

CITY OF PRINCE ALBERT BYLAW NO. 1 OF 2020

***A Bylaw of The City of Prince Albert to provide for the
administration of the municipal corporation and set
forth the powers and duties of designated officers***

WHEREAS, pursuant to Section 8 of The Cities Act, a City has a general power to pass any bylaws for city purposes that is considered expedient in relation to the peace, order and good government of the City;

WHEREAS, pursuant to Section 6 of The Cities Act, the power of a city to pass bylaws is to be interpreted broadly for the purposes of providing a broad authority to its council and respecting the council's right to govern the city in whatever manner the council considers appropriate, within the jurisdiction provided to the council by law;

AND WHEREAS it is deemed expedient and in the public interest to provide for the administration of the Municipal Corporation of The City of Prince Albert and to set forth the powers and duties of designated officers;

NOW THEREFORE THE COUNCIL OF THE CITY OF PRINCE ALBERT
IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

PART I INTERPRETATION

Short Title

1. This Bylaw may be cited as the "Administration Bylaw".

Purpose

2. The purpose of this Bylaw is to provide for the administration of the municipal corporation of The City of Prince Albert by setting forth the powers and duties of the Office of City Manager, together with the powers and duties of other designated officers.

Definitions

3. (1) In this Bylaw:

- (a) "Act" means The Cities Act.
- (b) "Administration" means the City Manager, City Clerk, City Solicitor, and the current and active Department Directors and employees of The City of Prince Albert.
- (c) "Assessor" means the person appointed as the City Assessor and includes the duly authorized representative or designate of such person.
- (d) "Budget Committee" means a Main Committee of City Council established pursuant to The Cities Act and The City's Procedure Bylaw and is comprised of all members of City Council.
- (e) "City" means The City of Prince Albert.
- (f) "City Clerk" means the person appointed as City Clerk pursuant to The Cities Act and includes the duly authorized representative or designate of such person.
- (g) "City Manager" means the person appointed as City Manager pursuant to The Cities Act and includes the duly authorized representative or designate of such person.
- (h) "City Solicitor" means the person appointed as City Solicitor pursuant to The Cities Act and includes the duly authorized representative or designate of such person.
- (i) "Council" means the Mayor and Councillors of the City elected pursuant to the provisions of The Local Government Election Act.
- (j) "Easement" means an interest in land granted by the owner which allows a public or private utility to use the land for the purpose set out in the easement.
- (k) "Emergency" means a situation, or threat of an impending situation, which may affect the environment, the life, safety, health, or welfare of the general public, the disruption of work or the restoration or maintenance of essential services to a minimum level, in circumstances where immediate action is necessary and it would be impracticable to obtain a prior decision of Council.

- (l) "Executive Committee" means a Main Committee of City Council established pursuant to The Cities Act and The City's Procedure Bylaw and is comprised of all members of City Council.
- (m) "Legal Documents" include all administrative documentation particularly legal documentation required to be executed for Information Services Corporation which requires the signature of the Mayor and City Clerk, but may not be limited to:
 - (i) interest withdrawal;
 - (ii) postponement of interest;
 - (iii) easement withdrawal;
 - (iv) party wall agreement withdrawal; or
 - (v) restrictive covenant withdrawal.
- (n) "Management Committee" means a Committee of the Executive Committee established pursuant to The Cities Act and is comprised of three (3) members of City Council.
- (o) "Mayor" means the City Council member duly elected in the City of Prince Albert as the Mayor in accordance with The Local Government Election Act and includes the duly authorized representative or designate of such person.
- (p) "Treasurer" means the person appointed as Director of Financial Services and includes the duly authorized representative or designate of such person.
- (q) "Treasure's Alternate" means an individual appointed to one (1) of the following positions:
 - (i) Assistant Director of Financial Services;
 - (ii) Finance Manager; or,
 - (iii) Finance Analyst.
- (2) A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

PART II CITY MANAGER

Continuation of Position

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

Chief Administrative Officer

5. The City Manager shall:
 - (1) be the Chief Administrative Officer of the City; and,
 - (2) perform the duties and exercise the powers and functions assigned to a chief administrative officer by the Act, any other acts, this Bylaw, any other bylaw or by resolution of Council.

