



Municipal Administration Reference Guide

November 2023

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Introduction

The Municipal Administration Reference Guide has been developed for new administrators and Chief Administrative Officers (CAOs) as an introduction to the multitude of resources that will support them through their career in municipal government.

To supplement the legislation that is required by municipalities, a wide variety of material and online content has been created by the Ministry of Government Relations related to the governance and operational responsibilities of Saskatchewan municipalities.

The Municipal Administration Reference Guide is designed to be used in conjunction with the Government of Saskatchewan's website at www.saskatchewan.ca. As the scope of the municipal government evolves, the ministry will continue to develop new resources, online training tools and updated content that will continue to support municipal administrators within their role.

Some of the additional resources you can find on saskatchewan.ca include:

- Webinars
- Guides
- Manuals
- Sample Bylaws
- Interactive E-learning
- 10 Minute Trainers
- YouTube® Videos
- Handbooks
- Fact Sheets
- Municipalities Today Articles



DISCLAIMER: This guide was prepared by the Ministry of Government Relations for municipalities that operate under *The Municipalities Act*. As with all ministry publications, it is a **resource only** and is not a summary nor replacement for legislation or legal advice.

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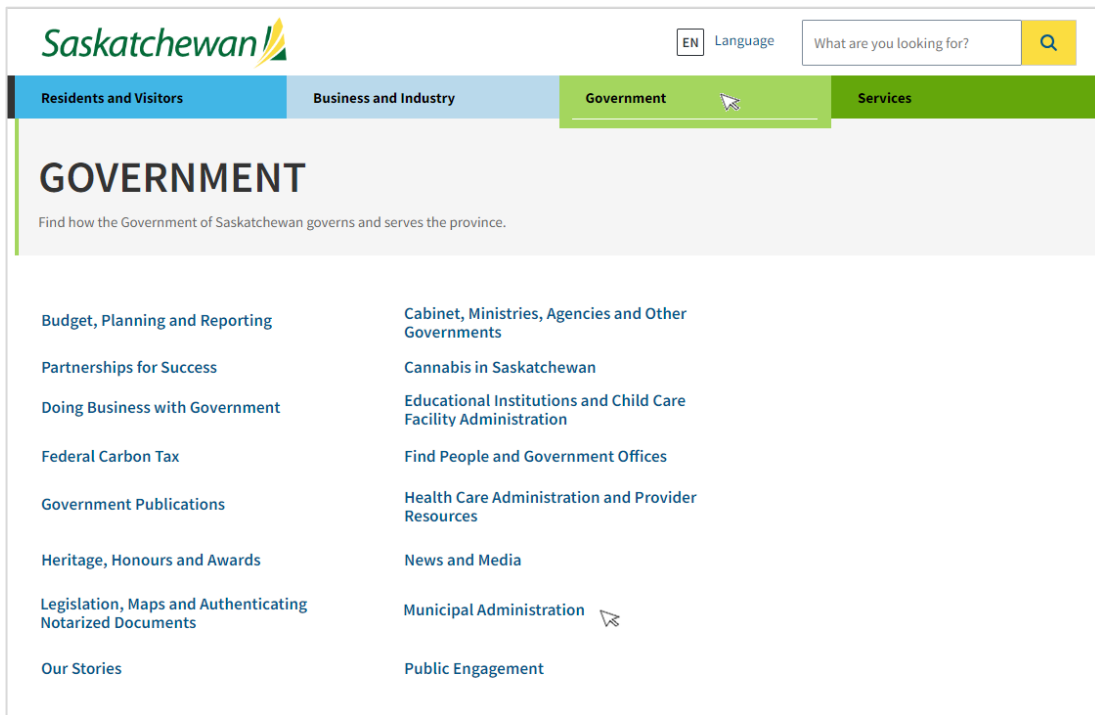
How to Use this Guide

The Municipal Administration Reference Guide focuses primarily on topics of common interest to most municipalities and where more information can either be found through the Municipal Administration page of *saskatchewan.ca*.

Throughout this guide you will be provided key word search options with each topic. The search results that appear will either direct you to online content found in the Municipal Administration section or to a specific publication found on Publications Centre.

