



Executive Committee

**Wednesday, March 3, 2021
9:00 AM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

**Public Agenda
Executive Committee
Wednesday, March 3, 2021**

Approval of Public Agenda**Adoption of Minutes**

Executive Committee - Public - Feb 17, 2021 9:00 AM

Administration Reports

EX21-17 City of Regina Projects – Investing in Canada Infrastructure Program (ICIP), COVID-19 Resiliency Stream

Recommendation

The Executive Committee recommends that City Council:

1. Approve the application to the Investing in Canada Infrastructure Program for the Bus Operator Driver Shields and Self Securement Mobility Stations for a total funding of \$2,571,177.
2. Approve the allocation of \$686,505 from the Asset Revitalization Reserve to fund the 26.7 per cent of City's contribution to the funding.
3. Authorize the City Clerk to execute all agreements with the Government of Saskatchewan and Government of Canada upon review and approval of the City Solicitor.

EX21-18 Regina Appeal Board Composition

Recommendation

The Executive Committee recommends that City Council:

1. Approve revising the membership of the Regina Appeal Board from its current composition of three councillors to five citizen members effective May 1, 2021 and any related administrative amendments as outlined in Appendix A;
2. Establish the rates of remuneration for members as follows:
 - a. Chair to receive \$60 for each appeal hearing and \$60 for each decision-writing meeting; and
 - b. Members, other than the Chair or Acting Chair, to receive \$30



OFFICE OF THE CITY CLERK

for each appeal hearing and \$30 for each decision-writing meeting.

3. Approve annual funding of \$3,000 in the 2021 budget.
4. Instruct the City Solicitor to prepare the necessary amendments to *The Regina Appeal Board Bylaw, 2005-04*, to give effect to the recommendations to be brought forward to a future meeting of City Council following approval of the recommendations by City Council.
5. Approve these recommendations at its meeting on March 10, 2021.

Resolution for Private Session

AT REGINA, SASKATCHEWAN, WEDNESDAY, FEBRUARY 17, 2021

AT A MEETING OF EXECUTIVE COMMITTEE

HELD IN PUBLIC SESSION

AT 9:00 AM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Councillor Lori Bresciani, in the Chair
Mayor Sandra Masters
Councillor John Findura
Councillor Dan LeBlanc
Councillor Jason Mancinelli
Councillor Landon Mohl
Councillor Terina Shaw
Councillor Cheryl Stadnichuk
Councillor Shanon Zachidniak

Regrets: Councillor Bob Hawkins
Councillor Andrew Stevens

Also in Attendance: A/City Clerk, Amber Ackerman
Council Officer, Ashley Thompson
City Manager, Chris Holden
City Solicitor, Byron Werry (Videoconference)
Executive Director, Citizen Experience, Innovation & Performance Louise Folk
Executive Director, Citizen Services, Kim Onrait
A/Executive Director, City Planning & Community Dev., Karen Gasmio
Executive Director, Financial Strategy & Sustainability, Barry Lacey
Director, Parks, Recreation & Cultural Services, Laurie Shalley (Videoconference)

APPROVAL OF PUBLIC AGENDA

Councillor Dan LeBlanc moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, at the call of the Chair.

ADOPTION OF MINUTES

Councillor Shanon Zachidniak moved, AND IT WAS RESOLVED, that the minutes for the meeting held on February 3, 2021 be adopted, as circulated.

ADMINISTRATION REPORTS

EX21-14 Buffalo Pound Plant Renewal Financing

Recommendation

The Executive Committee recommends that City Council:

1. Authorize Buffalo Pound Water Treatment Corporation to initiate the process to negotiate financing, to a maximum of \$60 million, to address the financing requirements of the Plant Renewal Project.
2. Authorize the Executive Director, Financial Strategy and Sustainability or designate to negotiate any guarantee that the City needs to provide related to the financing and assist Buffalo Pound Water Treatment Corporation with arranging the financing as needed.
3. Instruct Administration to bring forward a future report to City Council that provides the details of the financing and applicable borrowing bylaw and/or guarantee bylaw for approval once the financing has been negotiated.
4. Approve these recommendations at its February 24, 2021 meeting.

Councillor Terina Shaw moved that the recommendations contained in the report be concurred in and that the \$381 million debt amount noted under the “Impacts” section of this report be corrected and referenced as \$362.4 million.