Powers, Duties and Functions

6. Without limiting the generality of Section 5, the City Manager shall:
 - (1) ensure that the Bylaws, policies, resolutions and programs of the City are implemented and enforced;
 - (2) advise and inform Council on the operations and affairs of the City;
 - (3) 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;
 - (4) restructure civic departments and, with the approval of Council, create, merge or eliminate civic departments;
 - (5) have the authority to recruit, appoint, discipline, suspend and dismiss all civic staff except the City Solicitor and City Clerk as provided in the Act and in this Bylaw;
 - (6) be responsible for the preparation and submission of budget estimates for the operating and capital budgets annually, or as required by Council;
 - (7) monitor and control civic spending within the program budget established by Council, pursuant to the authorities granted under this Bylaw;

- (8) transfer funds between program budgets with the approval of Council;
- (9) advise Council and make recommendations concerning the financial condition of the City;
- (10) advise Council and make recommendations concerning policies or programs which may be necessary to carry out the powers, duties and functions of the City;
- (11) have the rights and responsibility to attend all meetings of Council and its Committees, Boards and Commissioners with the full right to engage in discussions concerning any matters on the agenda;
- (12) prepare and submit such reports and recommendations to Council as Council or Committee of Council may require;
- (13) keep the public informed, through reports to Council, regarding the operations of the City;
- (14) execute contracts and agreements, together with the City Clerk, as authorized by Council;
- (15) be responsible for the labour relations of the City within the mandate established by Council and submit collective bargaining agreements to Council for approval;
- (16) declare a lockout of civic employees with the approval of the Executive Committee;
- (17) appoint an Acting City Manager in the temporary absence (maximum one month) of the City Manager; and,
- (18) exercise such other powers and perform such other duties and functions as required by Council.

Communications with Council

- 7. (1) Subject to Subsection 22(2)(g), (m), (n) and 28(2), (3), the City Manager shall approve all reports from City administration prior to their transmittal to Council and other Committees of Council, and where appropriate or necessary, may provide comments or recommendations for the benefit of Council.
- (2) The City Manager shall review all reports from Advisory and other Committee of Council prior to their transmittal to Council and where

appropriate or necessary, may provide comments or recommendations for the benefit of Council.

Budgets

8. (1) The City Manager shall cause the preparation of operating and capital budgets for each fiscal year in accordance with the requirements of the Act and shall present such budgets annually to Council or such Committee as Council may designate for review and advise and ultimately to Council for review and approval.
- (2) Pending approval of an operating budget, the City Manager shall have the authority to make routine expenditures as required for the City to operate on a daily basis and as otherwise authorized by this Bylaw.

Investigations on Behalf of the City Manager

9. The City Manager shall have the authority, upon approval of the Mayor to request the internal auditor to investigate any matter within the City Manager's jurisdiction as chief administrative officer of the City. In such case, the internal auditor shall report to the City Manager.

Claims and Lawsuits

10. (1) The City Manager shall have the authority to:
 - (a) instruct the City Solicitor to commence, defend or conduct any action or proceeding in any court or before any board or tribunal; and
 - (b) instruct the City Solicitor to settle any claims, grievances, lawsuits or other legal proceeding brought against the City in any amount not to exceed the sum of \$50,000.
- (2) The settlement of claims, grievances or lawsuits in excess of \$50,000 must be approved by the Executive Committee.

Award and Execution of Contracts

11. The City Manager shall have the authority to award and approve for execution in accordance with this Bylaw, Contracts:
 - (1) dealing with expenditures approved in accordance with Subsection 42(1)(a)(i);
 - (2) in the case of public tenders when the City is receiving revenue from the sale of goods, services or work, where the contract is being awarded to the

highest qualified bidder meeting the specifications, providing the amount of the contract does not exceed \$100,000; or,

- (3) in the case of landscape agreements, in accordance with Section 15.