To get to the Municipal Administration section, follow the steps below:

1. Go to the Government of Saskatchewan's website *saskatchewan.ca*;
2. Hover your mouse over the green tab labelled **Government** to see a drop-down menu; and
3. Choose **Municipal Administration**.

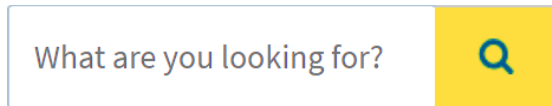


To get to the Publications Centre, follow steps 1 and 2 as noted above and choose **Government Publications** from the drop-down menu.

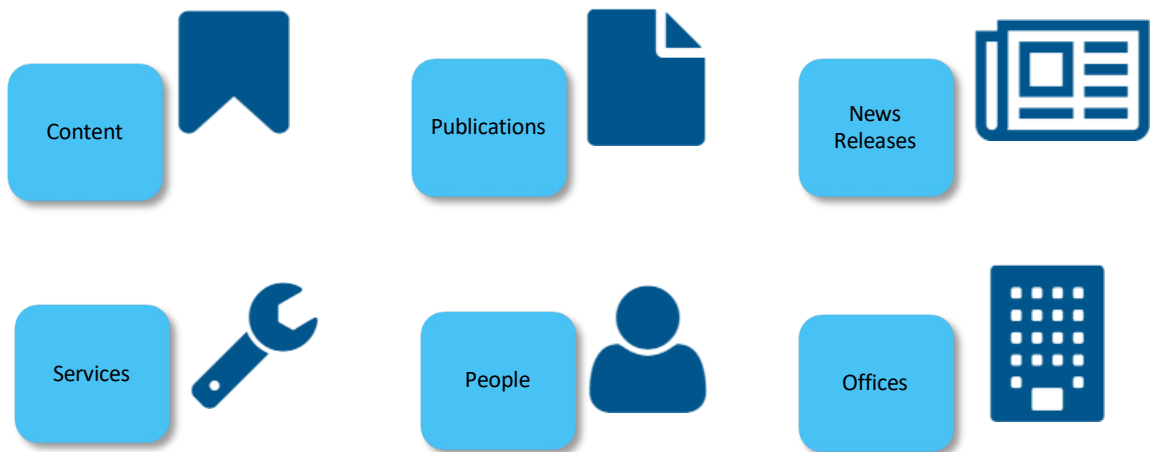
In addition to providing statutes and regulations, the Publications Centre houses a catalogue of over 40,000 publications that are available from all Government of Saskatchewan ministries and agencies. It is an excellent option for a "one-stop shop" to find a particular document you may be looking for. You also have the ability to create a favourites list of documents or categories that you frequently use.

Making the Most of *saskatchewan.ca*

1. Utilize the **search bar** function by typing in keywords related to your topic.



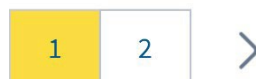
2. Identify the **type of content** that may come up in a search result by understanding what the following symbols represent.



3. **Refine your search results** by utilizing the options available on the right-hand side of the screen. The options can include refining by audience, topic, type of content or even ministry.
4. **Sort** the results based on whether it was a recent item you are searching for or based on the relevance to the keyword searched.

Sort: **RELEVANT** RECENT

5. If the information you are wanting does not show on the first page of results, **check the additional pages** of search results by following the icon found at the bottom of the page.



6. Use the **favourites** or **bookmark functions** on your web browser for frequently visited online sources, such as Municipal Administration and Publications pages on the website.

Access to Information

The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) is the legislative framework that establishes privacy rules for how a local authority may collect, use and disclose personal information. LAFOIP also gives any person the right to access records in the possession or control of the municipality that may not specifically be identified in *The Municipalities Act (MA)*. The MA also prescribes what municipal documents must be retained and prescribes that a records retention schedule be set by council. LAFOIP and *The Local Authority Freedom of Information and Protection of Privacy Regulations* need to be reviewed in their entirety when receiving an information request to ensure legislative deadlines to respond are met, personal information is protected and any possible exemptions are considered.