The Clerk called the vote on Councillor Shaw’s motion.

	In Favour	Against
Councillor Terina Shaw	✓	
Councillor Shanon Zachidniak	✓	
Councillor Jason Mancinelli	✓	
Councillor Landon Mohl	✓	
Councillor Cheryl Stadnichuk	✓	
Councillor John Findura	✓	
Councillor Dan LeBlanc	✓	
Mayor Sandra Masters	✓	
Councillor Lori Bresciani	✓	
	9	0

The motion was put and declared CARRIED.

EX21-13 City of Regina Recovery & Efficiency Review Program

Recommendation

The Executive Committee recommends that City Council:

1. Establish a multi-phased Efficiency Review Program. Phase One of the Program will:
 - a. Conduct efficiency reviews of six to eight City services with a direct reporting line to Mayor and Council
 - b. Make recommendations to Council to improve or adapt the six to eight services reviewed
 - c. Establish a small Efficiency Review Sponsor Team that includes the City Manager and a day-to-day assigned City Project Manager with direct engagement with Council throughout and authority to coordinate access to all parts of City Administration to gather necessary City data and information
 - d. Establish a regular monitoring and reporting process to Council for both the review process as well as the implementation of the recommendations
 - e. Establish standard methodology for efficiency reviews of City services

2. Establish a Recovery and Efficiency Task Force out of the Mayor's office, with a member of the Community and Council acting as Co-Chairs, to engage with community leaders and provide advice to Council on COVID-19 recovery efforts to support our community.

3. Approve up to \$250,000 from the General Fund Reserve to secure an independent, third party consultant to complete Phase One of an Efficiency Review Program.

Mayor Sandra Masters moved that the recommendations contained in the report be concurred in.

Councillor Dan LeBlanc moved that this report be tabled to the March 3, 2021 Executive Committee meeting.

The Clerk called the vote on Councillor LeBlanc's motion.

	In Favour	Against
Councillor Dan LeBlanc	✓	
Councillor Terina Shaw		✓
Councillor Shanon Zachidniak	✓	
Councillor Jason Mancinelli		✓
Councillor Landon Mohl		✓
Mayor Sandra Masters		✓
Councillor Cheryl Stadnichuk	✓	
Councillor John Findura		✓
Councillor Lori Bresciani		✓
	3	6

The motion was put and declared LOST.

The Clerk called the vote on the main motion.

	In Favour	Against
Mayor Sandra Masters	✓	
Councillor Cheryl Stadnichuk	✓	
Councillor Landon Mohl	✓	
Councillor Jason Mancinelli	✓	
Councillor Shanon Zachidniak	✓	
Councillor Terina Shaw	✓	
Councillor Dan LeBlanc		✓
Councillor John Findura	✓	
Councillor Lori Bresciani	✓	
	8	1

The main motion was put and declared CARRIED.

CITY CLERK'S REPORTS

EX21-15 2020 Municipal/School Boards Elections Debrief

Recommendation

That the Executive Committee receive and file this report.

Councillor Jason Mancinelli moved that this report be received and filed.

The Clerk called the vote on Councillor Mancinelli's motion.

	In Favour	Against
Councillor Jason Mancinelli	✓	
Councillor Landon Mohl	✓	
Councillor Cheryl Stadnichuk	✓	
Councillor John Findura	✓	
Councillor Dan LeBlanc	✓	
Councillor Terina Shaw	✓	
Councillor Shanon Zachidniak	✓	
Mayor Sandra Masters	✓	
Councillor Lori Bresciani	✓	
	9	0

The motion was put and declared CARRIED.

RECESS

Pursuant to the provisions of Section 34(13.1) of City Council's Procedure Bylaw No. 9004, a 15 minute recess was called.

The Committee recessed at 11:16 a.m.

The Committee reconvened at 11:34 a.m.

