

BYLAW NO. 2019-71

THE PROCEDURE AMENDMENT BYLAW, 2019 (No.2)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend Bylaw 9004, being *The Procedure Bylaw* to do the following:
 - (a) amend the days and times of regularly scheduled Council meetings to the last Wednesday of the month commencing at 1:30 p.m.;
 - (b) amend the process for establishing regularly scheduled committee meetings;
 - (c) amend the days and times for submitting delegations, presentations and submissions to Council meetings as well as the dates and times for posting the agendas for Council and committee meetings;
 - (d) remove the mandatory requirement for delegations to submit a brief;
 - (e) amend the provisions dealing with breaks and adjournments to take account of the new start times for Council meetings; and
 - (f) include the Deputy City Clerk as a position able to call a special meeting.

- 2 Subsections 5(1)-(7) of Bylaw 9004 are repealed and the following substituted:

- “(1) Every regular Council meeting shall be held on the dates approved by City Council at the last Council meeting in December each year.
 - (1.1) Except where otherwise determined by Council in accordance with subsection (1), regular Council meetings shall be held on the last Wednesday of the month commencing at 1:30 p.m.
 - (1.2) Regular meetings of Council and Committees shall be held at City Hall, 2476 Victoria Avenue, Regina, Saskatchewan.
 - (1.3) The main committees of Council shall be held on the dates and at the times approved by City Council at the last Council meeting in December each year.
 - (1.4) Notwithstanding subsection (1.3), any main committees that are composed of some citizen members shall at their first meeting in the year approve the

Approved as to form this _____ day of _____, 20_____.

City Solicitor

meeting times for those meeting dates set by Council pursuant to subsection (1.3).

(1.5) All other committees not mentioned in subsection (1.3) and (1.4) shall at their first meeting in the year approve of a schedule of meeting dates and times for the current year.

(1.6) Notice of changes to the date, time or place of a regular Council or committee meeting shall be provided in accordance with the Act.

(1.7) Notice of regularly scheduled Council and committee meetings need not be given.”

3 Subsections 6(1) and (2) are amended by adding “or the Deputy City Clerk where the Clerk is unavailable,” after “City Clerk” wherever it appears.

4 Clause 9(2)(a) is amended by striking out “Wednesday” and substituting “Friday”.

5 Subsection 9(3) is amended by striking out “Tuesday” and substituting “Thursday”.

6 Subsection 12(1.1) is repealed.

7 Subsection 16(1) is repealed and the following substituted:

“(1) Every delegation wishing to appear before Council shall submit a letter to the City Clerk requesting to appear as a delegation including the date of the meeting at which they wish to appear, the subject or topic to be discussed including the specific report it relates to if they are appearing with respect to a report, the name and correct mailing address of the spokesperson, and telephone number where the representative of the delegation can be reached during the day.”

8 Subsection 16(2.1) is repealed.

9 Subsection 16(7) is repealed and the following substituted:

“(7) Notwithstanding Subsections (1) and (2), any person or group of persons wishing to bring any matter to the attention of Council at its next meeting, who have not complied with Subsection (1), shall immediately submit a written letter to appear as a delegation to the City Clerk and the following shall apply:

(a) If the letter deals with a subject which is not listed on the Council agenda by way of a Mayor's, Administration's, Committee or Informational Report or a Bylaw, the letter shall be placed, by the City

Clerk, on the next Council agenda under the Referred Delegation Section, except when the letter is a request for a proclamation, in which case it shall immediately be referred to the Mayor.

- (b) If the letter deals with a Mayor's, Administration's, Committee or Informational Report or a Bylaw, the City Clerk shall distribute prior to the meeting to all members of Council a copy of the letter and a brief, where a brief has been submitted, and Council may, at its discretion move to add the letter and brief to the agenda."

10 Subsection 16(8) is repealed.

11 Clause 16(10)(e) is repealed and the following is substituted:

"(e) addresses issues that are not related to the subject matter identified in their letter to appear as a delegation."

12 Clause 16(11)(a) is amended by striking out "of the brief".

13 Clause 16(11)(c) is amended by striking out "The brief submitted by the delegation shall then" and substituting "Any brief or letter that has been provided by the delegation shall".