Execution of Implementing Documents

- 12. The City Manager may authorize for execution, in accordance with this Bylaw, Legal documents, other than Contracts, that are necessary and incidental to the implementation of resolutions of Council or City Contracts executed in accordance with this Bylaw.

Emergency Expenditures or Limited Unbudgeted Expenditure

- 13. (1) Where an emergency arises the City Manager is authorized to address the emergency and incur or commit the City to expenditures not included in a budget approved by Council. In such circumstances the City Manager shall not be limited to the spending limits specified in the City's Purchasing Policy and shall have the authority to arrange for the Mayor and City Clerk to execute any necessary Contracts related to such expenditures.
- (2) Where a business opportunity or situation presents itself during the course of regular City business, the City Manager is authorized to incur or commit to an expenditure:
 - (a) that is not included in a budget approved by Council;
 - (b) to take advantage of an opportunity unforeseen when the budget was approved that benefits the specific department's business interest in a manner that is:
 - (i) meaningfully impactful; and/or,
 - (ii) will not be detrimental to the financial position of the department involved;and,
 - (c) that does not exceed the maximum amount authorized in the City's Purchasing Policy for unbudgeted expenditures approved by the City Manager;and, shall have the authority to arrange for the execution, in accordance with this Bylaw, any necessary Contracts related to such expenditure.
- (3) In the case the City Manager authorizes an emergency or unbudgeted expenditure as authorized in subsection 13(1) and 13(2), the City Manager

shall follow the applicable procedures set out within the City's Purchasing Policy.

Land Transactions

14. The City Manager shall have the authority to:
- (1) conduct negotiations on behalf of the City for the purchase, sale, lease or exchange of land;
 - (2) secure options to purchase land provided that the consideration for any option does not exceed \$50,000;
 - (3) approve Plans of Survey for the subdivision of no more than two (2) lots and authorize the Mayor and City Clerk to place official signatures on same; and,
 - (4) Authorize the sale of a City Lot or combination of lots forming a parcel for residential purposes only, which aggregate value does not exceed \$100,000, and direct the Mayor and City Clerk to execute any necessary Agreement(s) and Transfer Authorization(s).

Landscape Agreements

15. Upon the lawful approval of a Development Permit that is subject to entering into a Landscape Agreement, the City Manager, in consultation with the Director of Community Services, Director of Planning and Development Services and the City Solicitor, is authorized to approve the Landscape Agreement and authorize for execution, in accordance with this Bylaw, the said Agreement.

Appointment of City representatives to Committees

16. Where a representative of Administration is required to be a member of any Committee, Board, Association, Commission or any other group, the City Manager shall appoint that representative to serve as Administration's representative at the pleasure of the City Manager.

Reporting and Accountability

17. (1) The City Manager shall report to and be accountable to Council.
- (2) The Management Committee shall be responsible to provide to the City Manager an annual written performance evaluation for the position of City Manager in respect to fulfilling his/her roles and responsibilities based on a protocol established by the Management Committee.

- (3) The Management Committee shall report in writing to the Executive Committee the findings of the performance evaluation as a matter of information.

Delegation

18. 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 to any City employee on such terms and conditions, and subject to such limitations, as the City Manager may deem appropriate.

Appointment of Acting City Manager

19. (1) The City Manager may appoint a city employee as Acting City Manager during a temporary absence from the Office, which absence shall not exceed one (1) month.
(2) The City Manager shall give prior notice to Council of such absences and the name of the person or persons so appointed.

Dismissal

20. The City Manager may only be dismissed by an affirmative vote of a majority of all Council members and in accordance with the Act and the City Manager's terms of service.

PART III CITY CLERK

Continuation of Position

21. (1) The position of City Clerk is continued.
(2) Council shall by resolution, upon the recommendation of the Management Committee, appoint an individual to the position of City Clerk and shall establish the terms and conditions of the City Clerk's service.

Powers, Duties and Functions

22. (1) The City Clerk shall perform the duties, have the accountabilities, and exercise the powers and functions set forth in the Act or prescribed by legislation or any bylaw of the City or assigned by Council or the City Manager, including duties delegated pursuant to the authority of this Bylaw.