EX21-16 2020 Review of Public Outstanding Items

Recommendation

The Executive Committee recommends that City Council:

1. Direct the City Clerk to delete the following items from the list of outstanding items for City Council, Executive Committee, Public Works and Infrastructure Committee, Priorities and Planning Committee and Regina Planning Commission:

<u>Item</u>	<u>Committee</u>	<u>Subject</u>
CR18-88	City Council	Discretionary Use Application (17-DU-25) – Residential Homestay at 3300 Albert Street
CR18-124	City Council	Daycare Options
MN19-3	City Council	Councillor Bob Hawkins and Councillor Andrew Stevens: Request of Province for Public Inquiry - Wascana/Brandt Building
MN19-6	City Council	Councillor Bob Hawkins: Report on Restricting the Use of Single-Use Plastics
EN19-6	City Council	Councillor Andrew Stevens: Future of the Municipal Justice Building
CR19-78	City Council	Regulation of Massage Parlours
MN19-18	City Council	Councillor Bob Hawkins, Councillor Andrew Stevens and Councillor Jason Mancinelli: Single Use Plastic Shopping Bags
CM19-15(2)	City Council	2020 General and Utility Operating Budget and 2020 - 2024 General and Utility Capital Plan
CR19-112(2)	City Council	Zoning Bylaw Regulations for Massage Parlours

MN19-24	City Council	Councillor Bob Hawkins: Priorities and Planning Committee
CM20-8(1)	City Council	COVID-19 Financial Update
EN20-1	City Council	Councillor Andrew Stevens: Renewable Regina
EN20-2	City Council	Councillor Andrew Stevens: Procurement Policies
MN19-4	City Council	Councillor Barbara Young and Councillor Mike O'Donnell: Provincial Capital Commission Transparency
MN20-3	City Council	Councillor Bob Hawkins: Checkout Bag Bylaw
MN20-5	City Council	Councillor Barbara Young: Residential Roads
CM20-35	City Council	Truck Route on 9th Avenue North
MN19-20	Executive Committee	Councillor Lori Bresciani and Councillor Andrew Stevens: Increasing Civilian Members on the Board of Police Commissioners
EX20-9	Executive Committee	Support to Host 2021 Pinty's Grand Slam of Curling - Humpty's Champions Cup
CR20-28	Executive Committee	Establishing an Elected Official Compensation Review Commission
MN19-21	Priorities and Planning Committee	Councillors Andrew Stevens, Bob Hawkins, Lori Bresciani, John Findura, Jason Mancinelli and Jerry Flegel: Community Safety and Wellbeing
PPC20-9	Priorities and Planning Committee	Energy & Sustainability Framework Update

MN20-6	Public Works and Infrastructure Committee	Councillor Andrew Stevens and Councillor John Findura: Water Affordability
CR19-83	Regina Planning Commission	Discretionary Use Application (19-DU-07) Proposed Residential Homestay – 3118 Albert Street

2. Approve the recommendations in this report at its meeting on February 24, 2021.

Councillor John Findura moved that:

The City Clerk be directed to delete the following items from the list of outstanding items for City Council, Executive Committee, Priorities and Planning Committee and Regina Planning Commission with the exception of MN19-6, MN19-18 and MN20-6 and that the appendices attached to this report be edited to reflect the updated return dates as follows:

• Schedule A.1	MN19-6 and MN19-18	April 2021
• Schedule A.2	CM20-16	Q1 2021
• Schedule A.7	MN20-6	September 30, 2021
• Schedule A.5	MHC19-9 and MHC20-1	March 2021

The Clerk called the vote on Councillor Findura's motion.

	In Favour	Against
Councillor John Findura	✓	
Councillor Dan LeBlanc	✓	
Councillor Terina Shaw	✓	
Councillor Shanon Zachidniak	✓	
Councillor Jason Mancinelli	✓	
Councillor Landon Mohl	✓	
Mayor Sandra Masters	✓	
Councillor Cheryl Stadnichuk	✓	
Councillor Lori Bresciani	✓	
	9	0

The main motion was put and declared CARRIED.

RESOLUTION FOR PRIVATE SESSION

Councillor Landon Mohl moved, AND IT WAS RESOLVED, that in the interest of the public, the remaining items on the agenda be considered in private.

RECESS

Councillor Dan LeBlanc moved, AND IT WAS RESOLVED, that the Committee recess for five minutes.

The Committee recessed at 11:56 a.m.

Chairperson

Secretary

City of Regina Projects – Investing in Canada Infrastructure Program (ICIP), COVID-19 Resiliency Stream

Date	March 3, 2021
To	Executive Committee
From	City Manager's Office
Service Area	Office of the City Clerk
Item No.	EX21-17

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the application to the Investing in Canada Infrastructure Program for the Bus Operator Driver Shields and Self Securement Mobility Stations for a total funding of \$2,571,177.
2. Approve the allocation of \$686,505 from the Asset Revitalization Reserve to fund the 26.7 per cent of City’s contribution to the funding.
3. Authorize the City Clerk to execute all agreements with the Government of Saskatchewan and Government of Canada upon review and approval of the City Solicitor.

