

Bylaw No. 9170

The Procedures and Committees Bylaw, 2014

**Codified to Bylaw No. 9580
(April 29, 2019)**

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BYLAW NO. 9170

The Procedures and Committees Bylaw, 2014

Whereas, pursuant to section 55 of *The Cities Act*, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

And Whereas, pursuant to section 100 of *The Cities Act*, a Council may delegate its powers or duties to a Council Committee;

And Whereas The City of Saskatoon desires to establish rules and provisions to regulate the conduct of business in Council meetings and Council Committee meetings and to establish Council Committees;

Now Therefore, the Council of The City of Saskatoon enacts as follows:

PART I

Short Title and Interpretation

Short Title

1. This Bylaw may be cited as *The Procedures and Committees Bylaw, 2014*.

Definitions

2. In this Bylaw:
 - (a) “**Acting Mayor**” means the councillor appointed by Council to act as the mayor if both the Mayor and the Deputy Mayor are unable to perform the duties of the Mayor;
 - (b) “**adjourn**” means to suspend proceedings to another time or place;
 - (c) “**administration**” means the City Manager of The City of Saskatoon or an employee accountable to the City Manager, but does not include the City Clerk;
 - (d) “**Chair**” means a person who has the authority to preside over a meeting;
 - (e) “**City**” means The City of Saskatoon;

- (f) **“City Clerk”** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act*;
- (g) **“City Manager”** means the person appointed as the administrative head of The City of Saskatoon pursuant to section 84 of *The Cities Act*;
- (h) **“City Solicitor”** means the person appointed as the full-time city solicitor for The City of Saskatoon;
- (i) **“consent agenda”** means that portion of a Regular Business Meeting containing reports from Council Committees which received unanimous support at the committee prior to forwarding the reports to Council, and which may be adopted by a consent motion;
- (j) **“consent motion”** means a motion to adopt, without debate, the recommendations of several reports from Council Committees which have received unanimous consent at the Council Committee prior to forwarding the reports to Council;
- (k) **“Council”** means the Council of The City of Saskatoon;
- (l) **“Council bar”** is the physical divider in the Council Chamber that separates Council and Council Committees from the public gallery;
- (m) **“Council Committee”** means a committee established by Council pursuant to this Bylaw, comprised of Council members only, and includes:
 - (i) the Governance and Priorities Committee; and
 - (ii) all Standing Policy Committees;
- (n) **“Council Committee member”** means a Council member appointed to a Council Committee;
- (o) **“Council meeting”** means a meeting of Council and includes:
 - (i) a Regular Business Meeting;
 - (ii) a Regular Public Hearing Meeting; and
 - (iii) a special meeting;

- (p) **“Council member”** means a member of Council as defined in *The Cities Act*;
- (q) **“councillor”** means a Council member other than the Mayor;
- (r) **“Deputy Mayor”** means the councillor appointed by Council to act as the mayor in the absence or incapacity of the Mayor;
- (s) **“electronic”** means electronic as defined in *The Electronic Information and Documents Act, 2000*;
- (t) **“in camera”** means in the absence of the public;
- (u) **“inquiry”** means a request in writing made by a Council member at a Council meeting for a report providing information typically related to an operational matter or a matter of particular interest in a ward;
- (v) **“Mayor”** means the Council member duly elected in the City of Saskatoon as the Mayor in accordance with *The Local Government Election Act*;
- (w) **“mover”** means a person who presents or proposes a motion or amendment;
- (x) **“notice of motion”** means a notice provided by a Council member that a formal proposal will be placed before a meeting for debate and decision, typically relating to a substantive policy change or a matter of general application in the City;
- (y) **“point of order”** means an issue raised by a Council member in a meeting claiming that the procedures of the meeting or of an individual Council member are contrary to the procedural rules or practices;
- (z) **“point of privilege”** means an issue raised by a Council member in a meeting on any matter related to the rights and privileges of Council or individual members and includes:
 - (i) organization and existence of Council;
 - (ii) comfort of Council members;
 - (iii) conduct of employees of The City of Saskatoon or members of the public in attendance at the meeting;

- (iv) accuracy of the reports of Council's proceedings; and
- (v) reputation of Council or Council members;
- (aa) "**point of procedure**" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand;
- (bb) "**quorum**" means the number of persons required to be present at a meeting to validate the transaction of business;
- (cc) "**recess**" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted;
- (dd) "**Regular Business Meeting**" means a meeting of Council other than a Regular Public Hearing Meeting;
- (ee) "**Regular Public Hearing Meeting**" means a meeting of Council at which matters requiring a public hearing or public notice are considered;
- (ff) "**returning officer**" means a person specified or appointed as a returning officer pursuant to section 28 of *The Local Government Election Act*;
- (gg) "**seconder**" means a person who formally supports a motion or amendment at the time it is proposed;
- (hh) "**special committee**" is a committee established pursuant to section 81 of this Bylaw as a special committee;
- (ii) "**special meeting**" is a meeting of Council or a Council Committee other than a regularly scheduled meeting;
- (jj) "**Standing Policy Committee**" means a committee established as a Standing Policy Committee with the prescribed mandate as provided in this Bylaw;
- (kk) "**urgent business**" means a time sensitive matter which requires Council's immediate and urgent consideration;
- (ll) "**Vice-Chair**" means the person who has the authority to preside at a meeting in the absence of the Chair.

Principles and Purposes of Bylaw

3. The purpose of this Bylaw is to establish rules to follow in governing the City and to establish Council Committees.

Requirement for Information to be in Writing

4. A requirement pursuant to this Bylaw that any information or documents be in writing is satisfied if the information or document:
 - (a) is in an electronic form; and
 - (b) is accessible so as to be useable for subsequent reference.

PART II Application

Application

5.
 - (1) This Bylaw applies to all meetings of Council and Council Committees.
 - (2) This Bylaw prevails if there is any conflict between this Bylaw and any other bylaw or policy.

PART III Council Procedure

DIVISION I First Meeting and Organizational Meetings

First Meeting

6.
 - (1) The first Council meeting shall be held on the Monday immediately following a general election.
 - (2) At the first Council meeting:
 - (a) the returning officer shall provide Council with a copy of the declaration of results with respect to the election;

- (b) every Council member shall take the oath of office pursuant to section 68 of *The Cities Act*; and
- (c) Council shall appoint a Deputy Mayor and members of the Standing Policy Committees for the remainder of the current year.

Organizational Meetings

- 7. (1) An organizational meeting shall be held each year and shall be part of the Regular Business Meeting in September.
 - (1.1) Notwithstanding subsection (1), in the year of a general election, the organizational meeting shall be part of the Regular Business Meeting in November.
- (2) At the organizational meeting, Council shall establish:
 - (a) the term and rotation schedules for the positions of Deputy Mayor and Acting Mayor;
 - (b) dates, times and places for regularly scheduled meetings of Council and Council Committees; and
 - (c) Standing Policy Committee appointments for the following year.

DIVISION II Council Meetings

Regularly Scheduled Meetings

- 8. There shall be two types of regularly scheduled Council meetings:
 - (a) a Regular Business Meeting; and
 - (b) a Regular Public Hearing Meeting.

Date of Meetings

- 9. (1) Every regularly scheduled Council meeting shall be held on the dates established at the organizational meeting.
- (2) Except where otherwise determined by Council at an organizational meeting, regularly scheduled Council meetings shall be held on Mondays.

- (3) No Council meetings shall be held between nomination day under *The Local Government Election Act* and the election day for a general election.

Dispensing with Notice of Regularly Scheduled Meetings

10. (1) Notice of regularly scheduled Council meetings need not be given.
- (2) Notwithstanding subsection (1), the City Clerk may advertise the date, time and place of any regularly scheduled Council meeting by:
 - (a) placing an advertisement in a newspaper circulating in Saskatoon on the weekend preceding the date of the regularly scheduled Council meeting;
 - (b) posting a notice on the bulletin board in the lobby of City Hall no later than the Friday preceding the date of the regularly scheduled Council meeting; and
 - (c) posting a notice on the City's website no later than the Friday preceding the date of the regularly scheduled Council meeting.

Place of Meetings

11. Every regularly scheduled Council meeting shall be held in the Council Chamber.

Time of Meetings

12. (1) Every Regular Business Meeting shall commence at 1:00 p.m. and shall adjourn by 5:00 p.m.
- (2) Every Regular Business Meeting shall recess for 15 minutes at approximately 3:00 p.m.
- (3) Every Regular Public Hearing Meeting shall commence at 6:00 p.m. and shall adjourn by 11:00 p.m.
- (4) Every Regular Public Hearing Meeting shall recess for 15 minutes at approximately 8:00 p.m.
- (5) Additional recesses may be called at the direction of the Mayor.

