

BYLAW NO. 9681

The Procedures and Committees Amendment Bylaw, 2020

The Council of the City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Procedures and Committees Amendment Bylaw, 2020*.

Purpose

2. The purpose of this Bylaw is to amend *The Procedures and Committees Bylaw, 2014* to:
 - (a) allow City Council to meet during an election period in emergency situations;
 - (b) delegate the approval of flag raising and proclamation requests to the City Clerk's Office with a right of appeal to the Governance and Priorities Committee;
 - (c) amend agenda templates for public and *in camera* Council Committee Meetings, parameters around participating in a meeting by electronic means, and how requests to speak are managed;
 - (d) limit debate for items in the public session of the Governance and Priorities Committee to five minutes per member;
 - (e) formalize the flow of Council and Committee meeting agenda items; and
 - (f) update references to *The Local Government Election Act, 2015*.

Bylaw No. 9170 Amended

3. *The Procedures and Committees Bylaw, 2014* is amended in the manner set forth in this Bylaw.

Section 2 Amended

4. The following clause is added after clause 2(s):

“(s.1) **“emergency”** means emergency as defined in *The Cities Act*.”.

Sections 2, 9 and 83 Amended

5. Clauses 2(v) and 2(ff) and subsections 9(3) and 83(3) are amended by adding “, 2015” after “*The Local Government Election Act*” wherever it appears.

Section 9 Amended

6. (1) Subsection 9(3) is amended by striking out “No” and substituting “Subject to subsection (4), no”.
- (2) The following subsection is added after subsection 9(3):
- “(4) A special meeting may be held during the time period mentioned in subsection (3) in an emergency.”.

New Section 18.1

7. The following section is added after section 18:

“Remote Participation

- 18.1 (1) Subject to subsection (2), a Council member may participate remotely in a Council meeting in accordance with the procedures set out in Schedule “O”.
- (2) The procedures set out in Schedule “O” do not apply to meetings mentioned in section 18.”.

Section 25 Amended

8. Subsection 25(6) is amended by:
- (1) adding “that is before a court or” before “for which an appeal”; and
- (2) striking out “the appeal” and substituting “the matter”.

Section 27 Amended

9. (1) Subsection 27(3) is repealed and the following substituted:
- “(3) Upon receipt of a request to speak to Council pursuant to subsection (1), the City Clerk may refer the matter to the appropriate Council Committee to hear from the person.”.
- (2) The following subsection is added after subsection 27(7):
- “(7.1) Requests to speak to Council respecting a matter that is before a court or for which an appeal to an independent tribunal exists pursuant to *The Cities Act* or any City bylaw shall not be referred to a Council Committee, but rather to the Department or Division having carriage of the matter on the City’s behalf. Without limiting the generality of the foregoing, the following matters shall be referred:
- (a) in the case of property maintenance and nuisance abatement matters, to the Fire Chief of the Saskatoon Fire Department;
 - (b) in the case of assessment matters, to the Director of Corporate Revenue;
 - (c) in the case of business licensing matters, to the General Manager of Community Services;
 - (d) in the case of the collection, handling and disposal of waste and recyclable material, to the General Manager of Utilities & Environment;
 - (e) in the case of requests for forgiveness of City mortgages under the lot allocation program, to the Director of Saskatoon Land.”.

New Section 50.1

10. The following section is added after section 50 and before the heading “DIVISION VI”:

“Order of Discussion of Agenda Items

50.1 An agenda item will ordinarily be discussed as follows:

- (a) the agenda item is introduced;
- (b) the administration and members of the public present, as applicable;
- (c) Council members may ask clarification questions of the administration and members of the public;
- (d) a motion is made;
- (e) the motion is debated;
- (f) the motion is put to a vote.”.

Section 66 Repealed

11. Section 66 is repealed.

New Section 91.1

12. The following section is added after section 91:

“Remote Participation

- 91.1 (1) Subject to subsection (2), a Council member may participate remotely in a Council Committee meeting in accordance with the procedures set out in Schedule “O”.
- (2) The procedures set out in Schedule “O” do not apply to meetings mentioned in section 91.”.

Section 98 Amended

13. Subsection 98(7) is amended by:

- (1) adding “that is before a court or” before “for which an appeal”; and
- (2) striking out “the appeal” and substituting “the matter”.

Section 100 Amended

14. (1) Subsection 100(3) is repealed and the following substituted:
 - “(3) Upon receipt of a request to speak to a Council Committee pursuant to subsection (1), the City Clerk may refer the matter to the appropriate Council Committee to hear from the person.”.
- (2) The following subsection is added after subsection 100(6):
 - “(6.1) Requests to speak to a Council Committee respecting a matter that is before a court or for which an appeal to an independent tribunal exists pursuant to *The Cities Act* or any bylaw shall be referred to the Department or Division having carriage of the matter on the City’s behalf. Without limiting the generality of the foregoing, the following matters shall be referred:
 - (a) in the case of property maintenance and nuisance abatement matters, to the Fire Chief of the Saskatoon Fire Department;
 - (b) in the case of assessment matters, to the Director of Corporate Revenue;
 - (c) in the case of business licensing matters, to the General Manager of Community Services;
 - (d) in the case of the collection, handling and disposal of waste and recyclable material, to the General Manager of Utilities & Environment;
 - (e) in the case of requests for forgiveness of City mortgages under the lot allocation program, to the Director of Saskatoon Land.”.