14 Clause 16(11)(d) is amended by striking out "the delegation's brief" and substituting "the delegation's letter and brief, where a brief has been provided,".

15 Clause 16(11)(e) is repealed and the following substituted:

"(e) Notwithstanding the above, Council may alter the resolve of the delegation's letter and brief from receive and file, by introducing a motion to take some other action with respect to the letter or brief."

16 Subsection 16(12) is repealed and the following substituted:

"(12) When Council considers letters and briefs under the Referred Delegation Section of the agenda the following procedure shall be followed:

- (a) The letters and briefs shall be deemed to be referred to the committee set out in the City Clerk's recommendation and no motion shall be required.
- (b) Notwithstanding (a) above, Council may by motion alter the committee to which the City Clerk recommended that the letters and briefs be referred.

- (c) At no time will a delegation, related to a letter or a brief under the Referred Delegation Section, be permitted to address City Council.
- (d) The delegation shall be advised of the committee to which the letter and brief has been referred and the time and place of the next meeting of that committee and shall have the right to attend that meeting and to make a presentation.”

17 Clause 29(2)(b) is amended by:

- (a) striking out “1:00 o’clock in the afternoon” and substituting “1:00 p.m.”; and
- (b) striking out “and no later than 1:00 in the afternoon two days prior to any Committee meeting”.

18 Subsection 33(2.1) is repealed and the following substituted:

- “(2.1) Notwithstanding subsections (1) and (2), where a Council meeting has commenced at 1:30 p.m. and is not completed by 3:30 p.m., the Chair or presiding member shall call for a 15 minute recess.
- (2.2) Notwithstanding subsections (1) and (2), where a Council meeting is not completed by 6:00 p.m., the Chair or presiding member shall call for a 30 minute recess unless a majority of the members vote to continue the meeting without a recess.”

19 Subsection 34(6) is amended by striking out “Tuesday” and substituting “Thursday”.

20 Subsection 34(9) is amended by striking out “, and if required, decide the day and time for holding its regular meetings”.

21 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 16th DAY OF December 2019.

READ A SECOND TIME THIS 16th DAY OF December 2019.

READ A THIRD TIME AND PASSED THIS 16th DAY OF December 2019.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2019-71

THE PROCEDURE AMENDMENT BYLAW, 2019 (No.2)

- PURPOSE:** The purpose of this Bylaw is to: amend the days and times of regularly scheduled Council meetings to the last Wednesday of the month commencing at 1:30 p.m.; amend the process for establishing regularly scheduled committee meetings; amend the days and times for submitting delegations, presentations and submissions to Council meetings as well as the dates and times for posting the agendas for Council and committee meetings; remove the mandatory requirement for delegations to submit a brief; amend the provisions dealing with breaks and adjournments to take account of the new start times for Council meetings; and include the deputy city clerk as a position able to call a special meeting.
- ABSTRACT:** This bylaw amends the dates, times and process for setting Council and Committee meetings, as well as consequential amendments to the process and dates and times for submitting materials to Council and the posting of the agenda. Further amendments include amendments to the mandatory recess provisions to account for the new start times for meetings and a provision that includes the deputy city clerk as a position able to call a special meeting.
- STATUTORY
AUTHORITY:** Section 55.1 of *The Cities Act*
- MINISTER’S APPROVAL:** N/A
- PUBLIC HEARING:** N/A
- PUBLIC NOTICE:** Pursuant to section 55.1 of *The Cities Act*, public notice is required for changes to the City’s procedure bylaw. Public notice was provided pursuant to sections 101 and 102 of *The Cities Act* and Bylaw 2003-8 being *The Public Notice Policy Bylaw*. Public Notice was provided in the Leader Post, the City’s public notice board and the City’s website on November 30, 2019.

REFERENCE: Report EX 19-38 from the December 4, 2019 Executive Committee

AMENDS/REPEALS: amends Bylaw 9004

CLASSIFICATION: Administrative

INITIATING DIVISION: City Manager's Office

INITIATING DEPARTMENT: City Clerk