- (6) Notwithstanding subsection (1), upon a majority vote of the Council members present, Council may extend a Regular Business Meeting to 5:30 p.m.

Unfinished Business

- 13. (1) A Regular Business Meeting not completed by 5:00 p.m., or 5:30 p.m. where extended pursuant to subsection 12(6), shall reconvene immediately following the completion of the Regular Public Hearing Meeting.
- (2) A Regular Business Meeting reconvened pursuant to subsection (1) not completed by 11:00 p.m. shall reconvene at 1:00 p.m. on the following business day.
- (3) A Regular Public Hearing Meeting not completed by 11:00 p.m. shall reconvene at 1:00 p.m. on the following business day.
- (4) If it is necessary to reconvene a Regular Business Meeting and a Regular Public Hearing Meeting on the following business day, the Regular Public Hearing Meeting shall commence at 1:00 p.m., followed by the Regular Business Meeting.

Extension of Time

- 14. (1) Subject to section 57, regularly scheduled Council meetings shall not continue later than 11:00 p.m.
- (2) If Council extends its meeting pursuant to section 57, the meeting shall continue until:
 - (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or
 - (c) a quorum is no longer present.

Changing Date, Time and Place

- 15. (1) Subject to subsection (2), Council may change the date, time or place of a regularly scheduled Council meeting.

- (2) If Council changes the date, time or place of a regularly scheduled meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) any Council member not present at the meeting at which the change was made; and
 - (b) the public.

Cancellation

- 16. (1) Subject to subsection (2), Council may cancel a regularly scheduled Council meeting.
- (2) If Council cancels a regularly scheduled Council meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) any Council member not present at the Council meeting at which the decision to cancel was made; and
 - (b) the public.

Special Meetings

- 17. (1) The City Clerk shall call a special meeting of Council whenever requested to do so by the Mayor or a majority of all councillors. A request for a special meeting of Council shall be in writing.
- (2) The City Clerk shall give notice in writing of a special meeting to each Council member and to the public at least 24 hours in advance of the special meeting.
- (3) The notice shall state:
 - (a) the purpose of the special meeting; and
 - (b) the date, time and place of the special meeting.
- (4) Notwithstanding subsection (2), a special meeting may be held with less than 24 hours' notice to the Council members, and without notice to the public, if all Council members agree to do so, in writing, immediately before the beginning of the special meeting.

Meeting Through Electronic Means

18. (1) In an emergency, a Council meeting may be conducted by means of a telephonic, electronic or other communication facility if:
 - (a) notice of the Council meeting is given to the public including the way in which the Council meeting is to be conducted;
 - (b) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the City Clerk is in attendance at that place; and
 - (c) the facilities permit all participants to communicate adequately with each other during the Council meeting.
- (2) Council members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

Actions in Public

19. (1) An act or proceeding of Council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public Council meeting.
- (2) Every person has the right to be present at Council meetings that are conducted in public unless the person presiding at the Council meeting expels a person for improper conduct.

Meetings to be Public

20. Subject to section 21, Council shall conduct all Council meetings in public.

In Camera Items

- 20.1 (1) The in camera items portion of a Council meeting is moved and voted upon.
- (2) If a Council member does not support a particular item being considered in camera, Council, during the public portion of the meeting, shall remove the item and consider the reasons for including the item in camera.

- (3) If Council, after consideration, has determined that an in camera item should not be considered in camera, the item shall be removed from the in camera items and be addressed immediately following approval of the remaining in camera items.
- (4) If an item is removed from the in camera items pursuant to subsection (3), a person may address Council on the item.

In Camera Meetings

- 21. (1) Council may meet in camera if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- (2) Council may meet in camera for the purpose of long-range or strategic planning, but no business may be transacted at that meeting.
- (3) No bylaws may be passed at an in camera Council meeting.
- (4) If Council, while meeting in camera, is of the opinion that a particular item should not be considered in camera, Council shall not consider that item, but shall:
 - (a) direct that it be placed on the public agenda of the next Council meeting; or
 - (b) permit the administration to withdraw the matter.

Method of Giving Notice

- 22. (1) Any notice respecting a Council meeting is deemed to have been given to a Council member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- (2) Notice to the public of a Council meeting as required by sections 15, 16, 17 or 18 is sufficient if the notice is posted:

- (a) at City Hall; and
- (b) on the City's website.

DIVISION III
Communications and Requests to Speak to Council

Communications – General

23. (1) When a person wishes to have a letter or other written communication considered by Council, it shall be addressed to the City Clerk, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) (i) for written correspondence, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
 - (ii) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- (2) A communication received by the City Clerk which does not meet the conditions in subsection (1) or is abusive in nature shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.
- (3) A communication received by the City Clerk which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Communications – Matter on Council Agenda

24. (1) A written communication pertaining to a matter already on a Council agenda must be received by the City Clerk no later than 10:00 a.m. on the morning of the Council meeting in order to be included on the Council agenda.
- (2) A written communication received before the deadline referred to in subsection (1) shall be placed by the City Clerk on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.

Communications – Matter not on Council Agenda

25. (1) Written communications that do not relate to a matter on a Council agenda shall be referred by the City Clerk to:
- (a) the appropriate Council Committee; or
 - (b) the administration.
- (2) A referral pursuant to subsection (1) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Governance and Priorities Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.
- (3) If a communication is referred to the administration, a copy of the communication and any reply shall be placed in a folder in the City's online file sharing service for access by Council members.
- (4) No written communication shall be considered by Council if, within the 12 months immediately preceding the communication, Council has dealt with the same or substantially the same matter by resolution or bylaw.
- (5) If a written communication is refused pursuant to subsection (4), the communication, and any reply, shall be filed by the City Clerk in a folder on the City's online file sharing service for access by Council members.
- (6) Communications respecting a matter for which an appeal to an independent tribunal exists pursuant to *The Cities Act* or any City bylaw shall not be referred to a Council Committee, but rather to the Department or Division having carriage of the appeal on the City's behalf. Without limiting the generality of the foregoing, the following matters shall be referred:
- (a) in the case of property maintenance and nuisance abatement matters, to the Fire Chief of the Saskatoon Fire Department;
 - (b) in the case of assessment matters, to the Director of Corporate Revenue;
 - (c) in the case of business licensing matters, to the General Manager of Community Services;

- (d) in the case of the collection, handling and disposal of waste and recyclable material, to the General Manager of Utilities & Environment;
- (e) in the case of requests for forgiveness of City mortgages under the lot allocation program, to the Director of Saskatoon Land.

Requests to Speak – Matter on Council Agenda

26. (1) If a person wishes to speak to Council on a matter already on a Council agenda, for which a hearing is not required, that person shall notify the City Clerk in writing, which notice shall set out the reason for the request to speak.
- (2) A request to speak to Council pursuant to subsection (1) must be received by the City Clerk before 10:00 a.m. on the day of the Regular Business Meeting.
- (3) The City Clerk shall refer the request to speak to Council pursuant to subsection (1) to the Council meeting dealing with that particular matter, whenever possible.
- (4) Notwithstanding subsections (1) and (2), when consideration of a matter on the agenda of a Council meeting is deferred as unfinished business to a later Council meeting, only those persons who had requested to speak to Council at the original Council meeting shall have the right to be heard at the later Council meeting

Requests to Speak – Matter not on Council Agenda

27. (1) If a person wishes to speak to Council on a matter not on an agenda, that person shall notify the City Clerk in writing, which notice shall set out the subject matter and reason for the request to speak.
- (2) The request to speak pursuant to subsection (1) must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council meeting.
- (3) Upon receipt of a request to speak to Council pursuant to subsection (1), the City Clerk may:
- (a) in the case of requests for a proclamation or a flag raising, refer the matter to Council; or

- (b) in the case of all other matters, refer the matter to the appropriate Council Committee to hear from the person.
- (4) A referral pursuant to subsection (3) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Governance and Priorities Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.
- (5) The City Clerk shall refuse to accept a request to speak to Council if Council or a Standing Policy Committee has, within the 12 months immediately preceding the request, dealt with the same or substantially the same matter by resolution or bylaw.
- (6) If a request to speak to Council is refused pursuant to subsection (5), a copy of the request and any reply, shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.
- (7) If a request to speak to Council concerns a matter which Council has delegated to a Council Committee, the request shall be referred to the appropriate Council Committee.
- (8) The time allowed for each person speaking to Council shall be five minutes, excluding any time spent addressing any questions posed by Council members.

