

Bylaw No. 8174

The City Administration Bylaw, 2003

**Codified to Bylaw No. 10185
(May 27, 2026)**

Bylaw No. 8174

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The Council of The City of Saskatoon enacts:

Title

1. This Bylaw may be cited as *The City Administration Bylaw, 2003*.

Part I Purpose and Definitions

Purpose

2. The purpose of this Bylaw is to establish the powers, duties and functions of the municipal officials and employees of the City, and to establish who may sign specified municipal documents on behalf of the City.

Definitions

3. In this Bylaw:
 - (a) **“Act”** means *The Cities Act*;
 - (b) **“Council Committee”** means a Council Committee as defined in *The Procedures and Committees Bylaw, 2014*;
 - (c) **“Director of Corporate Revenue’s Alternate”** means an individual appointed to any of the following positions:
 - (i) Chief Financial Officer;
 - (ii) Director of Finance;
 - (iii) Banking & Revenue Operations Manager;
 - (iv) Revenue Accounting Manager;

- (v) Utility Revenue Services Manager;
- (vi) Revenue Collections and Customer Service Manager;
- (d) **“Finance Committee”** means the Finance Committee established pursuant to *The Procedures and Committees Bylaw, 2014*;
- (e) **“Governance and Priorities Committee”** means the Governance and Priorities Committee established pursuant to *The Procedures and Committees Bylaw, 2014*;
- (f) (Repealed – Bylaw No. 10185 – May 27, 2026)

Part II City Manager

Establishment of Position

- 4. (1) The position of City Manager is continued.
- (2) Council shall by resolution appoint an individual to the position of City Manager and shall establish the terms and conditions of the City Manager's employment.

Administrative Head

- 5. The City Manager shall:
 - (a) be the administrative head of the City; and
 - (b) perform the duties and exercise the powers and functions assigned to an administrative head by the Act, any other Acts, this Bylaw or any other bylaw or resolution of Council.

Powers, Duties and Functions of City Manager

- 6. (1) Without limiting the generality of Section 5, the City Manager shall:
 - (a) ensure that the policies and programs of the City are implemented;

- (b) advise and inform Council on the operations and affairs of the City;
- (c) supervise all operations of the City and, in particular, direct, supervise and review the performance of all departments of the City, subject to the Act and the provisions of this Bylaw regarding the City Clerk and the City Solicitor;
- (d) restructure civic departments and, with the approval of Council, create, merge or eliminate civic departments, if required;
- (e) have the authority to appoint and dismiss all civic staff except as provided in the Act and this Bylaw;
- (f) be responsible for the preparation and submission of budget estimates for the operating and capital budgets annually, or as required by Council;
- (g) monitor and control civic spending within the program budgets established by Council;
- (h) transfer funds between program budgets with the approval of Council;
- (i) advise Council and make recommendations concerning the financial condition of the City;
- (j) advise Council and make recommendations concerning policies or programs which may be necessary to carry out the powers, duties and functions of the City;
- (k) attend meetings of Council and such other meetings as Council may direct;
- (l) prepare and submit such reports and recommendations to Council as Council or a Council Committee may require;
- (m) keep the public informed, through reports to Council, regarding the operations of the City;
- (n) (Repealed – Bylaw No. 8229 – September 8, 2003)
- (o) be responsible for the labour relations of the City within the mandate established by Council and submit collective bargaining agreements to Council for approval;

- (p) declare a lockout of civic employees with the approval of the Governance and Priorities Committee, if required;
- (q) appoint an Acting City Manager in the absence of the City Manager;
- (r) exercise such other powers and perform such other duties and functions as required by Council.

Investigations on Behalf of the City Manager

7. The City Manager shall have the authority, upon approval of the Mayor and the Chair of the Finance Committee, to request the internal auditor to investigate any matter within the City Manager's jurisdiction as administrative head of the City. In such case, the internal auditor shall report to the City Manager.

Claims and Lawsuits

8. (1) The City Manager shall have the authority:
- (a) to instruct the City Solicitor to commence, defend or conduct any action or proceeding in any court or before any board or tribunal;
 - (a.1) to instruct the City Assessor to commence, defend or conduct appeals of assessments to the board of revision; and
 - (b) to settle any claims, grievances or lawsuits.
- (2) The City Manager shall report to the Governance and Priorities Committee for its information:
- (a) on an annual basis:
 - (i) any unusual water and sewer claims, occurring at a specific property, or in a specific area or neighbourhood on a recurrent basis;
 - (ii) the resolution of any claims, grievances or lawsuits relating to sexual, racial, religious or sexual orientation harassment; and
 - (iii) any other claims, grievances or lawsuits the settlement of which is in excess of \$100,000.00; and

- (b) on an individual basis:
 - (i) any human rights complaints; and
 - (ii) any wrongful dismissal claims or lawsuits.