- (2) In addition to and/or inclusive of the duties referred to in the Act, the City Clerk shall:
- (a) summon all meetings of Council, prepare and distribute the agendas in accordance with the requirements of the City's Procedure Bylaw, communicate the resolutions and instructions of Council to the appropriate parties and conduct the official correspondence of Council;
 - (b) attend, when able, all meetings of Council and truly record in the minutes all resolutions and proceedings of Council;
 - (c) maintain an indexed register of all minutes of Council and prepare and distribute true copies of such minutes to members of Council, City Administration and the general public, as and when required;
 - (d) maintain an indexed register of all bylaws of the City, and prepare and distribute true copies of such bylaws to members of Council, City Administration and the general public, as and when required;
 - (e) maintain an indexed register of all agreements of the City, and prepare and distribute true copies of such agreements to members of Council, City Administration and the general public, as and when required;
 - (f) providing for the safekeeping of the Corporate seal, crest and coat of arms, as well as any; books, documents and records of the Municipal Corporation committed to the charge of the City Clerk, and delivering them to his/her successor in office;
 - (g) ensure that Council is advised in writing of its legislative responsibilities pursuant to the Act or when required by any other Act;
 - (h) provide research, information and advice upon 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;
 - (i) perform the function of Returning Officer for civic elections and/or voting on bylaws/questions in accordance with the provisions of The Local Government Election Act and coordinate and oversee all required duties under the authority of that Act;
 - (j) administer in accordance with the City's policies, the provisions of The Local Authority Freedom of Information and Protection of

Privacy Act, including the processing and adjudication of all requests for information within the custody and control of the municipal corporation in accordance with, and under the authority of, that Act;

- (k) ensure that public notice is given when required by the Act or any other Act or by Bylaw;
 - (l) provide the Minister with any statements, reports or other information that the Minister may require pursuant to the Act;
 - (m) provide administrative support services to Members of Council;
 - (n) 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;
 - (o) carry out such other duties as may be assigned by the City Manager; and,
 - (p) 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 and functions delegated to them by Council.

Budgets

23. The City Clerk shall participate in the administrative budget review at the direction of the City Manager.

Reporting and Accountability

24. (1) Except where otherwise specified in this Bylaw, the City Clerk shall report to and be accountable to Council.
- (2) The Management Committee shall be responsible to consult with the City Manager and to provide to the City Clerk an annual written performance evaluation for the position of City Clerk in respect to fulfilling his/her roles and responsibilities based on a protocol established by the Management Committee.
- (3) The Management Committee shall report in writing to the Executive Committee the findings of the performance evaluation as a matter of information.

Delegation

25. The City Clerk is authorized to delegate, and to authorize the further delegation, of any authority, function or responsibility granted under this Bylaw or any other bylaw to any City employee on such terms and conditions, and subject to such limitations, as the City Clerk may deem appropriate.

Dismissal

26. The City Clerk may only be dismissed by an affirmative vote of a majority of all Council members and in accordance with the Act and the City Clerk's terms of service.

PART IV CITY SOLICITOR

Continuation of Position

27. (1) The position of City Solicitor is continued.
- (2) Council shall by resolution, upon the recommendation of the Management Committee, appoint an individual to the position of City Solicitor and shall establish the terms and conditions of the City Solicitor's service.

Duties, Reporting and Accountability

28. (1) The City Solicitor shall be responsible for the provision of legal services to:
 - (a) Council and its Committee, and for that purpose shall report to and be accountable to Council;
 - (b) the City Manager and the civic administration, and for that purpose shall report to and be accountable to the City Manager;
 - (c) such Boards, agencies and other organizations as may be approved by Council and for that purpose shall report to such Board, agency or other organization 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 may, in circumstances the City Solicitor considers appropriate, submit a report or opinion directly to Council on matters relating to the public interest, the professional oath of office or budgetary considerations which may significantly affect the ability of this office to provide services for the City.