ISSUE

On November 4, 2020, the City of Regina applied for funding under the Investing in Canada Infrastructure Program (ICIP) COVID-19 Resilience Infrastructure Stream for two transit projects in an effort to enhance the safety of transit passengers and operators in response to COVID-19. The two proposed projects are the installation of permanent bus operator driver shields and self-securement mobility stations on Regina transit. These projects will increase physical distancing between bus operators and passengers. As well, the driver shields reduce the risk of physical altercations between operators and passengers.

The proposals are currently moving through the review and approval processes of the Provincial and Federal Governments and, at this stage, Council approval of the projects is required.

IMPACTS

Accessibility Impact

The installation of self-securement stations in all Regina transit buses will allow for greater independence for those using mobility devices on public transit. While all transit buses are currently equipped with securement stations, the self-securement system recommended in this report allows customers using mobility devices to secure their device without the assistance of a bus operator, thus, practicing safe distancing between individuals.

Financial Impact

Infrastructure funding from other levels of government allows the City to leverage additional sources of funding to support the City's high-priority needs. Eligible projects within the COVID-19 Resilience Infrastructure Stream include retrofits, repairs, and upgrades of assets to support physical distancing.

The total cost of the two projects is \$2,571,177. Through the ICIP program, the federal government would fund 40 per cent, the Provincial government 33.3 per cent and the municipality would be responsible for 26.7 per cent, or \$686,505, for the two proposed projects.

The recommendation is that the Asset Revitalization Reserve be used to fund the City's portion of the projects. The Asset Revitalization Reserve is intended to fund strategic capital priorities to assist in managing the growth and revitalization of the capital assets and infrastructure of the City. The current projected yearend balance of the reserve is approximately \$14 million. Utilizing the reserve to cover the City's cost would result in the reserve balance being approximately \$13.3 million, within the target range of \$500,000 to \$30 million.

Policy/Strategic Impact

COVID-19 has changed how the Transit & Fleet department is delivering transit services. A large component is ensuring that employees and customers are safe, which included the installation of temporary driver vinyl barriers on all buses to help minimize the potential transmission of COVID-19. The driver vinyl barriers are a temporary barrier and not a long-term solution.

Self-securement mobility stations support the recommended actions in the Transportation Master Plan, specifically:

3.31 Continue to improve and increase accessibility of customer service and trip planning tools.

Environmental Impact

Increased accessibility and safety on the transit fleet will support increased usage of the transit system, thus lowering reliance on the private automobile and the amount of greenhouse gas emissions released into the atmosphere.

OTHER OPTIONS

1. To not seek funding from the other levels of government, which would require the City be responsible for the full cost of the projects (\$2,571,177), an additional \$1,880,000 million.
2. To not proceed with the projects.

COMMUNICATIONS

The City will work with the other levels of government to announce the projects if approved.

DISCUSSION

The applications being considered through ICIP are part of a one-time stream of funding announced by the Province last September. The COVID-19 Resilience Infrastructure Stream is for shovel-ready projects that could be started by September 2021 and completed by December 31, 2021. The proposed driver shields are requested with the intent to improve the safety of transit operators and passengers. At present, temporary vinyl barriers have been installed on all transit buses to help limit the spread of COVID-19. Although effective, they are not a long-term solution as they do not protect bus operators from physical interactions. Transit has had four physical assaults in the past two years. Although physical assaults have been rare in Regina, there is a growing number of instances of violence towards bus operators in Canada. These driver shields have been installed in most Canadian municipalities with a population of over 500,000. These shields would be installed on all 121 transit buses and will be standard for any future bus additions.

All transit buses are equipped with securement stations to transport customers using mobility devices. Traditional securement stations require a bus operator to help secure a customer in the bus by physically touching and attaching securement straps to the customer's mobility device. This method, although effective, does not promote safe physical distancing. There have been advancements in technology that allow a passenger to be secured with no physical interaction by the bus operator.

Transit currently has 13 self-securement systems in transit buses. The operator can secure the passenger by the press of a button once the passenger positions themselves in the device. These devices are growing in popularity amongst transit systems as it is the best hands-free mobility securement unit for public transit. In addition, the self-securement stations will assist in promoting the use of transit to customers who are currently reliant on paratransit, as Paratransit has been challenged with meeting all of its customer demand.