The Saskatchewan Information and Privacy Commissioner (IPC) is an independent office of the Saskatchewan Legislative Assembly that oversees LAFOIP to protect privacy and access rights of the citizens of Saskatchewan. Valuable information, reports and other information can be found at www.oipc.sk.ca or by contacting them at 1-877-748-2298.

Some **keyword search options** are:



Administrator

The administrator is an important member of the municipal management team. The administrator's role includes providing financial management; advising council on legislative and operational matters; and providing the overall administration of the municipality. Administrators are expected to remain impartial in their role as advisors and ensure that the decisions made by their municipal councils are carried out. In addition to the MA, an administrator must be aware of any other legislative requirements that apply to their municipality. A significant number of other provincial statutes that are under the purview of other ministries require certain basic services or responsibilities, or provide more specific authority over certain matters. All municipalities are required to have a qualified administrator as per *The Urban Municipal Administrators Act* or *The Rural Municipal Administrators Act* as applicable to their type of municipality.

Some **keyword search options** are:

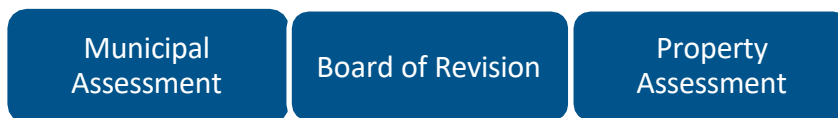


Assessment

As per the MA, all property in a municipality is subject to assessment. It is the responsibility of the assessor to ensure that the assessment roll is prepared. The administrator is the assessor unless council has appointed another employee. Council has no role in assessment but will use the total taxable assessment to help develop their tax policy for the municipality. Any person with an interest in the assessed value or classification of a property can appeal a property assessment to be heard by the board of revision. If unsatisfied with the decision made at the board of revision level, the appellant may file an appeal with the Assessment Appeals Committee established by the Saskatchewan Municipal Board (SMB). The final level of appeal for property assessments is to the Provincial Court of Appeal.

Please visit Saskatchewan Assessment Management Agency's (SAMA's) website at www.sama.sk.ca for additional information including their online feature, SAMAView, to access assessment details for all municipal properties that they provide assessment services. For further information on the SMB's Assessment Appeals Committee, please visit their web page on saskatchewan.ca.

Some **keyword search options** are:



Budget and Financial Statement

A council must adopt an operating and capital budget for each year prior to authorizing its tax levy. Certain components of a municipal budget are required by the MA, but a municipality may choose to develop their own budget format. If doing so, attention must be given that it matches the format of the municipality's financial statement to ensure line-by-line comparison of actual versus budget figures. The audited financial statement for the previous year and the auditor's report are required to be submitted to the minister. The municipality must also publicize the financial statement (or a summary of it) with the auditor's report.

For further information, please contact Municipal Infrastructure and Finance at 306-787-1262.

Some **keyword search options** are:



Buildings and Building Inspections

The Construction Codes Act (CC Act) requires all Saskatchewan municipalities to enforce the building and accessibility standards established by the *National Building Code of Canada (NBC)*. To ensure compliance of building owners with the CC Act, the municipality is required to pass a building bylaw. The bylaw must include a provision for the appointment of a licensed building official and, once passed, it must be submitted to the minister for review. The municipality is obligated to secure safe buildings for the people within their jurisdiction.

For additional information and assistance, visit the Building and Technical Standards web page on saskatchewan.ca or you can contact them at 306-787-4113.

Some **keyword search options** are:

Building Bylaws

Building and Technical
Standards

Building Official

Bylaws

Council has the authority to pass any bylaw deemed appropriate for its municipality in accordance with the provisions as outlined in the MA. Such bylaws may address (but are not limited to) nuisances, transportation systems, business activities, peace, order, safety and the good government of the municipality. In any case, provincial and federal rules will always take precedence over local bylaws. Council is required to pass certain bylaws including one for code of ethics, public notice policy and council procedures. Consultation with other applicable provincial statutes is required to determine what other bylaws may be required.

