

## The Procedures and Committees Amendment Bylaw, 2022 (No. 3)

### ISSUE

This report submits Bylaw No. 9858, *The Procedures and Committees Amendment Bylaw, 2022 (No. 3)* (“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 improve City Council governance practices and to clarify and codify procedures to match current practices.

### RECOMMENDATION

That City Council consider Bylaw No. 9858, *The Procedures and Committees Amendment Bylaw, 2022 (No. 3)*.

### BACKGROUND

At its [November 21, 2022 Regular Business Meeting](#), City Council considered a report of its Governance and Priorities Committee and resolved:

1. That *The Procedures and Committees Bylaw, 2014* be amended to:
  - a. add wording making it clear that items that are deferred from a previous meeting will be included as unfinished business on the next agenda;
  - b. allow for the cancellation of a regular Council meeting by the City Clerk in consultation with the Chair and key Administration for lack of agenda items and that the City Clerk give at least 24 hours’ notice of the cancellation to Council members and the public;
  - c. include a deadline for communications must be received by the City Clerk for special meetings by a time as designated on the official notice of meeting;
  - d. add appropriate wording to confirm that no additional communications will be added when there is not new information presented at the deferred date of consideration;
  - e. add appropriate wording
    - i. to include the five-minute speaking rule for matters on the Council or Council Committee Agenda;
    - ii. to include a provision for the Chair to have discretion to allow for up to five additional minutes for persons with disabilities or who require an interpreter;

- f. route inquiry responses through the appropriate Standing Policy Committee;
  - g. add wording that except for matters that require public hearing and public notice, that a deferral motion be to a general date if a fixed date is unknown;
  - h. include the Mayor is the Chair of the Governance and Priorities Committee for Special Meetings of that Committee;
  - i. change the election of the Chair of the Standing Policy Committees to be held at the first SPCs meeting of the year;
  - j. allow for communications from applicable partners to be routed from the SPC to City Council for information;
  - k. allow for an extension of time of a Standing Policy Committee on the consent of the majority of members present for no longer than 15 minutes beyond its end time;
  - l. to clarify that Council/Committee actions regarding matters added to Council/Committee as Urgent Business shall be limited to a motion to:
    - i. accept as information; or
    - ii. referred to the administration
  - m. include for the five (5) minute speaking rule for members of Standing Policy Committees;
  - n. amend schedule C of the Bylaw to have Requests to Speak on new matters fall just before Communications requiring direction to reflect current practice;
  - o. amend schedule C of the bylaw to have Administrative and Legislative reports be considered in the following order: Decision Reports, Approval Reports, Information reports;
  - p. change the policy areas and delegated authority as outlined in part C. of this report; and
2. That the City Solicitor prepare the necessary Procedure Bylaw amendments as outlined in the November 14, 2022, report of the City Clerk.

### **DISCUSSION/ANALYSIS**

The recommended changes are the result of a comprehensive review of Bylaw 9170, which has not been undertaken since it was passed in 2014. The amendments attempt to improve City Council governance processes, clarify areas of concern and codify existing practices.

In accordance with City Council's instructions, 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 December 10, 2022.
- Posted on the City's website at [www.saskatoon.ca](http://www.saskatoon.ca) on December 8, 2022.

## APPENDIX

1. Proposed Bylaw No. 9858, *The Procedures and Committees Amendment Bylaw, 2022 (No. 3)*.

### 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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