Advertising and Arranging for Contracts

- 9. The City Manager shall have the authority to arrange for contracts and to advertise the intention of the City to receive tenders, quotes, or other proposals with respect to potential contracts.

Award of Contracts

- 10. The City Manager shall have the authority to award contracts.

Award of Contracts When the City is Receiving Revenue

- 11. (Repealed – Bylaw No. 9579 – April 29, 2019)

Land Transactions

- 12. (1) Notwithstanding Section 10, the City Manager does not have the authority to award contracts regarding the sale, purchase, lease or license of land or buildings except as provided in this section.
- (2) In the case of contracts where there is a public tender and the City is receiving revenue from the lease or license of land or buildings, the City Manager shall have the authority to award contracts where:
 - (a) the contract is being awarded to the highest qualified bidder meeting specifications notwithstanding the amount of the contract exceeds \$100,000.00; and
 - (b) the award of the contract is not of a controversial nature.
- (3) In the case of all other contracts, including requests for proposals, regarding the sale, purchase, lease or license of land or buildings, the City Manager shall have the authority to:

- (a) conduct negotiations on behalf of the City for the purchase, sale or exchange of land;
 - (b) secure options to purchase land provided that the consideration for any option does not exceed \$100,000.00; and
 - (c) approve the lease or license of land or buildings provided the annual rental charge does not exceed \$40,000.00.
- (4) If land is offered for sale by public offering by the Government of Saskatchewan, the Government of Canada, a crown corporation of either government or a local authority, the City Manager shall have the authority to purchase such land provided prior authorization to purchase has been received by the City Manager from Governance and Priorities Committee. Every successful purchase shall be reported to the next City Council meeting.

Reporting to Council

13. (Repealed – Bylaw No. 9579 – April 29, 2019)

Enquiries by Members of Council

14. (Repealed – Bylaw No. 9579 – April 29, 2019)

Routine Expenditures

15. The City Manager shall have the authority to make routine expenditures as required for the City to operate on a daily basis, until the operating budget is adopted by Council each year.

Delegation

16. The City Manager is authorized to delegate, and to authorize the further delegation, of any authority, function or responsibility granted under this Bylaw or any other bylaw or resolution of Council to any City employee.

Dismissal

17. The City Manager may only be dismissed in accordance with section 87 of the Act.

**Part III
City Clerk**

Continuation of Position

18. (1) The position of City Clerk is continued.
- (2) Council shall by resolution appoint an individual to the position of City Clerk and shall establish the terms and conditions of the City Clerk's employment.

Duties - *The Cities Act*

19. (1) The City Clerk shall be responsible for carrying out the duties required by the Act.
- (2) Without limiting the generality of subsection (1), the City Clerk shall:
- (a) attend all meetings of Council and truly record in the minutes all resolutions and proceedings of Council;
 - (b) take charge of and safely keep all books, documents and records of the City committed to the charge of the City Clerk;
 - (c) summon all meetings of Council, prepare and distribute agendas as appropriate, communicate the resolutions and instructions of Council to the appropriate parties and conduct the official correspondence of Council;
 - (d) maintain an index register containing certified copies of all bylaws of the City;
 - (e) have custody of the seal of the City;
 - (f) ensure that Council is advised in writing of its legislative responsibilities pursuant to the Act or any other Act;

- (g) ensure that public notice is given when required by the Act or any other Act;
 - (h) provide the Minister with any statements, reports or other information that the Minister may require pursuant to the Act; and
 - (i) appoint an Acting City Clerk in the absence of the City Clerk.
- (3) The duties described in subsections (1) and (2) shall apply to the City Clerk with respect to any Council Committee that is carrying out powers, duties or functions delegated to them by Council.

Duties - *The Local Government Elections Act*

20. Unless another person has been appointed in accordance with *The Election Bylaw, 2012*, the City Clerk shall be responsible for carrying out the duties required by *The Local Government Election Act, 2015*.

Other Duties

21. The City Clerk shall:
- (a) provide administrative support services to Councillors;
 - (b) perform such other duties as required by statute, bylaw or otherwise assigned by Council;
 - (c) provide research, information and advice on procedural matters, bylaws and resolutions to the City Manager and civic administration and for such purpose shall report to and be accountable to the City Manager;
 - (d) carry out such other duties as may be assigned by the City Manager, and for such purposes, shall report to and be accountable to the City Manager.

