

BYLAW NO. 9858

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

The Council of the City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Procedures and Committees Amendment Bylaw, 2022 (No. 3)*.

Purpose

2. The purpose of this Bylaw is to amend *The Procedures and Committees Bylaw, 2014* to:
 - (a) clarify the difference between unfinished business and deferred business;
 - (b) provide the City Clerk authority to cancel regular Council meetings for lack of agenda items in consultation with the Chair and administration;
 - (c) include a communication submission deadline for special meetings;
 - (d) confirm that for deferred business, additional communications will not be accepted except where there is new information presented at the deferred date;
 - (e) include a five minute speaking rule for speakers at Council and Council Committee meetings, with the discretion to extend for up to an additional five minutes for persons with disabilities or those requiring an interpreter;
 - (f) route responses to inquires to the appropriate Standing Policy Committee having delegated authority over the subject matter of the inquiry;
 - (g) provide more flexibility when a matter is being deferred;
 - (h) appoint the Mayor as the Chair of special meetings of the Governance and Priorities Committee;
 - (i) change the election date of the Chair of Standing Policy Committees to the first meeting of the Committee in January of each year;

- (j) allow communications that require Council direction to be routed from a Standing Policy Committee to Council;
- (k) allow for the extension of the end time of Standing Policy Committee meetings for no longer than 15 minutes beyond their scheduled end time;
- (l) add a requirement that motions related to urgent items of business not accompanied by an administrative report may only be received for information or referred to the administration;
- (m) include a five minute speaking rule for members of Standing Policy Committees;
- (n) clarify the five minute speaking rule during debate on motions and question period for Council and Council Committees;
- (o) amend the order of items on the Regular Business Meeting Agenda and the Public Council Committee Meeting Agenda; and
- (p) amend policy areas and delegated authority matters assigned to the Standing Policy Committees.

Bylaw No. 9170 Amended

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

Section 12 Amended

- 4. The following subsection is added after subsection 12(2):

“(2.1) Every Regular Business Meeting shall recess for 30 minutes at approximately 1:00 p.m.”.

Section 16 Amended

- 5. The following subsections are added after subsection 16(2):

“(3) Subject to subsection (4), if there are a lack of agenda items, the City Clerk may cancel a regularly scheduled Council meeting in consultation with the Chair and the City Manager.

(4) If the City Clerk cancels a regularly scheduled Council meeting, the City Clerk shall give at least 24 hours’ notice of the change to:

- (a) all Council members; and

- (b) the public.”.

Section 24 Amended

- 6. (1) The following subsection is added after subsection 24(1):

“(1.1) Notwithstanding subsection (1), a written communication pertaining to a matter already on a Council agenda for a special meeting must be received by the City Clerk no later than the time designated by the City Clerk and communicated on the notice of meeting provided pursuant to section 17.”.

- (2) Subsection 24(2) is amended by striking out “subsection (1)” and substituting “subsections (1) and (1.1)”.

- (3) The following subsection is added after subsection 24(2):

“(3) Notwithstanding subsections (1), (1.1) and (2), when consideration of a matter on the agenda of a Council meeting is deferred or forwarded as unfinished business to a later Council meeting, no new communications will be accepted by the City Clerk for consideration at the later Council meeting unless new information is to be presented at the later Council meeting.”.

Section 26 Amended

- 7. (1) The following subsection is added after subsection 26(2):

“(2.1) Notwithstanding subsection (2), a request to speak pertaining to a matter already on a Council agenda for a special meeting must be received by the City Clerk no later than the time designated by the City Clerk and communicated on the notice of meeting provided pursuant to section 17.”.

- (2) Subsection 26(4) is amended by:

- (a) striking out “and” after subsection (1) and substituting “,”;
- (b) adding “and (2.1)” after “(2)”; and
- (c) adding “or forwarded” after “meeting is deferred”.

- (3) The following subsections are added after subsection 26(4):

- “(5) The time allowed for each person speaking to Council shall be five minutes, excluding any time spent addressing any questions posed by Council members.
- (6) Notwithstanding subsection (5), an additional five minutes, excluding any time spent addressing any questions posed by Council members, may be allowed at the discretion of the Chair to accommodate persons with disabilities or those who require an interpreter.”.

Section 27 Amended

8. The following subsection is added after subsection 27(8):

- “(9) Notwithstanding subsection (8), an additional five minutes, excluding any time spent addressing any questions posed by Council members, may be allowed at the discretion of the Chair to accommodate persons with disabilities or those who require an interpreter.”.