The request is to retro fit 66 buses. Any new bus purchases will have this securement system installed from the factory.

DECISION HISTORY

In March 2019, Council approved a number of projects to be funded through the ICIP program in order of priority (CR 19-23). Most of these projects were longer term projects that were not shovel ready.

The recommendations contained within this report require City Council approval.

Respectfully Submitted,



Leah Goodwin
Senior Advisor, Government & Indigenous Relations

Respectfully Submitted,



Chris Holden
City Manager

Prepared by: Leah Goodwin, Senior Advisor, Government & Indigenous Relations

Regina Appeal Board Composition

Date	March 3, 2021
To	Executive Committee
From	City Clerk's Office
Service Area	Office of the City Clerk
Item No.	EX21-18

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve revising the membership of the Regina Appeal Board from its current composition of three councillors to five citizen members effective May 1, 2021 and any related administrative amendments as outlined in Appendix A;
2. Establish the rates of remuneration for members as follows:
 - a. Chair to receive \$60 for each appeal hearing and \$60 for each decision-writing meeting; and
 - b. Members, other than the Chair or Acting Chair, to receive \$30 for each appeal hearing and \$30 for each decision-writing meeting.
3. Approve annual funding of \$3,000 in the 2021 budget.
4. Instruct the City Solicitor to prepare the necessary amendments to *The Regina Appeal Board Bylaw, 2005-04*, to give effect to the recommendations to be brought forward to a future meeting of City Council following approval of the recommendations by City Council.
5. Approve these recommendations at its meeting on March 10, 2021.

ISSUE

Membership on the Regina Appeal Board (RAB) has historically been comprised of three members of Council appointed annually.

Revising membership on the Regina Appeal Board from councillors to citizens will bring Regina in line with the majority of other major municipalities in Saskatchewan.

IMPACTS

Financial

There has been no direct cost in previous years as councillors sitting on the RAB received no additional compensation.

The per meeting remuneration being recommended is similar to that provided to members of the Development Appeals Board.

Appeal hearing are scheduled monthly, with meetings to write decisions scheduled shortly thereafter. As such, the chair would receive \$120 and members \$60 for the related appeal hearings and decision-writing meetings, for a maximum cost of \$360 per hearing/meeting, determined as follows:

Chair: \$120
Members: \$240 (4 x \$60)
Total: \$360

Based on the number of appeals hearings and meetings to write decisions held by the RAB in the period 2018-2020, the costs associated with a five-member citizen board would have been as follows:

Year	Number of Meetings	Member Remuneration (5 members)	Cost
2018	9	\$360	\$3,240
2019	7	\$360	\$2,520
2020 ¹	6	\$360	\$2,160

¹ The number of meetings held in 2020 was down over previous years primarily due to COVID impacts as well as the 2020 Municipal/School Board elections.

The requested funding of \$3,000 is based on RAB having 8 meetings in 2021 using the current remuneration schedule.

Policy

An advertisement seeking citizens interested in serving on the RAB will be issued pending Council's approval. A recommended slate of candidates will be brought to Executive Committee and subsequently to Council for consideration and approval.

In keeping with the appointments to both the Development Appeals Board and the Board of Revision, recommended candidates will be appointed on a staggered basis for terms up to 3 years.

Training in administrative tribunal hearings and proceedings will be provided.

Legal

Recently there have been occasions when written decisions of the RAB have been overturned and/or negatively commented on by the Court of Queen's Bench when persons dissatisfied with the RAB's decision choose to pursue a further appeal.

The Office of the City Clerk has recently concluded a review of the existing procedures utilized by the RAB. New procedures focusing on report preparation, decision-making, report writing and practices ensuring procedural fairness will be adopted that mirror what is utilized by the Development Appeals Board.

New members will receive related training in this regard and the revised procedures will be available on regina.ca and provided to appellants.

Other

Appointing citizen members to the RAB brings its membership into alignment with membership on both the Development Appeals Board and the Board of Revision, both of which are comprised entirely of citizen appointees.

In addition, the removal of councillors from this appeal body removes any perception of a conflict of interest whereby an elected official is hearing an appeal on an approved Council policy or decision.

There are no strategic, accessibility or environmental impacts respecting this report.