Some **keyword search options** are:

Bylaw Samples

Municipal Bylaw
Guide

Citizens

Citizens elect their council in accordance with *The Local Government Elections Act, 2015* (LGEA). Citizens have the right to hold their elected officials accountable for the decisions that are made. Everybody—not just the taxpayers of the municipality—have the statutory right to access municipal documents under the MA and LAFOIP. Citizens can also engage with their municipal councils to help shape the decisions that are made with the best interests of the municipality as a whole.

If a citizen feels that they have been treated unfairly by a municipality, the concern can be raised with Ombudsman Saskatchewan who has authority to investigate and make recommendations to council for corrective action. Please visit www.ombudsman.sk.ca for more information on the Ombudsman Saskatchewan or call 1-800-667-9787.

Some **keyword search options** are:

Citizen's Guide

Municipal System

Access to
Information

Conflict of Interest

A conflict of interest (COI) occurs when the personal interest of a council member (or a person who is closely connected to the council member as defined in the MA) conflicts with the best interests of the entire municipality. When a COI occurs, it is up to the member to disclose his or her COI each and every time the matter is brought before council, leave the council chambers and refrain from discussing the matter with other council members or staff. The member must also not participate in any decision related to the matter. To provide further transparency to the public, all council members are required to complete and maintain a public disclosure statement (PDS) for the duration of their term of office. The PDS can be seen as a tool to assist in identifying where a COI may exist.

Valuable information and reports about COI can be found by visiting Ombudsman Saskatchewan's website at www.ombudsman.sk.ca.

Some **keyword search options** are:

Conflict of
Interest

Public Disclosure
Statement

Public Disclosure
Statement Guide

Council Code of Ethics

Every municipality is required to, by bylaw, adopt a code of ethics that applies to all members of council. The MA sets out that the code of ethics must define the standards and values that the council expects members to comply with in their dealings with other council members, municipal employees and the public. A code of ethics bylaw must include the Model Code of Ethics found in *The Municipalities Regulations*. This bylaw must also set out the process for dealing with contraventions such as filing a complaint, investigating the allegations and options for remedial action.

Further information on code of ethics complaints can be found on Ombudsman Saskatchewan's website at www.ombudsman.sk.ca or by calling their office at 1-800-667-9787.

Some **keyword search options** are:

Code of Ethics

Code of Ethics
Bylaw

Council

Council is responsible for developing public policy and making decisions that affect the day-to-day affairs of their municipality. As elected officials, members of council have a duty to represent the public and to consider the well-being and best interests of the municipality. The MA sets out the purpose of a municipality and requires council to act through resolutions or bylaws. Council is accountable to the public and must ensure that transparency is maintained throughout the decision-making process. Each member of council is required to complete a public disclosure statement and take an oath of office. The MA sets out specific powers, duties and responsibilities of council that includes the authority to establish committees.

Some **keyword search options** are:

Council Handbook

Oath of Office

New Municipal
Council Members

Roles and
Responsibilities

Development and Land Use

A council is authorized to set policies governing development in their municipality by preparing and adopting an official community plan and a zoning bylaw under *The Planning and Development Act, 2007* (PDA). An official community plan bylaw manages future growth and the development of a municipality. A zoning bylaw provides the regulatory provisions for development and land use within a municipality. The Government of Saskatchewan is the approving authority for subdivision applications, a municipality's zoning bylaw and official community plan in accordance with the PDA.

For further development and land use information, check out the Community Planning branch's web page on saskatchewan.ca. You can also speak to a planning consultant by contacting either the Regina area office at 306-787-2725 or the Saskatoon area office at 306-933-6937.

Some **keyword search options** are:



Disaster Assistance

The Provincial Disaster Assistance Program (PDAP) assists communities to recover from natural disasters that cause damage to uninsurable, essential property. Council must be aware that exercising its authority of declaring a state of emergency (discussed later in this document) does not automatically qualify the municipality to be eligible for PDAP. The municipality must apply to be officially designated as an eligible disaster area in addition to meeting other requirements of the program. Both individuals and municipalities may be eligible to apply to the program, depending on the type of designation that is requested by the municipality and approved by PDAP.

More information on PDAP can be found on the Saskatchewan Public Safety Agency (SPSA) website www.saskpublicsafety.ca or by phoning 1-866-632-4033.