DIVISION IV
Control and Conduct at Council Meetings

Mayor

- 28. (1) The Mayor shall:
 - (a) preside at all Council meetings;
 - (b) preserve order at Council meetings;
 - (c) enforce the rules of Council;
 - (d) decide points of privilege and points of order; and
 - (e) advise on points of procedure.

- (2) The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other Council members.
- (3) When wishing to make a motion, the Mayor shall:
 - (a) vacate the chair, and request that the Deputy Mayor take the chair;
 - (b) if the Deputy Mayor is absent, the Acting Mayor shall take the chair; and
 - (c) the Mayor shall remain out of the chair until the motion has been dealt with.

Deputy Mayor

- 29. (1) Council shall appoint a Deputy Mayor.
- (2) The Deputy Mayor is to act as the Mayor if:
 - (a) the Mayor is unable to perform the duties of Mayor; or
 - (b) the office of Mayor is vacant.

Acting Mayor

- 30. (1) Council shall appoint an Acting Mayor if:
 - (a) both the Mayor and the Deputy Mayor are unable to perform the duties of Mayor; or
 - (b) both the office of Mayor and the office of Deputy Mayor are vacant.
- (2) The Acting Mayor shall be the Council member who last acted as Deputy Mayor.

Point of Order

- 31. (1) A Council member may rise and ask the Mayor to rule on a point of order.
- (2) When a point of order is raised, the Council member speaking shall immediately be seated and shall remain seated until the Mayor decides the point of order raised.

- (3) A point of order must be raised immediately at the time the rules of Council are breached.
- (4) The Council member against whom a point of order is raised may be granted permission by the Mayor to explain.
- (5) The Mayor may consult the City Clerk or the City Solicitor before ruling on a point of order.
- (6) A point of order is not subject to amendment or debate.

Point of Privilege

32. (1) A Council member may rise and ask the Mayor to rule on a point of privilege.
- (2) After the Council member has stated the point of privilege, the Mayor shall rule whether or not the matter raised is a point of privilege.
- (3) If the matter is determined to be a point of privilege, the Council member who raised the point of privilege shall be permitted to speak to the matter.
- (4) If the point of privilege concerns a situation, circumstance or event which arose between Council meetings, the Council member shall raise the point of privilege immediately after adoption of the minutes of the previous Council meeting.
- (5) The Mayor may consult the City Clerk or the City Solicitor before ruling on a point of privilege.
- (6) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to Council.

Point of Procedure

33. (1) Any Council member may rise and ask the Mayor for an opinion on a point of procedure.
- (2) When a point of procedure is raised, the Council member speaking shall immediately be seated until the Mayor responds to the inquiry.

- (3) After the Council member has asked the point of procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before Council.
- (4) The Mayor may consult the City Clerk or the City Solicitor before providing an opinion on the point of procedure.
- (5) A point of procedure is not subject to amendment or debate.
- (6) The Mayor's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of Council.

Appeal

34. (1) Any Council member may appeal any ruling of the Mayor on a point of order or point of privilege to the whole of Council.
- (2) A ruling of the Mayor must be appealed immediately after the ruling is made or the ruling will be final.

Conduct in Public Gallery

35. All persons in the public gallery at a Council meeting shall:
 - (a) refrain from addressing Council or a Council member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones; and
 - (e) ensure that all recording, audio visual and photographic equipment is silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

Conduct of Members

36. (1) A Council member wishing to speak at a meeting shall obtain the approval of the Mayor before speaking.
- (2) When addressing a Council meeting, a Council member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a Council member, an employee of the City or a member of the public;
 - (c) reflecting on a vote of Council except when moving to rescind or reconsider it, and reflecting on the motives of the Council members who voted on the motion or the mover of the motion; or
 - (d) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (3) When a Council member is addressing the Mayor, all other Council members shall:
- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (4) Council members shall remain seated and be silent once a question is put to vote and until the vote is declared.
- (5) Council members shall ensure that all cellular telephones and similar electronic devices remain silent and do not create a disruption to the Council meeting.

Improper Conduct

37. (1) The Mayor may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council meeting, as set out in section 35, leave or be expelled from the meeting.

- (2) No person in the public gallery shall refuse to leave a Council meeting when requested to do so by the Mayor.
- (3) Any person who refuses to leave when requested to do so may be removed.
- (4) If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

Leaving the Meeting

38. Every Council member who leaves a Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the City Clerk and extend respects to the Mayor.

Leaving Seats

39. The Council members shall not leave their places upon conclusion of a Council meeting until the Mayor leaves the chair.

Persons Allowed Within the Council Bar

40. (1) In addition to Council members, the following persons shall be allowed to sit within the Council bar during Council meetings:
 - (a) the City Manager;
 - (b) the City Clerk;
 - (c) the City Clerk's Secretary;
 - (d) the City Solicitor;
 - (e) such other members of the administration as authorized by the City Manager; and
 - (f) such persons as are permitted by the Mayor.
- (2) In the absence of any person mentioned in subsection (1), a person acting on their behalf may sit within the Council bar during Council meetings.

DIVISION V
Council Meeting Procedure

Procedure and Rules

41. (1) When any matter arises relating to Council procedure, which is not covered by this Bylaw, the matter shall be decided by reference to *Bourinot's Rules of Order of Parliamentary Procedure*.
- (2) In the event of any conflict between the provisions of this Bylaw and those contained in *Bourinot's Rules of Order of Parliamentary Procedure*, the provisions of this Bylaw shall apply.

Suspension of Rules

42. Any of the rules contained in this Bylaw not specified in *The Cities Act* may be suspended for any one meeting by a unanimous vote of the Council members present at the Council meeting.

Order of Business and Agenda

43. (1) The order of business for a Regular Business Meeting shall be as set out in Schedule "A".
- (1.1) Notwithstanding subsection (1), a public acknowledgment may be scheduled for a specific time of day, regardless of their placement in the order of business on a Regular Business Meeting agenda. The agenda shall reflect the time for which the public acknowledgment is scheduled, and any matter under consideration at the scheduled time shall be temporarily tabled and resumed upon conclusion of the public acknowledgment.
- (2) The order of business for a Public Hearing Meeting shall be as set out in Schedule "B".
- (3) The City Clerk shall prepare the agenda for Council meetings and distribute copies of the agenda, along with all reports or communications to be dealt with at the Council meeting, to each Council member no later than 4:00 p.m. on the Wednesday immediately preceding the Council meeting.
- (4) The agenda shall include the order of business, and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.

- (5) If, for any reason, the City Clerk is unable to meet the deadline mentioned in subsection (3), the City Clerk shall prepare and distribute the agenda as soon as reasonably possible to allow Council members an opportunity to review the agenda prior to the Council meeting.
- (6) Business shall be considered in the order in which it stands on the agenda, unless Council alters the order of business for the convenience of the Council meeting by a majority vote of the Council members present.
- (7) All administrative reports submitted for inclusion in a Council agenda must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council meeting.

Urgent Business

44. (1) The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the City Clerk.
- (2) In these circumstances, the administration shall submit a report to the City Clerk including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- (3) The City Clerk shall distribute any requests from the administration to add a matter of urgent business to the agenda to the Council members as soon as they are available.
- (4) During the confirmation of the agenda, a Council member may move to add a report, communication, speaker or motion to the agenda if the matter arises from an unforeseeable situation of urgency.
- (5) Council may only consider a matter of urgent business by a majority vote of Council members present.

Minutes

45. (1) The City Clerk shall record the minutes of each Council meeting and shall distribute copies of the minutes of the last Council meeting to each Council member at least 48 hours before the next Council meeting.
- (2) Any Council member may request that a portion of the minutes be read aloud.
- (3) Any Council member may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

46. (1) The Mayor shall take the chair and commence the meeting at the time specified for the meeting and as soon as a quorum is present.
- (2) If neither the Mayor nor the Deputy Mayor is present within five minutes of the time specified for the meeting and a quorum is present, the Acting Mayor shall take the chair and commence the meeting until the arrival of the Mayor or the Deputy Mayor.
- (3) If a quorum is not present within 15 minutes of the time specified for the meeting, the Council meeting shall stand adjourned until the next regularly scheduled meeting.

Quorum

47. (1) A quorum of Council is a majority of Council members.
- (2) Any act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

Inquiry

48. (1) A Council member may make an inquiry at any Council meeting regarding any matter to:
 - (a) any Council Committee;
 - (b) any board of a controlled corporation as defined in *The Cities Act*;
 - (c) the Saskatoon Board of Police Commissioners;
 - (d) the Saskatoon Public Library Board;
 - (e) the board of a business improvement district as defined in *The Cities Act*; or
 - (f) the administration.
- (2) All inquiries must be in writing and delivered to the City Clerk.
- (3) The City Clerk shall refer all answers to inquiries to a Council meeting.

