, 2019)

Agreements

- 3 The City Manager and his or her delegate, is authorized to sign the following types of agreements:
 - (a) grant and funding agreements entered into pursuant to the grant, funding and scholarship programs set out in section 37.1 of this Bylaw;
 - (b) instructor service agreements;
 - (c) agreements relating to the provision of water, sewer and/or stormwater connections outside the city limits, provided the agreement is not with another municipality;
 - (d) 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*;
 - (e) agreements for the granting of licences and perpetual care of plots and columbarium niches at the City cemeteries;
 - (f) agreements relating to water and sewer connection within the City; and
 - (g) agreements relating to the sale of granular or recycled materials.
- (#2014-73, s. 4, 2014, #2016-48, s. 13, 2016)

4 The Director responsible for city transit is authorized to sign the following types of agreements:

(a) agreements for transit agents; and

(b) agreements for employer transit passes.

(#2014-27, s. 38, 2014)

SCHEDULE "F"

F. Tax Installment Payment Plan

F1

1. Purpose

F1

2. Definitions

F1

3. Tax Installment Payment Plan

F2

12. Termination of the Tax Installment Payment Plan

F3

Schedule F

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.