Some **keyword search options** are:



Elections and By-Elections

The Local Government Election Act, 2015 (LGEA) provides the legislative framework for general elections and by-elections for all Saskatchewan municipalities. Municipal elections dates are legislated and are based on a four-year cycle to follow the terms of office of council members. A by-election must be held within six months of a vacancy occurring at a date set by council. Voter qualifications, candidacy eligibility and other conditions differ between resort villages, rural municipalities (RMs) and urban municipalities (cities, towns and villages), however, the overall election process requirements are the same. The administrator, or their designate, is responsible for reporting the by-election or election results to the province on the saskatchewan.ca website.

Some **keyword search options** are:

Election
Procedures

New Council
Members

Election
Schedule

Municipal
Election Results

Financial Tools

Legislation provides municipalities a multitude of options to use financial tools aside from taxes and fees. A municipality may consider partnerships with neighboring municipalities, or First Nations communities. They may also consider possible provincial or federal partnerships for a specific project or service to be provided. Council may also examine planning and development fees within their zoning bylaw requirements including (but not limited to) servicing agreements, development levies or development agreements. A municipality may consider borrowing or debentures that require approval from the SMB. Other options include establishing and maintaining reserves.

For information related to municipal funding programs and requirements, contact Municipal Infrastructure and Finance at 306-787-1262. Should your municipality need to borrow money, establish its debt limit, invest its surplus or begin a local improvement project, contact the SMB at 306-787-6221 or visit their web page at saskatchewan.ca for more information.

Some **keyword search options** are:

Financing Tools

Municipal
Borrowing

Saskatchewan
Municipal Board

Municipal
Funding

Fire Protection

The Fire Safety Act (FSA) requires all municipalities to administer and enforce fire prevention standards and regulations within their municipality. More specifically, the FSA requires council to not only appoint a fire chief and a local assistant, but also to annually review, update and communicate a copy or synopsis of its fire service information to its residents. Council may enforce fire prevention standards and regulations in the municipality through its bylaws, which may include (but is not limited to) the use of fire pits or fireworks; the process to impose and enforce a fire ban in the municipality; or to enter into a fire protection services agreement with a neighboring municipality.

Please visit the Saskatchewan Public Safety Agency (SPSA) website www.saskpublicsafety.ca call 1-800-667-9660 for further information. Rural municipalities across the province also have specific legislative responsibilities under *The Wildfire Act* (WA) that must be considered. For further information, as it pertains to the WA, please call the Environmental Protection Office at 1-800-567-4224.

Some **keyword search options** are:

*The Fire
Safety Act*

Fire Safety Guide

The Wildfire Act

Controlled Burn

Heritage Property

Any building, structure or site that is of interest for its architectural, historical, cultural, environmental, archaeological, paleontological, aesthetic or scientific value may be designated as a municipal heritage property under *The Heritage Property Act* (HPA). A municipality may designate a property as a heritage site to publicly and formally recognize the property's heritage value, protect the property and encourage good stewardship. Heritage properties may also qualify for certain financial assistance once designated.

For further information, please contact the Heritage Conservation Branch under the Ministry of Parks, Culture and Sport at 306-787-2817.

Some **keyword search options** are:

Municipal Heritage
Property

Heritage Property
Guide

*The Heritage
Property Act*

Local Emergencies

A municipality is the first level of response when a local emergency occurs that threatens the safety of people, property and the environment, whether it be human-caused or a natural disaster. For this reason, every municipality is required to establish an emergency measures (management) organization (EMO), appoint an emergency coordinator and prepare an emergency plan in accordance with *The Emergency Planning Act* (EPA). An emergency plan provides council with the direction and control of a municipal emergency response in order to protect the property, health, safety and welfare of the public.

Please visit the Saskatchewan Public Safety Agency (SPSA) website www.saskpublicsafety.ca call 1-800-667-9660 for further information on municipal responsibilities.

