

BYLAW NO. 2021-46

THE PROCEDURE AMENDMENT BYLAW, 2021

---

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:
  - (a) include a requirement that all delegations wishing to appear before Council submit a delegation brief setting out the full text of their presentation and their request; and
  - (b) include a requirement that when the delegation appears before Council, the delegation is required to:
    - (i) make the presentation outlined in the delegation brief or provide a verbal summary of the presentation; and
    - (ii) state where the delegation resides.
- 2 The authority for this Bylaw is sections 8, 55, 55.1, 99 and 100 of *The Cities Act*.
- 3 Bylaw 9004, being *The Procedure Bylaw* is amended in the manner set forth in this Bylaw.
- 4 Subsection 9(3.2) is repealed and the following substituted:

“(3.2) Every communication, petition, or application to appear as a delegation, including a delegation brief must be submitted in writing to the City Clerk at, or before 12:00 p.m. on the Monday preceding the meeting of Council, at which it is desired to be presented to Council.”
- 5 Subsection 16(1) is repealed and the following substituted:

“(1) Every delegation wishing to appear before Council shall:
  - (a) 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, the name and correct mailing address of the spokesperson, and telephone number where the representative of the delegation can be reached during the day; and
  - (b) submit a brief clearly setting out the full text of the delegation’s presentation and the request being made of Council.”

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

City Solicitor

- 6 Subsections 16(1.1) and (2) are repealed and the following substituted:
- “(2) Subject to the time limits in subsection (9), when a delegation appears before Council, the delegation may either make the presentation submitted pursuant to clause (1)(b) or provide a verbal summary of that presentation.”
- 7 Subsection 16(4) is repealed and the following substituted:
- “(4) A delegation brief required pursuant to this section shall be temperate and respectful and may be rejected by the City Clerk, with the approval of the Mayor, if in the City Clerk’s opinion it does not respect the Council or the City administration.”
- 8 Subsection 16(7) is amended by striking out “a letter or e-mail” and substituting “a written brief”.
- 9 Subsection 16(8) is repealed and the following substituted:
- “(8) The Mayor, or the Deputy Mayor in the Mayor’s absence, shall advise the delegation spokesperson before they commence their presentation that they must confine their comments to the contents of the written brief that was submitted or a verbal summary of that brief.”
- 10 Subsection 16(12) is amended:
- (a) by striking out “When Council considers requests to appear as a delegation or briefs” and substituting “When Council considers briefs”;
  - (b) in clause 16(12)(a) by striking out “requests to appear as a delegation or”;
  - (c) in clause 16(12)(b) by striking out “requests to appear or”;
  - (d) in clause 16(12)(c) by striking out “request to appear or”;
  - (e) in clause 16(12)(d) by striking out “request to appear and”.

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

READ A FIRST TIME THIS 9<sup>th</sup> DAY OF June 2021.

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF June 2021.

READ A THIRD TIME AND PASSED THIS 9<sup>th</sup> DAY OF June 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

(SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

ABSTRACT

BYLAW NO. 2021-46

THE PROCEDURE AMENDMENT BYLAW, 2021

---

PURPOSE:	The purpose of this Bylaw is to amend <i>The Procedure Bylaw</i> , Bylaw 9004, to include 1) a requirement that all delegations wishing to appear before Council submit a delegation brief setting out the full text of their presentation and their request; and 2) a requirement that when the delegation appears before Council, the delegation is required to make the presentation outlined in the delegation brief or provide a verbal summary of the presentation and state where the delegation resides.
ABSTRACT:	This Bylaw requires each delegation that appears before Council to file a written delegation brief. When appearing before Council, the delegation's presentation is required to follow the written brief or a verbal summary of that brief. Further, the amendment requires delegations to inform Council of where they reside prior to making their presentation.
STATUTORY AUTHORITY:	Sections 8, 55, 55.1, 99 and 100 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	Amendments to The Procedure Bylaw require public notice. Public notice of the changes to this Bylaw was provided on May 29, 2021 in the Leader Post, the City's public notice board and the City's website.
REFERENCE:	Report MN21-5 from the May 26, 2021 meeting of City Council
AMENDS/REPEALS:	Amends Bylaw 9004 being <i>The Procedure Bylaw</i>
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Manager's Office
INITIATING DEPARTMENT:	City Clerk's Office