- (4) The Mayor may rule that any inquiry is out of order as not constituting a proper inquiry and refuse to put forward the inquiry.
- (5) Any Council member may request further information if they feel the reply to an inquiry is insufficient, but this request must be approved by Council.
- (6) When the cost to respond to an inquiry, incurred by reason of:
 - (a) the time of City employees which must be taken away from performance of their regular duties or overtime which must be worked;
 - (b) the need to hire additional employees; or
 - (c) the necessity of obtaining and paying for the information required to answer the inquiry,is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the administration shall report the anticipated cost to Council before undertaking a response to the inquiry.
- (7) When the administration has reported pursuant to subsection (6), Council may, by a majority vote of the Council members present:
 - (a) direct that the administration proceed with the investigation necessary to answer the inquiry; and
 - (b) shall provide for the payment of costs.
- (8) An inquiry is not debatable until the reply has been made or presented at a Regular Business Meeting.
- (9) A Council member who made an inquiry may, at a Regular Business Meeting, instruct the administration to abandon the inquiry.

Question Period

49. (1) Question period is open to Council members only.
- (2) No Council member shall be allowed to ask more than two questions.
- (3) Notwithstanding subsection (2), a Council member may ask a supplementary question to clarify an original question.

- (4) Questions shall only be asked in respect of matters of sufficient urgency and importance to require an immediate answer.
- (5) Any preamble to questions posed shall be as brief as possible. An excessively long preamble is not permitted. No preamble is allowed in a supplementary question.
- (6) Questions shall be phrased to elicit an answer and not to provoke debate.
- (7) Questions shall not be asked on matters that are outside the legislative or administrative jurisdiction of Council and the administration.
- (8) Questions shall not deal with matters that are the subject of litigation to which the City is a party.
- (9) Questions shall not be asked on matters already on the agenda of Council.
- (10) Questions shall be directed to the administration and shall be answered by the City Manager or another member of the administration within the bar.

Replies to Questions

50. Replies to questions shall be brief and factual, and shall not provoke debate.

DIVISION VI Motions in Council Meeting

Motions and Debate

51. (1) A motion shall not be considered until it has been seconded.
- (2) When a motion is under debate, no other motions may be made, except:
 - (a) to refer the motion to a Council Committee or the administration for a report back to Council;
 - (b) to amend the motion;
 - (c) to defer the motion to a fixed date;
 - (d) to request that the motion be put to a vote;

- (e) to extend the time for a Council meeting; or
 - (f) to adjourn the meeting.
- (3) Any motions allowed under subsection (2) shall be considered in the order in which they were moved.

Motion to Amend – General

52. (1) Except as provided in subsection (12), any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- (2) The amending motion must be:
- (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- (3) An amending motion may also be amended.
- (4) A subamendment must be:
- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- (5) Only two amendments to a motion, an amendment and a subamendment, are allowed at the same time. When one or both have been dealt with, a further amendment or subamendment may be entertained.
- (6) There is no limit to the number of amendments or subamendments that may be proposed.

- (7) An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one subamendment before the meeting at one time.
- (8) Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- (9) The main motion shall not be debated until all amendments to it have been put to a vote.
- (10) Amendments shall be put in the reverse order to the order in which they were moved.
- (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date;
 - (c) a motion requesting that a motion be put to a vote.

Dividing a Motion into Parts

53. (1) A Council member may request or the Mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) Council shall then vote separately on each recommendation.
- (3) A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

Motion Arising

54. When a particular matter is before Council, a motion arising on the same matter is permitted provided:
- (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

Motion to Defer to a Fixed Date

55. (1) Where a majority of all Council members decide to defer a motion to a fixed date, the motion cannot be considered by Council until the fixed date.
- (2) The only amendment allowed to a motion to defer to a fixed date is to change the date.
- (3) Notwithstanding subsection (1), Council may consider a deferred motion before the fixed date if a majority of all Council members agree that the motion may be considered before that date.

Request that Motion be put to Vote

56. (1) A motion requesting that a motion be put to a vote shall not be moved or seconded by a Council member who has spoken to the original motion.
- (2) A motion requesting that a motion be put to a vote shall not be amended or debated.
- (3) If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without further amendment or debate.
- (4) If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

Motion to Extend Time

- 57. (1) Subject to subsection (2), regularly scheduled Council meetings shall not continue later than 11:00 p.m.
- (2) Council may extend a regularly scheduled meeting beyond 11:00 p.m. with unanimous consent of the Council members present.
- (3) If any person is speaking at 11:00 p.m., the Mayor shall wait until that person is finished speaking before asking Council to consider whether it wants to extend the time of the meeting.

Motion to Adjourn

- 58. (1) A motion to adjourn is allowed at any time during a Council meeting, except:
 - (a) when a Council member is speaking;
 - (b) when Council members are voting on a motion;
 - (c) when a recorded vote is being taken;
 - (d) when Council is considering a motion requesting that a motion be put to a vote; or
 - (e) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.
- (2) A motion to adjourn shall be decided without debate.

Consent Agenda

- 59. (1) The consent agenda portion of a Regular Business Meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- (2) If a Council member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the Mayor calls the question, and the item shall be removed from the consent agenda without further debate or vote. Any items so removed shall be addressed immediately following approval of the consent agenda.

- (3) If an item is removed from the consent agenda pursuant to subsection (2), a person may address Council on the item.

Motion to Move In Camera

60. (1) A Council member may make a motion that a Council meeting move in camera.
 - (2) The motion to move in camera must:
 - (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) include the titles or subject of the item(s) to be discussed; and
 - (c) include the reason for the Council meeting to be held in camera.
 - (3) No bylaw shall be passed at an in camera meeting.

Motion Contrary to Rules

61. The Mayor may refuse to put to Council a motion which is, in the opinion of the Mayor, contrary to the rules and privileges of Council.

Withdrawal of Motion

62. The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Reconsider

63. (1) A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
 - (2) A motion to reconsider is in order whether the original motion passed or failed.
 - (3) A motion to reconsider may only be made at the same Council meeting as the original motion was voted on.

- (4) A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (5) A motion to reconsider may be seconded by any Council member regardless how the member voted on the original motion.
- (6) A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- (7) A motion to reconsider cannot be amended.
- (8) A motion to reconsider shall require a majority vote of the members present at the meeting.
- (9) If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- (10) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

64. (1) A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- (2) A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- (3) A motion to rescind may be made at any time following the Council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (4) A motion to rescind may be moved and seconded by any Council member regardless how they voted on the original motion.
- (5) A motion to rescind is debatable.
- (6) A motion to rescind may be amended.
- (7) Except as provided in subsection (8), a motion to rescind shall only be made by a notice of motion duly given pursuant to section 64.
- (8) Council may, by unanimous consent of the members present, waive the requirement for notice.

- (9) A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.
- (10) A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

Notice of Motion

- 65. (1) A motion introducing a new matter shall not be considered by Council unless:
 - (a) a notice of motion has been submitted in writing to the City Clerk at a previous regularly scheduled Council meeting; or
 - (b) a notice of motion has been provided to the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council meeting.
- (2) A notice of motion shall include a copy of the actual motion to be placed before Council.
- (3) Council may, by unanimous consent of the members present, waive the requirement for notice.
- (4) All notices of motion received pursuant to subsection (1), shall be considered at the next Regular Business Meeting.

Motion Arising from Communications

- 66. Council may consider a motion arising from a communication to Council at a current Regular Public Hearing Meeting if it is a motion to make a proclamation or approve a flag raising.

Reintroduction of Matters Previously Considered

66.1 A Council member shall not reintroduce a matter for consideration by Council if, within the 12 months immediately preceding reintroduction of the matter, Council has dealt with the same or substantially the same matter by resolution or bylaw.

Debate on Motion

67. (1) Subject to subsections (4) and (5), no Council member shall speak more than once to a motion except to explain a material part of their speech which may have been misquoted or misunderstood.
- (2) No Council member shall speak longer than five minutes on the same motion.
- (3) The mover of the motion shall be given the first opportunity to speak.
- (4) The mover of the motion shall be allowed a reply at the conclusion of the debate, which reply shall not be longer than three minutes.
- (5) Council may, by a majority vote of the members present, allow any member to speak to the same motion more than once or for longer than five minutes.

