

The Procedures and Committees Amendment Bylaw, 2022 (No. 2)

ISSUE

This report submits Bylaw No. 9852, *The Procedures and Committees Amendment Bylaw, 2022 (No. 2)* (“Bylaw”) for City Council’s consideration. The Bylaw implements City Council’s decision to amend *Bylaw No. 9170, The Procedures and Committees Bylaw, 2014* (“Bylaw 9170”) to change meeting days and times of City Council and Council Committee meetings and make consequential amendments to the submission deadlines for communications, requests to speak and administrative reports.

RECOMMENDATION

That City Council consider Bylaw No. 9852, *The Procedures and Committees Amendment Bylaw, 2022 (No. 2)*.

BACKGROUND

At its [October 31, 2022 Regular Business Meeting](#), City Council considered a report of its Governance and Priorities Committee and resolved:

That the 2023 Council and Committee meeting schedule as contained in Option 2(a) in the October 24, 2022 report of the City Clerk be approved with the following amendments:

1. That Regular Business meetings not go beyond 5:00 p.m. with an option to extend the meeting time;
2. That budget deliberations begin on Tuesday and commence at 9:30 a.m.;
3. That the Public Hearing meeting end at 9:00 p.m. with an option to extend the meeting time;
4. That the Regular Business meeting not proceed following the Public Hearing meeting.

That the City Solicitor’s Office be instructed to make the appropriate amendments to Bylaw 9170, *The Procedures and Committees Bylaw, 2014*.

Option 2(a) as described in the October 24, 2022 report of the City Clerk included direction to:

- schedule two Standing Policy Committee meetings on the Tuesday of the first full week of the month and the other two Standing Policy Committee meetings on the Wednesday of the first full week of the month and to maintain the current start and end times; being 9:30 a.m. and 2:00 p.m.;
- schedule Governance and Priorities Committee meetings on the Wednesday of the second full week of the month and maintain the current start time; being 9:30 a.m.;
- schedule Regular Business Meetings of City Council on the Wednesday of the fourth full week of the month and to change the start time from 1:00 p.m. to 9:30 a.m.;
- schedule Regular Public Hearing Meetings of City Council on the Wednesday of the fourth full week of the month and to maintain the start time of 6:00 p.m.

DISCUSSION/ANALYSIS

Changes to the meeting schedule as directed by City Council necessitate consequential amendments to other sections of Bylaw 9170 related to the submission deadlines for communications, requests to speak and administrative reports. These amendments largely maintain the existing submission timelines but require changes to the language to accommodate those timelines given the calendar date changes. The changes also require minor amendments to the Advisory Committee Schedules of Bylaw 9170.

Further, amendments have been made to clarify the procedure to be followed with respect to the extension of meeting times given the earlier start time of 9:30 a.m. for Regular Business Meetings. The amendments as drafted provide that Regular Business Meetings will occur between 9:30 a.m. and 5:00 p.m. and that any extension or resumption of a Regular Business Meeting will only occur with the unanimous consent of City Council members present at the meeting. In other words:

- a Regular Business Meeting may only be extended beyond 5:00 p.m. to 5:30 p.m. with the unanimous consent of City Council members present at the meeting.
- a Regular Business Meeting may only resume after the completion of a Regular Public Hearing Meeting with the unanimous consent of City Council members present at the meeting, whether the Regular Public Hearing Meeting is completed prior to or after 9:00 p.m.
- Each extension or resumption would require a separate vote of the City Council members present at the meeting.

In accordance with City Council's instruction, we are pleased to submit the Bylaw for City Council's consideration.

PUBLIC NOTICE

Subsection 55.1(4) of *The Cities Act* requires that public notice be given prior to amendment of a Council procedure bylaw. Public notice for the Bylaw has been given in accordance with Policy No. C01-021, *The Public Notice Policy*. The following notice was given:

- Advertised in *The Star Phoenix* on Saturday, November 12, 2022.
- Posted on the City's website at www.saskatoon.ca on Wednesday November 9, 2022.

APPENDIX

1. Proposed Bylaw No. 9852, *The Procedures and Committees Amendment Bylaw, 2022 (No. 2)*.

Report Approval

Written by: Christine G. Bogad, Director of Legal Services
Reviewed by: Adam Tittlemore, City Clerk
Approved by: Cindy Yelland, City Solicitor

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