Section 44 Amended

9. The following subsection is added after subsection 44(5):

- “(6) Council may only consider a motion related to a matter of urgent business not accompanied by an administrative report if:
 - (a) it is a motion to accept the information as received; or
 - (b) it is a motion to refer the matter to the administration.”.

Section 48 Amended

10. (1) Subsection 48(3) is amended by:
- (a) striking out “a” after “inquiries to” and substituting “the”;
 - (b) adding “or Council Committee” after “Council”; and
 - (c) adding “having authority over the subject matter of the inquiry” after “meeting”.
- (2) Subsection 48(8) is amended by adding “or Council Committee meeting” after “Regular Business Meeting”.

Section 49 Amended

11. The following subsection is added after subsection (3):

“(3.1) Notwithstanding subsections (1) and (2), no Council member shall speak longer than five minutes during question period.”.

Section 55 Amended

12. Section 55 is repealed and the following substituted:

“Motion to Defer

55. (1) A motion to defer consideration of a matter must specify either:
- (a) a fixed date or an event after which the deferred motion is to be considered; or
 - (b) any conditions which must be fulfilled for the deferred motion to be further considered.
- (2) Where a majority of all Council members decide to defer a motion, the motion cannot be considered by Council until the fixed date or event, or conditions mentioned in subsection (1) have been fulfilled.
- (3) The only amendment allowed to a motion to defer is to change the date or conditions.
- (4) Notwithstanding subsection (2), Council may consider a deferred motion before the fixed date, event or conditions mentioned in subsection (1) have been fulfilled if a majority of all Council members agree that the motion may be considered before that date.”.

Section 67 Amended

13. (1) Subsection (2) is amended by adding “during questions and five minutes during comments” after “longer than five minutes”.
- (2) Subsection (5) is amended by adding “during questions or comments” after “five minutes”.

Section 76 Amended

14. The following subsection is added after subsection 76(4):

“(4.1) Notwithstanding subsection (4), the Mayor is the Chair of special meetings of the Governance and Priorities Committee.”.

Section 86 Amended

15. The following subsection is added after subsection 86(3):

“(3.1) Notwithstanding subsection (2), upon a majority vote of the Council members present at a Standing Policy Committee meeting, the Standing Policy Committee meeting may be extended to 1:15 p.m. or 5:45 p.m., as applicable.”.

Section 89 Amended

16. The following subsections are added after subsection 89(2):

“(3) Subject to subsection (4), if there are a lack of agenda items, the City Clerk may cancel a regularly scheduled Council Committee meeting:

- (a) in the case of a Governance and Priorities Committee meeting, in consultation with the Chair and the City Manager; and
- (b) in the case of a Standing Policy Committee meeting, in consultation with the Chair and the General Manager responsible for providing support to the Standing Policy Committee.

(4) If the City Clerk cancels a regularly scheduled Council Committee meeting, the City Clerk shall give at least 24 hours’ notice of the change to:

- (a) all Council members; and
- (b) the public.”.

Section 97 Amended

17. (1) The following subsections are added after subsection 97(2):

“(3) Notwithstanding subsection (2), a written communication pertaining to a matter already on a Council Committee agenda for a special meeting must be received by the City Clerk no later than the time designated by the City Clerk and communicated on the notice of meeting provided pursuant to section 90.

- (4) Notwithstanding subsections (1), (2) and (3), when consideration of a matter on the agenda of a Council Committee meeting is deferred or forwarded as unfinished business to a later Council Committee meeting, no new communications will be accepted by the City Clerk for consideration at the later Council Committee meeting unless new information is to be presented at the later Council Committee meeting.”.

Section 99 Amended

18. (1) The following subsection is added after subsection 99(2):

“(2.1) Notwithstanding subsection (2), a request to speak pertaining to a matter already on a Council Committee agenda for a special meeting must be received by the City Clerk no later than the time designated by the City Clerk and communicated on the notice of meeting provided pursuant to section 90.”.

- (2) Subsection 99(5) is amended by:

- (a) striking out “(3)” and substituting “(2.1)”; and
- (b) adding “or forwarded” after “meeting is deferred”.

- (3) The following subsections are added after subsection 99(5):

“(6) The time allowed for each person speaking to a Council Committee shall be five minutes, excluding any time spent addressing any questions posed by Council Committee members.

(7) Notwithstanding subsection (6), an additional five minutes, excluding any time spent addressing any questions posed by Council Committee members, may be allowed at the discretion of the Chair to accommodate persons with disabilities or those who require an interpreter.”.