Legal Advice

68. Where a majority of the Council members present at a Council meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

Voting of Council

69. (1) A Council member attending a Council meeting shall vote at the meeting on a matter before Council unless the Council member is required to abstain from voting pursuant to *The Cities Act* or any other Act.
- (2) If a Council member is not required to abstain from voting on a matter before Council and abstains from voting, the Council member is deemed to have voted in the negative.
- (3) The City Clerk shall ensure that each abstention is recorded in the minutes of the meeting.

Voting of Mayor

70. The Mayor shall vote with the other Council members on all questions.

Majority Decision

71. Unless a greater percentage of votes is required by any provision of this Bylaw, at every Council meeting, all questions are to be decided by a majority vote of the Council members present.

Recorded Vote

72. (1) All votes by Council members on matters before Council during Council meetings shall be recorded.
- (2) The minutes must show the names of Council members present and whether each voted for or against the proposal or abstained.

Tied Vote

73. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

DIVISION VII Bylaws

Passing of Bylaws

74. (1) Every proposed bylaw must have three distinct and separate readings.
- (2) A proposed bylaw must not have more than two readings at a Council meeting unless the Council members present unanimously agree to consider third reading.
- (3) A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.

DIVISION VIII
Public Hearings

Procedure for Public Hearings

75. (1) When Council is required to give public notice of a matter or to hold a public hearing on a matter pursuant to *The Cities Act, The Planning and Development Act, 2007*, or any other Act or any bylaw or policy of the City, the bylaw or resolution shall be considered at a Regular Public Hearing Meeting.
- (2) The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) if the matter concerns the passage of a bylaw, the proposed bylaw shall be introduced in Council and given first reading without amendment or debate;
 - (b) if the matter concerns the passage of a resolution, the proposed resolution shall be introduced, moved and seconded without amendment or debate;
 - (c) the Mayor shall declare the hearing on the matter open;
 - (d) the administration shall present a report on the bylaw or resolution under consideration including the administration's recommendations;
 - (e) if the matter concerns a land use or development matter, the Municipal Planning Commission may present any matters which it has considered and may make recommendations to Council;
 - (f) all interested parties shall be heard;
 - (g) if the matter concerns a specific proposal, the proponent shall be given the first opportunity to make representations on the matter;
 - (h) after the proponent, any other interested persons shall be given an opportunity to make representations on the matter;
 - (i) the proponent shall be given a final opportunity to respond to the representations of the other interested persons;
 - (j) Council may request further information from the administration;
 - (k) Council shall receive all reports, correspondence and other materials submitted on the matter under consideration;

- (l) the Mayor shall declare the hearing closed;
 - (m) Council shall then consider the matter and, at the conclusion of its deliberations, it shall vote on the bylaw or resolution in accordance with the provisions of this Bylaw.
- (3) The time allowed for the proponent and each interested person to make representations shall be five minutes excluding any time spent addressing any questions posed by Council members.
 - (4) A public hearing may be adjourned to a date certain.

Voting in Public Hearings

- 75.1
- (1) A Council member who is not present for part of a public hearing which is concluded in one day, or for part of the last day of a public hearing which lasts longer than one day, may only vote on the bylaw or resolution under consideration if the Council member first receives and reviews a public hearing summary report during a 10 minute recess called for that purpose, provided that the public hearing summary report can be reasonably presented within 10 minutes.
 - (2) A Council member who is not present for part of a public hearing which lasts longer than one day, other than the last day, may only vote on the bylaw or resolution under consideration if:
 - (a) the Council member first receives and reviews a public hearing summary report during a 10 minute recess called for that purpose, provided that the hearing summary report can be reasonably presented within 10 minutes; or
 - (b) the Council member otherwise receives and reviews a public hearing summary report, which must include a video recording of the part of the public hearing conducted in the absence of the Council member.
 - (3) A Council member who wishes to leave a public hearing while it is in progress shall notify the City Clerk and indicate to the Clerk the projected length of the Council member's absence. The Mayor may call a temporary recess of the public hearing to allow for the return of the Council member to be present for the entire hearing.
 - (4) A Council member who is absent for all of a public hearing may not vote on the bylaw or resolution under consideration at the public hearing.

PART IV
Council Committee Procedure

DIVISION I
Council Committees

Governance and Priorities Committee

76. (1) The Governance and Priorities Committee is hereby established.
- (2) The function of the Governance and Priorities Committee, including its mandate, policy areas and delegated authority is set out in Schedule “E”.
- (3) The Governance and Priorities Committee shall consist of all Council members.
- (4) The Mayor is the Chair of the Governance and Priorities Committee.
- (5) The procedure and conduct of the Governance and Priorities Committee and its members shall be in accordance with this Part.

Environment, Utilities and Corporate Services Committee

77. (1) The Environment, Utilities and Corporate Services Committee is hereby established as a Standing Policy Committee.
- (2) The function of the Environment, Utilities and Corporate Services Committee, including its mandate, policy areas and delegated authority is set out in Schedule “F”.
- (3) The Environment, Utilities and Corporate Services Committee shall consist of five councillors, appointed annually.
- (4) The procedure and conduct of the Environment, Utilities and Corporate Services Committee and its members shall be in accordance with this Part.

Finance Committee

78. (1) The Finance Committee is hereby established as a Standing Policy Committee.
- (2) The function of the Finance Committee, including its mandate, policy areas and delegated authority is set out in Schedule “G”.
- (3) The Finance Committee shall consist of five councillors, appointed annually.
- (4) The procedure and conduct of the Finance Committee and its members shall be in accordance with this Part.

Planning, Development and Community Services Committee

79. (1) The Planning, Development and Community Services Committee is hereby established as a Standing Policy Committee.
- (2) The function of the Planning, Development and Community Services Committee, including its mandate, policy areas and delegated authority is set out in Schedule “H”.
- (3) The Planning, Development and Community Services Committee shall consist of five councillors, appointed annually.
- (4) The procedure and conduct of the Planning, Development and Community Services Committee and its members shall be in accordance with this Part.

Transportation Committee

80. (1) The Transportation Committee is hereby established as a Standing Policy Committee.
- (2) The function of the Transportation Committee, including its mandate, policy areas and delegated authority is set out in Schedule “I”.
- (3) The Transportation Committee shall consist of five councillors, appointed annually.
- (4) The procedure and conduct of the Transportation Committee and its members shall be in accordance with this Part.

Mayor Ex-Officio Member

- 81. (1) The Mayor shall, by virtue of the office or position, be a voting member of each Standing Policy Committee.
- (2) When present at a meeting of a Standing Policy Committee, the Mayor shall be included for determining whether a quorum exists.

Special Committees

- 82. (1) Council may appoint special committees as required and provide for the membership and functions of such committees and to whom they shall report.
- (2) Council shall appoint the Chair of each special committee.
- (3) All meetings of special committees shall be called by the Chair, or in the Chair's absence, the City Clerk, whenever requested by a majority of the members of the special committee.

Ad Hoc Committees

- 82.1 (1) Council Committees may appoint ad hoc committees to consider and report on a specific subject, project or undertaking within the Council Committees' mandate, but outside the mandate of any Advisory Committee that reports to it.
- (2) The Council Committee shall appoint the Chair and provide for the membership and functions of each ad hoc committee.
- (3) All meetings of ad hoc committees shall be called by the Chair.
- (4) Reports of ad hoc committees shall be made through the Council Committee to Council.
- (5) When an ad hoc committee has completed its work and made its report to Council, the ad hoc committee shall be deemed to be dissolved.

DIVISION II
Council Committee Meetings

Date of Meetings

83. (1) Regularly scheduled Council Committee meetings will be held on the dates and times established by Council at an organizational meeting.
- (2) Except where otherwise determined by Council at an organizational meeting, regularly scheduled Council Committee meetings shall be held on Mondays.
- (3) No Council Committee meetings shall be held between nomination day under *The Local Government Election Act* and the election day for a general election.

Dispensing with Notice of Regularly Scheduled Meetings

84. (1) Notice of regularly scheduled Council Committee meetings need not be given.
- (2) Notwithstanding subsection (1), the City Clerk may advertise the date, time and place of any regularly scheduled Council Committee meeting by:
- (a) placing an advertisement in a newspaper circulating in Saskatoon on the weekend preceding the date of the regularly scheduled Council Committee meeting;
 - (b) posting a notice on the bulletin board in the lobby of City Hall no later than the Friday preceding the date of the regularly scheduled Council Committee meeting; and
 - (c) posting a notice on the City's website no later than the Friday preceding the date of the regularly scheduled Council Committee meeting.