OTHER OPTIONS

The status quo option would see the RAB composition remain at three Council members.

COMMUNICATIONS

Following approval by City Council, the Office of the City Clerk will run an advertisement seeking interested candidates for membership on the RAB. The advertisement will be published in a future edition of the Regina Leader-Post and regina.ca as well as other social media platforms.

DISCUSSION

The RAB supports City operations (referenced in Appendix A) and hears appeals from citizens respecting:

- orders to remedy property nuisances
- order to enforce property standards
- orders issues pursuant to *The Weed Control Act*

- the suspension or revocation of business licences
- the refusal or revocation of any licenses pursuant to *The Taxi Bylaw, Bylaw No. 9635*
- the refusal, revocation, suspension or placement of conditions on any licence pursuant to:
 - *The Vehicles for Hire Bylaw, Bylaw No. 2019-9*
 - *The Body Rub Establishment Licensing Bylaw, Bylaw No. 2021-61*

A comparison of other major municipalities in Saskatchewan and Alberta indicate that the majority of appeal boards are comprised of citizen members.

City	Number of Members	Council Members	Term
Regina	3	Yes	1 year
Saskatoon	5	No	2 years
Prince Albert	5	No	2 years
Moose Jaw ¹	n/a	n/a	n/a
Calgary	5	No	1 year
Edmonton	4	Yes	Term of office

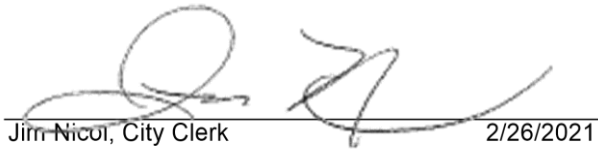
1 The City of Moose is currently reviewing its practices respecting property and licensing appeals. Currently, appeals are submitted to and hear by City Council.

As noted above, Regina’s closest comparator is the City of Saskatoon which utilizes a citizen-only membership on its respective appeal board.

DECISION HISTORY

During consideration of CR20-93: 2020 Committee Structure Review at its December 2, 2020 meeting, Council directed the City Clerk to prepare a report respecting membership on the Regina Appeal Board and recommend changes respecting the Board’s decision-making procedures by Q1 2021.

Respectfully Submitted,



Jim Nicol, City Clerk 2/26/2021

Prepared by: Jim Nicol, City Clerk

ATTACHMENTS

Appendix A- Terms of Reference

Appendix A

Regina Appeals Board

Authority	The board is authorized to hear and rule on appeals pursuant to <i>The Regina Appeals Board Bylaw, Bylaw No. 2005-4</i> , sections 55, 100 and 329 of <i>The Cities Act</i> and section 34 of <i>The Weed Control Act</i> .
Terms of Reference	The Board is authorized to: <ul style="list-style-type: none">• Hear appeals of orders issued pursuant to section 328 of <i>The Cities Act</i> regarding contraventions of the <i>Act</i> or other Bylaws the City is authorized to enforce;• Review the refusal of revocation of licenses pursuant to <i>The Taxi Bylaw, 1994, Bylaw No. 9635</i>• Hear appeals of orders made pursuant to <i>The Regina Community Standards Bylaw, Bylaw No. 2016-2</i>• Review the refusal, suspension or revocation of licenses pursuant to <i>The Licensing Bylaw, Bylaw No. 2006-86, The Vehicles for Hire Bylaw, Bylaw No. 2019-9</i> and <i>The Body Rub Establishment Licensing Bylaw, Bylaw No. 2020-61</i>• Hear appeals of orders issued pursuant to <i>The Weed Control Act</i>.
Composition	The Board consists of 5 citizen members appointed by City Council.
Appointment of Chair	The Board elects a chair from among the Board members
Term	The members hold office for up to three-year staggered terms as may be set by Council resolution, up to a maximum of nine consecutive years.
Meetings	The Board meets at the call of the secretary in consultation with the chair to determine the hearing dates for the year, annually.
Quorum	A quorum is a majority of the Board members hearing The appeal, but if one or more members is disqualified from hearing the appeal, two members constitute a quorum.
Procedures	The Board may establish its own procedures for conducting business at meetings, which must be in writing and be publicly available; or adopt the procedural requirements of <i>The Procedure Bylaw, Bylaw No. 9004</i>

**Administrative
Resource**

Office of the City Clerk

Secretary

City Clerk