Section 100 Amended

19. The following subsection is added after subsection 100(7):

“(8) Notwithstanding subsection (7), an additional five minutes, excluding any time spent addressing any questions posed by Council Committee members, may be allowed at the discretion of the Chair to accommodate persons with disabilities or those who require an interpreter.”.

Section 101 Amended

20. Subsection 101(1) is amended by striking out “after each organizational meeting” and substituting “in January of each year”.

Section 112 Amended

21. The following subsection is added after subsection 112(5):
- “(6) Council Committee may only consider a motion related to a matter of urgent business not accompanied by an administrative report if:
- (a) it is a motion to accept the information as received; or
 - (b) it is a motion to refer the matter to the administration.”.

Section 122 Amended

22. Section 122 is repealed and the following substituted:

“Motion to Defer

122. (1) A motion to defer consideration of a matter must specify either:
- (a) a fixed date or an event after which the deferred motion is to be considered; or
 - (b) any conditions which must be fulfilled for the deferred motion to be further considered.
- (2) Where a majority of all Council Committee members decide to defer a motion, the motion cannot be considered by the Council Committee until the fixed date or event, or conditions mentioned in subsection (1) have been fulfilled.
- (3) The only amendment allowed to a motion to defer is to change the date or conditions.
- (4) Notwithstanding subsection (2), the Council Committee may consider a deferred motion before the fixed date, event or conditions mentioned in subsection (1) have been fulfilled if a majority of all Council Committee members agree that the motion may be considered before that date.”.

Section 130 Amended

23. Section 130 is amended by:

- (a) striking out “or” after clause (a);
- (b) striking out “.” and substituting “; or” after clause (b); and
- (c) adding the following clause after clause (b):

“(c) it is a motion to refer to Council the consideration of financial statements or estimates, annual reports and other similar information that requires the direction of Council by statute or agreement.”.

Section 130.2 Amended

24. (1) The heading preceding section 130.2 is amended by striking out “- **Governance and Priorities Committee**”.

(2) Subsection 130.2(1) is amended by striking out “Governance and Priorities” and substituting “Council”.

(3) Subsection 130.2(2) is amended by:

- (a) striking out “Governance and Priorities” and substituting “Council”; and
- (b) adding “during questions and five minutes during comments” after “longer than five minutes”.

(4) Subsection 130.2(5) is amended by:

- (a) striking out “Governance and Priorities” and substituting “Council”; and
- (b) adding “during questions or comments” after “five minutes”.

Schedule “A” Amended

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

Schedule “C” Amended

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

Schedule “F” Amended

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

Schedule “G” Amended

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

Schedule “H” Amended

29. Schedule “H” is repealed and the schedule marked as Schedule “E” to this Bylaw is substituted.

Coming into Force

30. This Bylaw comes into force on January 1, 2023.

Read a first time this _____ day of _____, 2022.

Read a second time this _____ day of _____, 2022.

Read a third time and passed this _____ day of _____, 2022.

Mayor

City Clerk

**Schedule “A” to Bylaw 9858
Schedule “A”**

Regular Business Meeting Agenda

1. **National Anthem and Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Regular Business Meeting**
4. **Public Acknowledgments**
5. **Question Period**
6. **Unfinished Business**
7. **Consent Agenda**
8. **Reports from Administration and Committees**
 - 8.1 **Administrative Reports**
 - 8.2 **Legislative Reports**
 - 8.3 **Standing Policy Committee Reports**
 - 8.3.1 **Environment, Utilities and Corporate Services**
 - 8.3.2 **Finance**
 - 8.3.3 **Planning, Development and Community Services**
 - 8.3.4 **Transportation**
 - 8.4 **Governance and Priorities Committee**
 - 8.5 **Other Reports**
9. **Inquiries**
10. **Motions** (notice previously given)
11. **Urgent Business**
12. **Giving Notice**

Schedule "A"

Regular Business Meeting Agenda

Continued

13. **Confirmation of In Camera Items**
14. **In Camera Session** (optional)
15. **Adjournment**

Schedule “B” to Bylaw 9858

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

Schedule “C” to Bylaw 9858

Schedule “F”

Environment, Utilities and Corporate Services Committee

Mandate

1. With respect to all matters within the committee’s policy areas, the mandate of the Environment, Utilities and Corporate Services Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration; and
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Environment, Utilities and Corporate Services Committee include:
 - (a) water;
 - (b) wastewater;
 - (c) storm water;
 - (d) climate change;
 - (e) recycling;
 - (f) waste;
 - (g) electricity;
 - (h) information technology;
 - (i) human resources, but not including collective bargaining matters, human rights complaints and wrongful dismissal actions;
 - (j) corporate communications, marketing and advertising;