Some **keyword search options** are:

Emergency
Management

*The Emergency
Planning Act*

Emergency
Management
Courses

Local Improvements

Under *The Local Improvements Act, 1993* (LIA), a local improvement is any work or service funded by charging all or a part of the cost against the lands that benefit from the work or service in a municipality. The benefit received by these lands—which can include projects such as street paving, sidewalk construction or construction of a railway system—must be different from or greater than the benefit generally received by other lands in the municipality. A local improvement can be initiated by a petition of landowners requesting the work (which council is not bound by) or by council on its own initiative. Council is, however, bound by the result of a successful petition against its initiative for a local improvement.

Some **keyword search options** are:

Local
Improvements
Manual

*The Local
Improvements Act,
1993*

Local Improvement
Forms

Meetings

All municipalities are required to pass a bylaw that establishes the general procedures to be followed in conducting business at council meetings—commonly termed a council procedures bylaw. The MA provides the authority for council to exercise their discretion in the provisions that are included in their bylaw. However, there are certain items that must be included. Such items include (but are not limited to):

- rules for conduct of council members
- procedures for calling a special meeting
- procedures if closing all or part of a meeting

Discretionary provisions may expand on procedural matters such as whether resolutions require a seconder, or details of how electronic meetings may be conducted in consideration of the requirements in the MA.

Some **keyword search options** are:



Municipal Employees

Every municipality is required to have an employee code of conduct that meets the minimum standard of content prescribed under the MA. An administrative bylaw may be considered to provide the legislated and operational duties of the administrator and if suitable to the municipality, include council's authorization for the administrator to delegate certain prescribed duties to other employees.

A municipality is not only a level of government; it is also an employer. The MA includes protection for employees from reprisal should they report a wrongdoing by a member of council or fellow employee. Municipalities may also consider enacting a whistleblower bylaw. Compliance with the minimum employment standards and establishing a workplace harassment policy are a couple of the obligations under *The Saskatchewan Employment Act (SEA)*. *The Workers' Compensation Act, 2013 (WCA)* must also be considered.

Further guides and online training options can be accessed by visiting the Ministry of Labour Relations and Workplace Safety web page on saskatchewan.ca or the Saskatchewan Workers' Compensation Board at the www.wcsask.com.

Some **keyword search options** are:



Municipal Status and Boundary Changes

The MA requires ministerial approval when application is made by a municipal council to:

- merge with another municipality
- change its name
- alter municipal boundaries
- alter division boundaries in a RM
- include an urban municipality in an RM
- change its municipal status (village to town, for example)
- establish a municipal district

Council is encouraged to proactively consider options before experiencing administrative or governance challenges that ultimately decrease services levels and compliance with legislative requirements. Administration may use the online sustainability self-assessment tool to gauge where things are going well and where there are opportunities for improvement.

Some **keyword search options** are:



Petitions

In the general sense, a petition is a plea made to push an authority to consider, or possibly reconsider, an action or decision made. Citizens may petition for a public meeting to establish an organized hamlet, resort village or village; to restructure; for a referendum; or for a financial or management audit. It is the responsibility of the administrator to determine the sufficiency or validity of a petition in accordance within the parameters required by legislation. When council receives a sufficient binding petition, they must take a required action as set out in legislation.

Some **keyword search options** are:



Plebiscites and Referendums

A plebiscite is a vote to provide council with non-binding direction and can only be initiated by council. A referendum is a vote that is binding and can either be initiated by council or as a result of a petition. Referendums cannot address matters enabled by other legislation such as *The Local Improvements Act, 1993* (LIA) or the PDA, nor can they address the adoption of the municipality's operating budget, capital budget or authorization of the tax levy. In either case, a plebiscite or a referendum for bylaws, resolutions or questions is conducted in accordance with the LGEA.

Some **keyword search options** are:



Public Notice

Public notice is required for certain decisions or actions as determined throughout various pieces of legislation. To ensure a standard is established and transparency is upheld, council is required to adopt a public notice policy bylaw. This bylaw sets out the minimum notice requirements, the methods of notice that are to be followed and any prescribed matters that fall specifically under the MA. Consideration of public notice requirements that fall under other legislation may be included in the public notice policy if suitable to the municipality.