Section 110 Amended

15. Clause 110(2)(b) is amended by adding “subject to section 130.2,” before “there shall be no limit”.

New Section 130.2

16. The following section is added after section 130.1:

“Debate on Motion – Governance and Priorities Committee

- 130.2. (1) Subject to subsections (4) and (5), no Governance and Priorities Committee member shall speak more than once to a motion except to explain a material part of their speech which may have been misquoted or misunderstood.
- (2) No Governance and Priorities Committee member shall speak longer than five minutes on the same motion.
- (3) The mover of the motion shall be given the first opportunity to speak.
- (4) The mover of the motion shall be allowed a reply at the conclusion of the debate, which reply shall not be longer than three minutes.
- (5) The Governance and Priorities Committee may, by a majority vote of the members present, allow any member to speak to the same motion more than once or for longer than five minutes.”.

Schedule “B” Amended

17. Schedule “B” is repealed and the schedule marked as Schedule “A” to this Bylaw is substituted.

Schedule “C” Amended

18. Schedule “C” is repealed and the schedule marked as Schedule “B” to this Bylaw is substituted.

Schedule “D” Amended

19. Schedule “D” is repealed and the schedule marked as Schedule “C” to this Bylaw is substituted.

Schedule “E” Amended

20. Schedule “E” is amended by:

- (a) striking out “.” and substituting “;” in clause 3(j); and
- (b) adding the following clause after clause 3(j):
 - “(k) the consideration and determination of appeals from the City Clerk’s decisions on flag raising or proclamation requests.”.

New Schedule “O”

21. The schedule marked as Schedule “D” to this Bylaw is added after Schedule “N”.

Coming into Force

22. This Bylaw comes into force upon the day of its final passing.

Read a first time this	day of	, 2020.
Read a second time this	day of	, 2020.
Read a third time and passed this	day of	, 2020.

Mayor

City Clerk

Schedule "A" to Bylaw No. 9681

Schedule "B"

Public Hearing Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Regular Public Hearing Meeting**
4. **Public Acknowledgments**
5. **Proclamations and Flag Raisings**
6. **Public Hearings**
7. **Urgent Business**
8. **Adjournment**

Schedule “B” to Bylaw No. 9681

Schedule “C”

Public Council Committee Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Committee Meeting**
4. **Unfinished Business**
5. **Communications** (requiring the direction of the Committee)
6. **Requests to Speak** (new matters)
7. **Administrative and Legislative Reports**
 - 7.1 **Information Reports**
 - 7.2 **Approval Reports**
 - 7.3 **Decision Reports**
8. **Motions** (notice previously given)
9. **Giving Notice**
10. **Urgent Business**
11. **Confirmation of In Camera Items**
12. **In Camera Session** (if required)
13. **Adjournment**

Schedule “C” to Bylaw No. 9681

Schedule “D”

In Camera Council Committee Meeting Agenda

1. **Call to Order**
2. **Unfinished Business**
3. **Communications** (requiring the direction of the Committee)
4. **Administrative and Legislative Reports**
5. **Urgent Business**
6. **Verbal Updates**
 - 6.1 **Council Members**
 - 6.2 **Administration**
 - 6.3 **Other**
7. **Adjournment**

Schedule “D” to Bylaw No. 9681

Schedule “O”

Remote Participation at Meetings

1. In this Schedule, “**Remote member**” means a Council member who intends to attend a Council meeting or Council Committee meeting remotely.
2. Remote participation is available when a Council member is unable to attend a Council meeting or Council Committee meeting in person.
3.
 - (1) A request from a Council member for remote participation shall be provided to the City Clerk at least one week in advance of the meeting.
 - (2) A Council member’s remote participation, including how they will be joining the meeting, shall be included in the meeting’s agenda to provide notice of the remote participation to other Council members and to the public.
4. The Chair may determine a limit to the number of Remote members in a meeting, in consultation with the City Clerk.
5. Remote participation may only be used in the following meetings:
 - (a) Regular Business Meetings;
 - (b) strategic planning sessions of Council;
 - (c) Governance and Priorities Committee meetings.
6. Remote participation is prohibited in public hearings.
7. Remote participation shall only be permitted:
 - (a) where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
 - (b) at the discretion of the City Clerk.
8. A Remote member is deemed to be present at the meeting, but does not count toward quorum. Quorum must be met with those Council members physically present at the meeting location.

9. A Remote member retains all other rights and privileges as stated in *The Procedures and Committees Bylaw, 2014*.
10. The time a Remote member joins and leaves the meeting will be noted in the minutes.
11.
 - (1) The speaking queue for a Remote member may be determined as either first or last in queue.
 - (2) If a Remote member wants to be moved in the speaking queue, the Remote member may send a request to the Chair or the City Clerk.
12. Voting will follow the procedure outlined in *The Procedures and Committees Bylaw, 2014*.