Place of Meetings

85. Every regularly scheduled Council Committee meeting shall be held in the Council Chamber.

Time of Meetings

86. (1) No more than two Standing Policy Committees shall meet on any given day.
- (2) Standing Policy Committees shall meet from 9:00 a.m. to 1:00 p.m. or from 2:00 p.m. to 6:00 p.m., but no two Standing Policy Committees shall meet at the same time on the same day.
- (3) Every Standing Policy Committee meeting shall recess for 15 minutes at the approximate midpoint of the Standing Policy Committee meeting.
- (4) The Governance and Priorities Committee shall not meet at the same time as a Standing Policy Committee.
- (5) Regularly scheduled meetings of the Governance and Priorities Committee shall commence at 1:00 p.m. and shall not continue later than 11:00 p.m.
- (6) Every Governance and Priorities Committee meeting shall recess for 15 minutes at the approximate midpoint of both the afternoon and evening of the Governance and Priorities Committee meeting.
- (7) Every Governance and Priorities Committee meeting shall recess for 30 minutes at approximately 5:30 p.m.
- (8) Notwithstanding subsection (5), the Governance and Priorities Committee may extend a regularly scheduled meeting beyond 11:00 p.m. with the consent of the majority of the members present.
- (9) Additional recesses may be called at the direction of the Chair.

Unfinished Business

87. If the business of a Council Committee meeting is not completed at that meeting, the unfinished business shall be set over to the next regularly scheduled Council Committee meeting or to a special meeting called to consider the unfinished business.

Changing Date, Time and Place

- 88. (1) Subject to subsection (2), a Council Committee may change the date, time or place of its regularly scheduled meeting.
- (2) If a Council Committee changes the date, time or place of its regularly scheduled meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) any Council Committee members not present at the Council Committee meeting at which the change was made; and
 - (b) the public.
- (3) Notwithstanding subsection (2), a Council Committee meeting may be held with less than 24 hours' notice to all members and without notice to the public if all Council members agree to do so, in writing, immediately before the beginning of the meeting.
- (4) The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection (3) may be given in person or by facsimile, electronic mail or other similar means.

Cancellation

- 89. (1) Subject to subsection (2), a Council Committee may cancel its regularly scheduled meeting.
- (2) If a Council Committee cancels its regularly scheduled meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) all Council members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.

Special Meetings

90. (1) The City Clerk shall call a special meeting of a Council Committee whenever requested to do so by the Chair or by a majority of the members of that committee. A request for a special meeting of a Council Committee shall be in writing.
- (2) The City Clerk shall give notice in writing of a special meeting to all Council members and to the public at least 24 hours in advance of the meeting.
- (3) The notice shall state:
 - (a) the purpose of the meeting; and
 - (b) the date, time and place of the meeting.
- (4) Notwithstanding subsection (2), a special meeting may be held with less than 24 hours' notice to all Council members, and without notice to the public, if all Council members agree to do so, in writing, immediately before the beginning of the meeting.

Meeting Through Electronic Means

91. (1) In an emergency, a Council Committee meeting may be conducted by means of a telephonic, electronic or other communication facility if:
 - (a) notice of the meeting is given to the public including the way in which the meeting is to be conducted;
 - (b) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the City Clerk is in attendance at that place; and
 - (c) the facilities permit all participants to communicate adequately with each other during the meeting.
- (2) Council Committee members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Actions in Public

92. (1) An act or proceeding of a Council Committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public Council Committee meeting.
- (2) Everyone has the right to be present at Council Committee meetings that are conducted in public unless the person presiding at the Council Committee meeting expels a person for improper conduct.

Meetings to be Public

93. Subject to section 94, Council Committees shall conduct all Council Committee meetings in public.

In Camera Items

- 93.1 (1) The in camera items portion of a Public Council Committee meeting is moved and voted upon.
- (2) If a Council Committee member does not support a particular item being considered in camera, the Council Committee, during the public portion of the meeting, shall remove the item and consider the reasons for including the item in camera.
- (3) If a Council Committee, after consideration, has determined that an in camera item should not be considered in camera, the item shall be removed from the in camera items and be addressed immediately following approval of the remaining in camera items.
- (4) If an item is removed from the in camera items pursuant to subsection (3), a person may address Council Committee on the item.

In Camera Meetings

94. (1) Council Committees may meet in camera if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.

- (2) If a Council Committee, while meeting in camera, is of the opinion that a particular agenda item should not to be considered in camera, the Council Committee shall not consider that item, but shall:
 - (a) direct that it be placed on the public agenda of the next meeting of the Council Committee; or
 - (b) permit the administration to withdraw the matter.

Method of Giving Notice

- 95. (1) Any notice respecting a Council Committee meeting is deemed to have been given to a Council Committee member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- (2) Notice to the public of a Council Committee meeting as required by sections 88, 89, 90 and 91 is sufficient if the notice is posted:
 - (a) at City Hall; and
 - (b) on the City's website.

DIVISION III
Communications and Requests to Speak to Council Committees

Communications – General

- 96. (1) When a person wishes to have a letter or other communication considered by a Council Committee, it shall be addressed to the City Clerk, and:
 - (a) clearly set out the matter in issue and the request; and
 - (b) (i) for written correspondence, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or

- (ii) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- (2) A communication received by the City Clerk which does not meet the conditions in subsection (1) or is abusive in nature shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.
- (3) A communication received by the City Clerk which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Communications – Matter on Council Committee Agenda

- 97. (1) The City Clerk shall, whenever possible, include any written communication that relates to a matter already on the agenda of a Council Committee to the Council Committee meeting dealing with the matter.
- (2) A written communication pertaining to a matter already on a Council Committee agenda must be received by the City Clerk no later than 5:00 p.m. of the business day immediately preceding the Council Committee meeting in order to be included on the Council Committee agenda.
- (3) Notwithstanding subsection (2), communications may be submitted online until 8:00 a.m. on the day of the Council Committee meeting.

Communications – Matter not on Council Committee Agenda

- 98. (1) Written communications that do not relate to a matter on a Council Committee agenda shall be referred by the City Clerk to:
 - (a) the Governance and Priorities Committee;
 - (b) the appropriate Standing Policy Committee; or
 - (b) the administration.
- (2) In order for the communication to be included on the agenda of the next Council Committee meeting, it must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.

- (3) A referral pursuant to subsection (1) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Governance and Priorities Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.
- (4) If a communication is referred to the administration, a copy of the communication and any reply shall be placed in a folder in the City's online file sharing service for access by Council members.
- (5) No communication on the same or substantively the same matter shall be considered for at least 12 months after a resolution or bylaw concerning the matter was passed.
- (6) If a communication cannot be considered because it does not comply with subsection (5), the communication, and any reply, shall be filed by the City Clerk in a folder on the City's online file sharing service for access by Council members.
- (7) Communications to a Council Committee respecting a matter for which an appeal to an independent tribunal exists pursuant to *The Cities Act* or any bylaw shall be referred to the Department or Division having carriage of the appeal on the City's behalf. Without limiting the generality of the foregoing, the following matters shall be referred:
 - (a) in the case of property maintenance and nuisance abatement matters, to the Fire Chief of the Saskatoon Fire Department;
 - (b) in the case of assessment matters, to the Director of Corporate Revenue;
 - (c) in the case of business licensing matters, to the General Manager of Community Services;
 - (d) in the case of the collection, handling and disposal of waste and recyclable material, to the General Manager of Utilities & Environment;
 - (e) in the case of requests for forgiveness of City mortgages under the lot allocation program, to the Director of Saskatoon Land.

Requests to Speak – Matter on Council Committee Agenda

99. (1) If a person wishes to speak to a Council Committee on a matter already on an agenda, that person shall notify the City Clerk in writing, which notice shall set out the reason for the request to speak.
- (2) A written request to speak to a Council Committee pertaining to a matter already on a Council Committee agenda must be received by the City Clerk no later than 5:00 p.m. of the business day immediately preceding the Council Committee meeting in order to be included on the Council Committee agenda.
- (3) Notwithstanding subsection (2), written requests to speak to a Council Committee may be submitted online until 8:00 a.m. on the day of the Council Committee meeting.
- (4) The City Clerk shall refer the request to speak to a Council Committee pursuant to subsection (1) to the Council Committee meeting dealing with that particular matter, whenever possible.
- (5) Notwithstanding subsections (1), (2) and (3), when consideration of a matter on the agenda of a Council Committee meeting is deferred as unfinished business to a later meeting, only those persons who had requested to speak to the original Council Committee meeting shall have the right to be heard at the later Council Committee meeting.