- (k) citizen engagement;
- (l) sponsorship and naming rights for City-owned and civic partner controlled assets;
- (m) corporate projects;
- (n) aboriginal affairs;
- (o) service reviews and other continuous improvement initiatives;
- (p) fire prevention and suppression;
- (q) facilities; and
- (r) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Environment, Utilities and Corporate Services Committee:
 - (a) the receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
 - (b) the receipt and final consideration of quarterly reports from the administration covering departmental staffing levels and statistics;
 - (c) the approval of potable waterline connections;
 - (d) the approval of contributions of gifts and memorials of a sensitive nature;
 - (e) the approval of exemptions under *The Noise Bylaw*, except as delegated to the Administration;
 - (f) the approval of all productivity improvement and green loans to civic departments and controlled corporations;
 - (g) the overall supervision of all initiatives regarding reconciliation, equity, diversion and inclusion.

Schedule “D” to Bylaw 9858

Schedule “G”

Finance Committee

Mandate

1. With respect to all matters within the committee’s policy areas, the mandate of the Finance Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration; and
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Finance Committee include:
 - (a) finance;
 - (b) revenue collection;
 - (c) assessment;
 - (d) audits;
 - (e) all land matters including acquisitions, sales and leases of land, and the land development program;
 - (f) vehicles and equipment, not including Transit and Fire vehicles and equipment;
 - (g) controlled and statutory corporations;
 - (h) implementation of business planning and budget; and
 - (i) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Finance Committee:

- (a) the receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
- (b) the setting of remuneration for members of the Saskatoon Board of Revision;
- (c) the approval of requests for transcripts of a Council meeting by a Council member;
- (d) the approval of Tag Days;
- (e) the approval of interest rates to be charged on past due accounts;
- (f) the overall supervision of the land development program including:
 - (i) the approval of the sale of City-owned serviced land; and
 - (ii) the approval of direct sales and long-term leases under the City's Industrial Land Incentives Program;
- (g) the approval of all incentives under the Business Development Incentives Program, except for property tax abatements;
- (h) the overall supervision of the City's annual and long-term audit plans including the approval of the selection and terms of engagement of an internal and external auditor which includes the enterprise risk management audit function, and the implementation of internal controls over financial reporting, operational effectiveness and efficiency, regulatory compliance, fraud prevention and detection, and safeguarding corporate assets;
- (i) the approval of all leases of privately owned property by the City for civic purposes;
- (j) the approval of leasing of civic buildings to outside organizations;
- (k) the consideration of all reports and requests from Discover Saskatoon and the Saskatchewan Regional Economic Development Authority; and

- (l) the receipt of reports on the awarding of contracts that have a value between \$50,000.00 and \$75,000.00, and that have not been awarded through a public tender process.

Schedule “E” to Bylaw 9858

Schedule “H”

Planning, Development and Community Services Committee

Mandate

1. With respect to all matters within the committee’s policy areas, the mandate of the Planning, Development and Community Services Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration; and
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Planning, Development and Community Services Committee include:
 - (a) planning and urban design;
 - (b) development regulation;
 - (c) affordable housing;
 - (d) arts, culture, recreation and immigration;
 - (e) parks;
 - (f) municipal heritage matters;
 - (g) regional planning; and
 - (h) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Planning, Development and Community Services Committee:
 - (a) the receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
 - (b) the approval of assistance for special events;
 - (c) the establishment of the list of standard facilities to be used in calculating neighbourhood, local and district parks, and recreation levies;
 - (d) the approval of assistance for community groups;
 - (e) the approval of special occasion permits if the application does not comply with policy;
 - (f) the approval of innovative housing incentives, except for property tax abatements;
 - (g) the approval of names to be included on the Names Master List for naming City-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks;
 - (h) the approval of all incentives under the Downtown Housing Incentives program, except property tax abatements;
 - (i) the approval of all incentives under the Vacant Lot and Adaptive Reuse Incentive Program, except property tax abatements;
 - (j) the approval of the purchase of works of art, and the approval of the sites where works of art may be located;
 - (k) the designation of specific City-operated recreational facilities where advertising signs promoting the sale and consumption of beverage alcohol will be permitted;
 - (l) the resolution of all 9-1-1 monitoring group disputes;
 - (m) the consideration of all reports and requests from the Meewasin Valley Authority; and

- (n) the approval of grant incentives under the Heritage Conservation Program in excess of \$10,000.00. The approval of grant incentives less than or equal to \$10,000.00 are delegated to the General Manager of Community Services or their designate.