Duties - Boards and Agencies

22. The City Clerk shall provide administrative support to such boards, agencies and other organizations as Council may approve, and for such purposes, shall report to the board, agency or organization.

Reporting and Accountability

23. Except where otherwise specified in this Bylaw, the City Clerk shall report to and be accountable to Council.

Dismissal

24. The City Clerk may only be dismissed in accordance with section 87 of the Act.

Part IV City Solicitor

Continuation of Position

25. (1) The position of City Solicitor is continued.
- (2) Council shall by resolution appoint an individual to the position of City Solicitor.

Duties, Reporting and Accountability

26. (1) The City Solicitor shall be responsible for the provision of legal services to:
- (a) the City Manager and the civic administration;
 - (b) Council and Council Committees; and
 - (c) such Boards, agencies and other organizations as may be approved by Council provided that, in the event of any conflict between Council and such Board, agency or other organization, the City Solicitor shall provide legal services only to Council.
- (2) The City Solicitor shall report directly to Council with respect to any matter determined to be of legal significance by the City Solicitor or the City Manager.
- (3) Subject to subsection (2), the City Solicitor shall report to the City Manager.
- (4) Outside counsel may be retained and instructed by the City Manager or

the City Solicitor if an outside opinion is requested by Council, the Governance and Priorities Committee, the City Manager or the City Solicitor.

Claims and Lawsuits

27. The City Solicitor shall have the authority to settle claims or lawsuits to an expenditure limit of \$35,000.00.

Access to Records

28. The City Solicitor shall have access to all files, documents and records of the City for the purpose of carrying out the City Solicitor's duties, and is entitled to receive such information, reports and assistance from City officials and employees as may reasonably be required.

Dismissal

29. The City Solicitor may only be dismissed in accordance with section 87 of the Act.

Part V Director of Corporate Revenue

Continuation of Position

30. (1) The position of Director of Corporate Revenue is continued.
- (2) The Chief Financial Officer shall appoint an individual to the position of Director of Corporate Revenue and shall establish the terms and conditions of the Director of Corporate Revenue's employment.

Duties

31. (1) The Director of Corporate Revenue shall be responsible for carrying out the duties assigned by the Chief Financial Officer.

- (2) Without limiting the generality of subsection (1), the Director of Corporate Revenue or Director of Corporate Revenue's Alternate, if the Director of Corporate Revenue is not available, shall:
- (a) (Repealed – Bylaw No. 10185 – May 27, 2026)
 - (b) (Repealed – Bylaw No. 10185 – May 27, 2026)
 - (c) (Repealed – Bylaw No. 10185 – May 27, 2026)
 - (d) certify the date tax notices are sent;
 - (e) send an amended tax notice to a taxpayer if required;
 - (f) provide receipts for the payment of taxes;
 - (g) apply a tax payment in accordance with the Act;
 - (h) have the powers and duties assigned to the “treasurer” in *The Tax Enforcement Act*, including registering and withdrawing tax liens;
 - (i) issue tax certificates;
 - (j) certify as a true copy the tax roll, if required;
 - (k) provide a statement of account to the school boards;
 - (l) distraint and seize goods to satisfy the amount of outstanding taxes;
 - (m) arrange for the payment of executions against the City; and
 - (n) certify a printout of an electronic record of a municipal violation.

Bank Accounts

32. The opening and closing of bank accounts that hold the money of the City shall require the following signatures:
- (a) the signatures of the Director of Corporate Revenue and one individual occupying the position of Director of Corporate Revenue's Alternate; or

- (b) in the absence of the Director of Corporate Revenue, the signatures of two individuals occupying the position of Director of Corporate Revenue's Alternate.

Part V.1 Director of Finance

Continuation of Position

- 32.1 (1) The position of Director of Finance is continued.
- (2) The Chief Financial Officer shall appoint an individual to the position of Director of Finance and shall establish the terms and conditions of the Director of Finance's employment.

Duties

- 32.2 (1) The Director of Finance shall be responsible for carrying out the duties assigned by the Chief Financial Officer.
- (2) Without limiting the generality of subsection (1), the Director of Finance shall:
 - (a) ensure the proper execution, issuance, exchange, transfer and delivery of securities on behalf of the City; and
 - (b) ensure the proper maintenance of a registry of all securities issued or held by the City.

Part VI City Assessor

Continuation of Position

- 33. (1) The position of City Assessor is continued.
- (2) The City Manager shall appoint an individual to the position of City Assessor and shall establish the terms and conditions of the City Assessor's employment.