Requests to Speak – Matter not on Council Committee Agenda

100. (1) If a person wishes to speak to a Council Committee on a matter not on an agenda, that person shall notify the City Clerk in writing, which notice shall set out the subject matter and reason for the request to speak.
- (2) The request to speak pursuant to subsection (1) must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.
- (3) Upon receipt of a request to speak to a Council Committee pursuant to subsection (1), the City Clerk may:
 - (a) in the case of requests for a proclamation or a flag raising, refer the matter to Council; or
 - (b) in the case of all other matters, refer the matter to the appropriate Council Committee to hear from the person.

- (4) A referral pursuant to subsection (3) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Governance and Priorities Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.
- (5) The City Clerk shall refuse to accept a request to speak to a Council Committee if Council or a Council Committee has, within the 12 months immediately preceding the request, dealt with the same or substantially the same matter by resolution or bylaw.
- (6) If a request to speak to a Council Committee is refused pursuant to subsection (5), a copy of the request, and any reply, shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.
- (7) 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.

DIVISION IV

Control and Conduct at Council Committee Meetings Chair

101. (1) Standing Policy Committees shall elect a Chair from among the Standing Policy Committee members at the first meeting after each organizational meeting. If the Council Committee is unable to elect a Chair, then Council shall select the Chair from among the members of that Standing Policy Committee at the next Regular Business Meeting.
- (2) No Council member shall act as Chair of more than one Standing Policy Committee at any given time.
- (3) The members of each Standing Policy Committee shall elect a Vice-Chair who shall preside at meetings in the absence of the Chair.
- (4) If neither the Chair nor the Vice-Chair is present at a meeting of a Standing Policy Committee, that Standing Policy Committee shall elect a Chair from among its members for that meeting.
- (5) The Chair shall preside at each meeting, participate in the debate, and shall vote on all motions.

- (6) The Chair shall decide all questions of procedure, points of order and points of privilege.
- (7) When wishing to make a motion, the Chair shall:
 - (a) vacate the chair, and request the Vice-Chair take the chair;
 - (b) if the Vice-Chair is absent, the members shall choose an acting Chair from among the members, the acting Chair shall take the chair; and
 - (c) the Chair shall remain out of the chair until the motion has been dealt with.

Point of Order

102. (1) A Council Committee member may rise and ask the Chair to rule on a point of order.
 - (2) When a point of order is raised, the Council Committee member speaking shall immediately refrain from speaking further until the Chair decides the point of order raised.
 - (3) A point of order must be raised immediately at the time the rules of the Council Committee are breached.
 - (4) The Council Committee member against whom a point of order is raised may be granted permission by the Chair to explain.
 - (5) The Chair may consult the City Clerk or the City Solicitor before ruling on a point of order.
 - (6) A point of order is not subject to amendment or debate.

Point of Privilege

103. (1) A Council Committee member may rise and ask the Chair to rule on a point of privilege.
 - (2) After the Council Committee member has stated the point of privilege, the Chair shall rule whether or not the matter raised is a point of privilege.

- (3) If the matter is determined to be a point of privilege, the member of the Council Committee who raised the point of privilege shall be permitted to speak to the matter.
- (4) The Chair may consult the City Clerk or the City Solicitor before ruling on a point of privilege.
- (5) If the point of privilege concerns a situation, circumstance, or event which arose between meetings of that Council Committee, the Council Committee member shall raise the point of privilege immediately after adoption of the minutes of the previous Council Committee meeting.
- (6) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to the Council Committee.

Point of Procedure

104. (1) Any Council Committee member may rise and ask the Chair for an opinion on a point of procedure.
- (2) When a point of procedure is raised, the Council Committee member speaking shall refrain from speaking further until the Chair responds to the inquiry.
- (3) After the Council Committee member has asked the point of procedure, the Chair shall provide an opinion on the rules of procedure bearing on the matter before the Council Committee.
- (4) The Chair may consult the City Clerk or the City Solicitor before providing an opinion on the point of procedure.
- (5) A point of procedure is not subject to amendment or debate.
- (6) The Chair's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of the Council Committee.

Appeal

105. Any Council Committee member may challenge the ruling of the Chair. The motion "that the ruling of the Chair be overruled" shall be made, and the question shall be put to a vote immediately without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.

Conduct in Public Gallery

106. All persons in the public gallery at a Council Committee meeting shall:
- (a) refrain from addressing the Council Committee or a Council Committee member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones; and
 - (e) ensure that all recording, audio visual and photographic equipment is silent and operated in such a manner that does not interfere with the meetings or with another person's ability to hear or view the proceedings.

Conduct of Members

107. (1) A Council Committee member wishing to speak at a meeting shall obtain the approval of the Chair before speaking.
- (2) When addressing a Council Committee, a Council Committee member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a Council Committee member, an employee of the City or a member of the public;
 - (c) reflecting on a vote of the Council Committee except when moving to rescind or reconsider it, and shall not reflect on the motives of the Council Committee members who voted on the motion or the mover of the motion; or
 - (d) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (3) When a Council Committee member is addressing the Chair, all other Council Committee members shall:

- (a) remain quiet;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (4) Council Committee members shall remain silent once a question is put to vote and until the vote is declared.
- (5) Council Committee members shall ensure that all cellular telephones and similar electronic devices remain silent and do not create a disruption to the Council Committee meeting.

Improper Conduct

108. (1) The Chair may request that any person in the public gallery who disturbs the proceedings of a Council Committee meeting or acts improperly at a Council Committee meeting, as set out in section 106, leave or be expelled from the meeting.
- (2) No person in the public gallery shall refuse to leave a Council Committee meeting when requested to do so by the Chair.
- (3) Any person who refuses to leave when requested to do so may be removed.
- (4) If a person disturbs the proceedings of a Council Committee meeting or refuses to leave when requested to do so, the Chair may recess the meeting until the person leaves or adjourn the meeting to another day.

Persons Allowed Within the Council Bar

109. (1) In addition to Council Committee members, the following persons shall be allowed to sit within the Council bar during meetings:
- (a) in the case of the Governance and Priorities Committee meeting, the City Manager;
 - (b) in the case of the Environment, Utilities and Corporate Services Committee meeting, the General Manager of Utilities & Environment;

- (c) in the case of the Finance Committee meeting, the Chief Financial Officer;
 - (d) in the case of the Planning, Development and Community Services Committee meeting, the General Manager of Community Services;
 - (e) in the case of the Transportation Committee meeting, the General Manager of Transportation & Construction;
 - (f) in the case of all Council Committee meetings:
 - (i) the City Clerk;
 - (ii) the City Solicitor;
 - (iii) such other persons as may be permitted by the Chair.
- (2) In absence of any person mentioned in subsection (1), a person acting on their behalf may sit within the Council bar during Council Committee meetings.

DIVISION V
Council Committee Meeting Procedure

Procedure and Rules

110. (1) The procedure for Council Committee meetings shall be as set out in Division V of Part III, with any necessary modification, and except as specifically modified in this Part.
- (2) Notwithstanding subsection (1), the following rules apply to Council Committees:
- (a) motions need not be seconded except motions to reconsider or rescind;
 - (b) there shall be no limit to the number of times a member may speak to a question;
 - (c) a motion requesting that a motion be put to a vote shall not be allowed;
 - (d) informal discussion of a subject shall be permitted when no motion has been made.

Order of Business and Agenda

111. (1) The order of business for a regularly scheduled Council Committee meeting shall be as set out in Schedule "C".
- (2) The order of business for an in camera Council Committee meeting shall be as set out in Schedule "D".
- (3) The City Clerk shall prepare the agenda for Council Committee meetings and distribute copies of the agenda, along with all reports or communications to be dealt with at the meeting, to each member of the appropriate Council Committee no later than 4:00 p.m. on the Wednesday immediately preceding the Council Committee meeting.
- (4) The agenda shall include the order of business, and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- (5) If, for any reason, the City Clerk is unable to prepare and distribute the agenda by the deadline mentioned in subsection (4), the City Clerk shall prepare and distribute the agenda as soon as reasonably possible to allow members an opportunity to review the agenda prior to the Council Committee meeting.
- (6) Business shall be considered in the order in which it stands on the agenda, unless the Council Committee alters the order of business for the convenience of the meeting by a majority vote of the members present.
- (7) All administrative reports submitted for inclusion in a regular meeting agenda must be received no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.

Urgent Business

112. (1) The administration may request to add a matter to the agenda of a Council Committee meeting as urgent business after the agenda has been prepared and distributed by the City Clerk.
- (2) In these circumstances, the administration shall submit a report to the City Clerk requesting to add the item to the agenda, which shall include an explanation of the reasons and degree of urgency of the matter, as soon as possible.