Some **keyword search options** are:



Public Utilities and Service Fees

Council has the ability, through bylaw, to establish a public utility service which includes rates, charges, tolls, fares or rents for the service. Each municipality sets its own rates or fees in a utility rate bylaw. Utility rates for water or sewer services must be approved by the Local Government Committee (LGC) at the SMB. The MA also provides municipalities with the authority to discontinue providing a public utility service in accordance with its bylaws, resolutions or policies that may include where an account is unpaid. Council may pass a separate bylaw for the management of the public utility that could establish and regulate the supply and distribution of the public utility, and to set terms and guidelines for the service provided.

For further information on the approval of public utility service rates, please visit the SMB web page on saskatchewan.ca or you may phone their office at 306-787-6221.

Some **keyword search options** are:



Purchasing and Tendering

The MA provides the authority for council to establish a purchasing policy that sets out the manner in which it makes purchases. Municipal purchases are required to be consistent with any provincial, national or international trade agreements that are related to municipal procurement in Saskatchewan and includes the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA). In all cases, a purchasing policy in line with such agreements involves rules regarding open, transparent and non-discriminatory purchasing. For further information on purchasing that includes sample policies, guides and templates, please visit the SaskTenders website at www.sasktenders.ca.

Some **keyword search options** are:



Roads, Streets and Traffic Controls

Whether it is called a road, a street, an alley or a road allowance, all are considered public highways vested in the Crown. Municipalities are given sole jurisdiction in the MA for the direction, control and management of public highways located within their boundaries. Council may enact bylaws to enforce vehicle and traffic control. In addition to provincial legislation, this also includes bylaws for vehicle weights or route designation. Council also has the authority, by bylaw, to temporarily or permanently close a public highway, as well as to sell or lease such closures, subject to specific legislative requirements. Public notice must be provided when considering a closure and, in some cases, prior consent obtained from the minister responsible for *The Highways and Transportation Act, 1997* (HTA).

A municipality can require a road maintenance agreement with a producer, hauler or receiver of goods if, in the opinion of council, the transport of such goods is significant in nature and likely to result in damage to the municipality's streets or roads. Consult both the MA and *The Municipalities Regulations* if considering the need for a road maintenance agreement.

Some **keyword search options** are:

Road and Street
Closures Guide

Road Maintenance
Agreement

Saskatchewan
Municipal Board

Weight Restrictions

Taxation and Tax Tools

Council is required to authorize a levy on all taxable assessments in the municipality by a uniform rate as per the MA. The ad valorem method of property taxation is used when a mill rate is applied to the taxable assessment. Council also has the ability to distribute the tax levy by using tax tools such as mill rate factors, a minimum tax and a base tax. These may be used individually or in combination with each other. In any case, council must have a bylaw authorizing the use of tax tools. Council also has the authority to adopt a bylaw to provide incentives for prepayment of taxes and impose penalties on arrears and unpaid taxes in the current year (if due date is set to be prior to December 1).

Education Property Tax (EPT) mill rates are set by the province, collected by municipalities and then remitted to the province. Municipalities that collect EPT for a separate school division pay the school division directly. A municipality may also be required to collect taxes on behalf of other taxing authorities such as Conservation and Development authorities, Saskatchewan Municipal Hail Insurance and regional parks.

Some **keyword search options** are:

Property Tax
Tools

Education
Property Tax

Mill Rate Return

Tax Incentives
and Penalties

Tax Enforcement

The Tax Enforcement Act (TEA) and *The Tax Enforcement Regulations, 2015* provide the authority and process for the municipality to collect property taxes in arrears. The owner's rights need to be respected throughout the process. Technical compliance and completing each of the legislative steps correctly is imperative because, ultimately, the property may be taken by the municipality. The treasurer is required by legislation to initiate the tax enforcement process each year when the whole or a portion of the taxes on any land remains unpaid after December 31st of the year in which taxes were levied. Ensuring tax enforcement proceedings are followed each year helps maintain financial stability of the municipality.

Some **keyword search options** are:

Tax Enforcement
Manual

Citizen's Guide
Tax Enforcement

*The Tax
Enforcement Act*

Tax Enforcement
Webinars

Voluntary Payments and Penalties

Municipalities are provided the authority, by bylaw, to create offences and to provide penalties (fines) for such offences. Penalties cannot be added to property taxes. They can only be enforced through the court process upon summary conviction of the offender. The municipality may provide an option to accept a voluntary payment to avoid prosecution for the offence. However, if the voluntary option is not exercised, the municipality must be prepared to prosecute in order to collect the penalty. The municipality does not have the final authority with respect to a violation as the alleged offender has the right to defend themselves against the violation.