- (3) Where the City Solicitor submits a report or opinion directly to Council pursuant to subsection (2), the City Solicitor shall concurrently provide a copy of the report to the City Manager.
- (4) The Management Committee shall be responsible to consult with the City Manager and to provide to the City Solicitor an annual written performance evaluation for the position of City Solicitor in respect to fulfilling his/her roles and responsibilities based on a protocol established by the Management Committee.
- (5) The Management Committee shall report in writing to the Executive Committee the findings of the performance evaluation as a matter of information.

Claims and Lawsuits

- 29. (1) The City Solicitor shall have the authority to settle claims or lawsuits to an expenditure limit of \$35,000.
- (2) The Treasurer or person delegated by the Treasurer shall have the authority to settle claims to an expenditure limit of \$2,500.

Outside Legal Counsel

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

and, thereafter monitor and approve payment for those legal services.

Access to Records and Employees

- 31. It shall be the duty of all employees to cooperate with the City Solicitor in the performance of the duties of that office, including, upon request of the City Solicitor:
 - (1) providing access to all civic records and furnishing any records;

- (2) preparing and promptly providing without charge any documents, maps or other items in the form and number required by the City Solicitor;
- (3) attending to any court or tribunal or other place directed by the City Solicitor as a witness or consultant; and,
- (4) providing any other assistance as the City Solicitor may request.

Dismissal

- 32. The City Solicitor may only be dismissed by an affirmative vote of a majority of all Council members and in accordance with the Act and the City Solicitor's terms of service.

Budgets

- 33. The City Solicitor shall participate in the administrative budget review at the direction of the City Manager.

PART V TREASURER

Continuation of Position

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

Duties

- 35. (1) The Treasurer shall be responsible for carrying out the duties assigned by the City Manager.
- (2) Without limiting the generality of subsection (1), the Treasurer or Treasurer's Alternate, if the Treasurer is not available, shall:
 - (a) sign, exchange or transfer securities on behalf of the City;
 - (b) maintain a securities registrar;
 - (c) certify the date tax notices are sent;
 - (d) send an amended tax notice to a taxpayer if required;

- (e) provide receipts for the payment of taxes;
- (f) apply a tax payment in accordance with the Act;
- (g) forward to the registrar of the land titles office a withdrawal of a tax lien, if required;
- (h) issue tax certificates;
- (i) certify as a true copy the tax roll, if required;
- (j) provide a statement of account to the school boards;
- (k) distain and seize goods to satisfy the amount of outstanding taxes;
- (l) provide any statements, reports or other information that may be required pursuant to the Act or prescribed legislation; and,
- (m) provide written notice to any person regarding outstanding license fees owed by a contractor as allowed by the Act.

36. The Treasurer is authorized by Council to open or close accounts that hold money of the City.

Delegation

37. The Treasurer is authorized to delegate to any City employee any power, duty or function assigned to the Treasurer by the Act, any other Act, this Bylaw, any other bylaw or resolution, or the City Manager.

PART VI ASSESSOR

Continuation of Position

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

Duties

39. (1) The Assessor shall be responsible for carrying out the duties required by the City Manager.

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

Delegation

40. The Assessor is authorized to delegate to any City employee any power, duty or function assigned to the Assessor by the Act, any other Act, this Bylaw, any other bylaw or resolution, or the City Manager.

PART VII OTHER PROVISIONS

Budget

41. The Treasurer and Assessor shall participate in the administrative budget review at the direction of the City Manager.

Expenditures

42. (1) Subject to Subsections (2) and (3), Administration is authorized to incur or commit the City to an expenditure only if:
- (a) the expenditure amount is included in an operating or capital budget approved by Council and:
 - (i) the expenditure amount is approved by the City Manager or other designated member of Administration having been delegated authority to approve expenditures within spending limits specified in the City's Purchasing Policy; or,
 - (ii) the expenditure amount is approved by Council in accordance with the City's Purchasing Policy;
- or,
- (b) it is required to be paid by lawful order, direction and/or other legal authority or contractual requirement.
- (2) If an expenditure amount exceeds the amount included in an operating or capital budget approved by Council, the expenditure shall be approved only by resolution of Council in accordance with the City's Purchasing Policy.