Duties

34. (1) The City Assessor shall be responsible for carrying out the duties required by the City Manager.
- (2) Without limiting the generality of subsection (1), the City Assessor shall also be responsible for carrying out the duties required by the Act.

Assessor

35. Any reference to Assessor in the Act shall mean the City Assessor of the City.

**Part VII
Other Provisions - City Clerk and City Solicitor**

Budget - City Clerk and City Solicitor

36. (Repealed – Bylaw No. 9579 – April 29, 2019)

Appointment and Dismissal of Staff

37. Where the City Clerk or City Solicitor do not concur with the City Manager as to the appointment or dismissal of a member of their staff, the matter shall be referred to the Governance and Priorities Committee for a decision.

**Part VIII
Delegation of Authority**

38. City Council hereby delegates the following authority to the individuals indicated on the terms and conditions listed herein:
 - (a) the authority to approve temporary road closures to the City Manager or designate;
 - (i) the City Manager shall review all applications for temporary road closures to ensure compliance with the City Policies, and shall approve all applications in conformity with said Policies; and

- (ii) where the City Manager refuses to approve a temporary road closure, the City Manager shall report to Council the terms of the application and the reasons for the refusal.
- (b) the authority to approve the granting of distribution line easements over City-owned lands where the easement is not part of a subdivision application to the General Manager of Transportation & Construction or designate;
 - (i) the General Manager of Transportation & Construction shall review all applications for distribution line easements to ensure compliance with the City Policies, and shall approve all applications in conformity with said Policies; and
 - (ii) where the General Manager of Transportation & Construction refuses to approve a distribution line easement, the General Manager shall report to Council the terms of the application and the reasons for the refusal.
- (c) the authority to approve placement of parking restrictions and parking prohibitions to the General Manager of Transportation & Construction or designate;
 - (i) the General Manager of Transportation & Construction shall review all applications for placement of parking restrictions and parking prohibitions to ensure compliance with the City Policies, and shall approve all applications in conformity with said Policies; and
 - (ii) where the General Manager of Transportation & Construction refuses to approve placement of a parking restriction or a parking prohibition, the General Manager shall report to Council the terms of the application and the reasons for the refusal.
- (d) the authority to appoint the following to the City Manager or designate:
 - (i) weed inspectors pursuant to *The Weed Control Act*;
 - (ii) municipal inspectors pursuant to *The Forest Resource Management Act*; and

- (iii) bylaw enforcement officers pursuant to *The Cities Act*.

Part IX Municipal Documents

Signing Agreements

- 39. Subject to any other bylaw of the City, all agreements to which the City is a party shall be signed by:
 - (a) the City Clerk; and
 - (b) either the Mayor or City Manager.

Signing of Cheques and Other Negotiable Instruments

- 40. (1) Subject to subsections (2) and (3), the Director of Corporate Revenue, or the Director of Corporate Revenue's Alternate in the absence of the Director of Corporate Revenue, may sign cheques and other negotiable instruments on behalf of the City.
- (2) The Utility Revenue Services Manager is not authorized to sign cheques or other negotiable instruments with respect to accounts established for the purpose of light and water deposit refunds or property tax refunds.
- (3) Cheques and other negotiable instruments drawn from pension fund trust accounts must be jointly signed by:
 - (a) the Director of Corporate Revenue or the Director of Corporate Revenue's Alternate in the absence of the Director of Corporate Revenue; and
 - (b) the City Manager or any person occupying the role of Director of Corporate Revenue's Alternate who has not already signed the cheque or other negotiable instrument pursuant to subclause (i).

Reproduction of Signatures

- 41. The signatures of all people authorized to sign documents by Council may be printed, lithographed or otherwise mechanically or electronically reproduced.

Part X Vacancy in Office

Temporary Appointment by Mayor

42. When the City Manager or City Clerk are incapable of performing their duties or when there is a vacancy in such position, the Mayor may appoint a person to act in place of the City Manager or City Clerk until the next meeting of Council and, during that time, the person appointed has all the powers of the office to which they are appointed.

Part XI Repeal

Bylaws No. 7570 and 7266 Repealed

43. Bylaw No. 7570 and Bylaw No. 7266 are repealed.

Part XII Transitional and Coming into Force

Transitional

44. (Repealed – Bylaw No. 10185 – May 27, 2026)

Coming into Force

45. This Bylaw shall come into effect on the day of its final passing.

Read a first time this 6th day of January, 2003.

Read a second time this 6th day of January, 2003.

Read a third time and passed this 6th day of January, 2003.

“James Maddin
Mayor

“Janice Mann”
City Clerk

“SEAL”