Some **keyword search options** are:

Voluntary
Payment Bylaw

General Penalty
Bylaw

Quick Contact List

Information and Privacy Commissioner Inquiry Line	877-748-2298	
Ministry of Agriculture Agriculture Knowledge Centre	866-457-2377	
Ministry of Environment Inquiry Centre	800-567-4224	centre.inquiry@gov.sk.ca
Ministry of Finance Tax Information and Compliance	800-667-6102	communications@finance.gov.sk.ca
Ministry of Government Relations Advisory Services and Municipal Relations	306-787-2680	muninfo@gov.sk.ca
Building Standards Inquiry	306-787-4113	
Community Planning – Regina	306-787-2725	
Community Planning – Saskatoon	306-933-7720	
Municipal Infrastructure and Finance	306-787-1262	
Municipal Revenue Sharing Compliance	306-787-2680	grcompliance@gov.sk.ca
Ministry of Justice and Attorney General Access and Privacy Branch	306-798-0222	accessprivacyjustice@gov.sk.ca
Dispute Resolution Office – Regina	306-787-5747	dispute.resolution@gov.sk.ca
Dispute Resolution Office – Saskatoon	306-933-7864	
Ministry of Labour Relations and Workplace Safety Employment Standards Inquiry	800-667-1783	employmentstandards@gov.sk.ca
Occupational Health and Safety Division	800-567-7233	
Ministry of Parks, Culture and Sport Heritage Conservation Branch	306-787-2817	
Regional Parks	306-787-0069	
Ombudsman Saskatchewan Regina Office	306-787-6211	ombreg@ombudsman.sk.ca
Saskatoon Office	306-933-5500	ombsktn@ombudsman.sk.ca
Saskatchewan Toll-free	800-667-9787	
Saskatchewan Municipal Board (SMB) Inquiry Line	306-787-6221	info@smb.gov.sk.ca
Saskatchewan Public Safety Agency Inquiry Line	800-667-9660	SPSA@gov.sk.ca
Provincial Disaster Assistance Program	866-632-4033	
Water Security Agency Provincial Inquiry Line	866-727-5420	comm@wsask.ca

For an exhaustive listing of the Saskatchewan Government Directory, please visit *Saskatchewan.ca* and click “Find People and Government Offices” under the green Government tab.

Common Acronyms

ASMR	Advisory Services and Municipal Relations	MRS	Municipal Revenue Sharing
BOR	Board of Revision	NBC	National Building Code of Canada
CAR	Civic Address Registry	OH	Organized Hamlet
EPA	<i>The Emergency Planning Act</i>	PDA	<i>The Planning and Development Act, 2007</i>
EPT	Education Property Tax	PDAP	Provincial Disaster Assistance Program
GIL	Grant-In-Lieu	PSAB	Public Sector Accounting Board
GR	Government Relations	RM	Rural Municipality
GTF	Gas Tax Fund	RMA	Road Maintenance Agreement
IPC	Information and Privacy Commissioner	SAMA	Saskatchewan Assessment Management Agency
LAFOIP	<i>The Local Authority of Freedom of Information and Protection of Privacy Act</i>	SEA	<i>The Saskatchewan Employment Act</i>
LIA	<i>The Local Improvements Act, 1993</i>	SMB	Saskatchewan Municipal Board
LGA	Local Government Authority	SPSA	Saskatchewan Public Safety Agency (former Emergency Management and Fire Safety)
LGEA	<i>The Local Government Election Act, 2015</i>	TCA	Tangible Capital Assets
MA	<i>The Municipalities Act</i>	TLE	Treaty Land Entitlement
MAIP	Municipal Administrator Internship Program	UBAS	<i>The Uniform Building and Accessibility Standards Act</i>
MERT	Municipal Election Results Form	WSA	Water Security Agency
MLDP	Municipal Leadership Development Program		