- (3) If an expenditure amount has not been included in an operating or capital budget approved by Council, the expenditure shall be approved only:
 - (a) by resolution of Council; or,
 - (b) as is authorized by this Bylaw.

Easements

- 43. (1) The Director of Public Works or his designate is authorized to approve the granting of utility easements over City-owned lands or the acquisition of City easements on third party-owned land where the easement is not part of a subdivision application or related to properties immediately adjacent to municipal boundaries, provided that in so exercising this authority:
 - (a) the Director of Public Works shall ensure compliance with approved City Council Policies; and,
 - (b) where the Director of Public Works refuses to approve the granting of an easement, the Director of Public Works shall report to Council the terms of the application and the reasons for the refusal.
- (2) The City Manager is authorized to arrange for execution, in accordance with this Bylaw and approved City Council Policies, all easement agreements for easements approved by the Director of Public Works within subsection 43(1).

Community Services Business Line Agreements

- 44. Notwithstanding Section 45, the Director of Community Services shall be responsible and authorized to document and approve the terms and covenants of agreements, and to execute or execute by his/her designate on behalf of the City such agreements as are necessary to the daily operation of Community Services business lines approved by Council, provided that such Director shall have no such authorities or responsibility to do so where terms and/or covenants exceed in value budget allocations contemplated and approved by Council.

PART VIII MUNICIPAL DOCUMENTS

Signing Agreements

- 45. The City Clerk and either, but not all of, the Mayor or Deputy Mayor or City Manager shall sign all agreements and other legal documents to which the City is a party.

Cheque Signing

46. (1) The Treasurer or if the Treasurer is unavailable, the Treasurer's alternate and one of the following, may sign cheques on behalf of the City:
- (a) City Manager;
 - (b) Finance Manager;
 - (c) Finance Analyst; or,
 - (d) Assistant Director of Financial Services.
- (2) Notwithstanding subsection (1), cheques drawn from pension fund trust accounts must be jointly signed by the Treasurer or the Treasurer's Alternate and one of the following:
- (a) City Manager;
 - (b) Finance Manager;
 - (c) Finance Analyst; or,
 - (d) Assistant Director of Financial Services.
- (3) For the purposes of subsection (1) and (2), if a person signs a cheque as the Treasurer's Alternate, that person shall not co-sign the same cheque.

Reproduction of Signatures

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

PART VIII VACANCY IN OFFICE

Appointment by Mayor

48. (1) When the City Manager is incapable of performing his or her duties due to extended incapacitation or when there is a vacancy in such position, the Mayor may temporarily appoint a person to act in place of the City Manager until the next meeting of Council and, during that time, the person appointed has all the powers of the office to which he or she is appointed.

- (2) When the City Clerk or City Solicitor are incapable of performing their duties to extended incapacitation or when there is a vacancy in such position, the Mayor, in consultation with the City Manager, may temporarily appoint a person to act in place of the City Clerk or City Solicitor until the next meeting of Council and, during that time, the person appointed has all the powers of the office to which he or she is appointed.

PART IX
REPEAL

49. Bylaw No. 42 of 2003 and all amendments are hereby repealed.

PART XI
TRANSITIONAL AND COMING INTO FORCE

Transitional

50. Notwithstanding anything contained in this Bylaw, the individuals holding the positions of City Manager, City Clerk, City Solicitor, Treasurer and Assessor immediately prior to the coming into force of this Bylaw shall continue in the positions of City Manager, City Clerk, City Solicitor, Treasurer and Assessor respectively.


Coming Into Force

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

INTRODUCED AND READ A FIRST TIME THIS 24TH DAY OF February , AD 2020.

READ A SECOND TIME THIS 24TH DAY OF February , AD 2020.

READ A THIRD TIME AND PASSED THIS 16TH DAY OF March , AD 2020.



MAYOR


CITY CLERK