- (3) The City Clerk shall distribute any requests from the administration to add a matter of urgent business to the agenda to the Council Committee members as soon as they are available.
- (4) During the confirmation of the agenda, a Council Committee member may move to add a report, communication, speaker or motion to the agenda if the matter arises from an unforeseeable situation of urgency.
- (5) Council Committee may only consider a matter of urgent business by a majority vote of Council Committee members present.

Minutes

113. (1) The City Clerk shall record the minutes of each Council Committee meeting and shall distribute copies of the minutes of the last Council Committee meeting to each member of the Council Committee at least 48 hours before the next meeting of the Council Committee.
- (2) Any Council Committee member may request that a portion of the minutes be read aloud.
- (3) Any Council Committee member may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

114. (1) The Chair shall take the chair and commence the meeting at the time specified for the meeting and as soon as a quorum is present
- (2) If neither the Chair nor the Vice-Chair is present within five minutes of the time specified for the meeting and a quorum is present, the Chair elected by the Council Committee members pursuant to section 101 shall take the chair and commence the meeting until the arrival of the Chair or the Vice-Chair.
- (3) If a quorum is not present within 15 minutes of the time specified for the meeting, the meeting shall stand adjourned until the next regularly scheduled Council Committee meeting.

Quorum

115. (1) A quorum of a Council Committee shall be:

- (a) six Council Committee members for Governance and Priorities Committee; and
- (b) three Council Committee members for all Standing Policy Committees.

Attendance by Other Members

116. (1) Council members may attend and take part in the meetings of Standing Policy Committees of which they are not members, but shall not vote on any matter before the Standing Policy Committee.
- (2) Council members who are not members of a Standing Policy Committee shall be given an opportunity to speak on a matter after the Council Committee members present have had an opportunity to speak.

Access to Documents

117. Every Council member shall have access to:
- (a) the agenda of a meeting of a Standing Policy Committee;
 - (b) the minutes of a meeting of a Standing Policy Committee after they have been approved by the Standing Policy Committee;
 - (c) any report, memoranda or other material submitted to a Standing Policy Committee; and
 - (d) any written communications submitted to a Standing Policy Committee.

DIVISION VI Motions in Council Committee Meetings

Motions and Debate

118. (1) When a motion is under debate no other motions may be made, except:
- (a) to refer the motion to the administration for a report back to the Council Committee;
 - (b) to amend the motion;

- (c) to defer the motion to a fixed date; or
 - (d) to adjourn the meeting.
- (2) Any motions allowed under subsection (1) shall be considered in the order in which they were moved.

Motion to Amend – General

119. (1) Except as provided in subsection (12), any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- (2) The amending motion must be:
- (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- (3) An amending motion may also be amended.
- (4) A subamendment must be:
- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- (5) Only two amendments to a motion, an amendment and a subamendment, are allowed at the same time. When one or both have been dealt with, a further amendment or subamendment may be entertained.
- (6) There is no limit to the number of amendments and subamendments that may be proposed.

- (7) An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one subamendment before the meeting at one time.
- (8) Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- (9) The main motion shall not be debated until all amendments to it have been put to a vote.
- (10) Amendments shall be put in the reverse order to the order in which they were moved.
- (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date.

Dividing a Motion into Parts

120. (1) A Council Committee member may request or the Chair may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) The Council Committee shall then vote separately on each recommendation.
- (3) A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

Motion Arising

121. When a particular matter is before a Council Committee, a motion arising on the same matter is permitted provided:
- (a) the proposed motion is related to and arises from an item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

Motion to Defer to a Fixed Date

122. (1) Where a majority of the Council Committee members present decide to defer a motion to a fixed date, the motion cannot be considered by the Council Committee until the fixed date.
- (2) The only amendment allowed to a motion to defer to a fixed date is to change the date.
- (3) Notwithstanding subsection (1), a Council Committee may consider a deferred motion before the fixed date if a majority of all Council Committee members agree that the motion may be considered before that date.

Motion to Adjourn

123. (1) A motion to adjourn is allowed at any time during a Council Committee meeting, except:
- (a) when a Council Committee member is speaking;
 - (b) when Council Committee members are voting on a motion;
 - (c) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.
- (2) A motion to adjourn shall be decided without debate.

Motion to Move In Camera

124. (1) A Council Committee member may make a motion that the Council Committee meeting move in camera.
- (2) The motion to move in camera must:
- (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) include the titles or subject of the items to be discussed; and
 - (c) include the reason for the Council Committee meeting to be held in camera.

Motion Contrary to Rules

125. The Chair may refuse to put to the Council Committee a motion which is, in the opinion of the Chair, contrary to the rules and privileges of the Council Committee.

Withdrawal of Motion

126. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Reconsider

127. (1) A motion to reconsider is in order whether the original motion passed or failed.
- (2) A motion to reconsider may only be made at the same Council Committee meeting as the original motion was voted on.
- (3) A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (4) A motion to reconsider may be seconded by any Council Committee member regardless how the member voted on the original motion.
- (5) A motion to reconsider is debatable, only if the motion being reconsidered is debatable.

- (6) A motion to reconsider cannot be amended.
- (7) A motion to reconsider shall require a majority vote of the members present at the meeting.
- (8) If a motion to reconsider is adopted, the original motion is immediately placed before the Council Committee to be reconsidered.
- (9) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

128. (1) A motion to rescind an original motion pertaining to a matter within the delegated authority of the Council Committee may be made at any time following the Council Committee meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (2) A motion to rescind may be moved and seconded by any Council Committee member regardless how they voted on the original motion.
 - (3) A motion to rescind is debatable.
 - (4) A motion to rescind may be amended.
 - (5) Except as provided in subsection (6), a motion to rescind shall only be made by a notice of motion duly given pursuant to section 129.
 - (6) A Council Committee may, by unanimous consent of the members present, waive the requirement for notice.
 - (7) A motion to rescind shall, in all cases, require a majority vote of all Council Committee members to pass.
 - (8) A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

Notice of Motion

129. (1) A motion introducing a new matter shall not be considered by a Council Committee unless:
- (a) a notice of motion has been submitted in writing to the City Clerk at a previous regularly scheduled Council Committee meeting; or
 - (b) a notice of motion has been provided to the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.
- (2) A notice of motion shall include a copy of the actual motion to be placed before the Council Committee.
- (3) A Council Committee may, by unanimous consent of the members present, waive the requirement for notice.
- (4) All notices of motion received pursuant to subsection (1), shall be considered at the next Council Committee meeting.

Motion Arising from Communications

130. A Council Committee may consider a motion arising from a new communication to a Council Committee at a current regularly scheduled Council Committee meeting 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.

Reintroduction of Matters Previously Considered

- 130.1 A Council member shall not reintroduce a matter for consideration by a Council Committee if, within the 12 months immediately preceding reintroduction of the matter, a Council Committee has dealt with the same or substantially the same matter by resolution or bylaw.

Legal Advice

131. Where a majority of the members present at a Council Committee meeting wish to receive legal advice in private, the Council Committee may recess for a period of time sufficient to receive legal advice.

Voting of Council Committees

132. (1) A Council Committee member attending a Council Committee meeting shall vote at the meeting on a matter before the Council Committee unless the member is required to abstain from voting pursuant to *The Cities Act* or any other Act.
- (2) If a Council Committee member is not required to abstain from voting on a matter before the Council Committee and abstains from voting, the Council Committee member is deemed to have voted in the negative.
- (3) The City Clerk shall ensure that each abstention is recorded in the minutes of the meeting.

Majority Decision

133. Unless a greater percentage of votes is required by any other provision of this Bylaw, at every Council Committee meeting, all questions are to be decided by a majority vote of the Council Committee members present.

Recorded Vote

- 133.1 (1) All votes by Council Committee members on matters before Council Committees during public meetings shall be recorded.
- (2) The minutes must show the names of Council Committee members present and whether each voted for or against the proposal or abstained.

Tied Vote

134. If there is an equal number of votes for and against a resolution, the resolution is defeated.

PART V
Advisory Committees

Advisory Committees

135. (1) Council hereby establishes the following advisory committees:
- (a) Municipal Heritage Advisory Committee;
 - (b) Diversity, Equity and Inclusion Advisory Committee;
 - (c) Saskatoon Environmental Advisory Committee;
 - (d) Public Art Advisory Committee; and
 - (e) Saskatoon Accessibility Advisory Committee.
- (2) Advisory committees shall be composed of persons appointed by Council. Council members and members of the Administration may be appointed to serve on advisory committees as non-voting resource members.

Municipal Heritage Advisory Committee

136. (1) The Municipal Heritage Advisory Committee is established pursuant to *The Heritage Property Act*.
- (2) The Municipal Heritage Advisory Committee shall consist of 18 voting members.
- (3) Terms of Reference for the Municipal Heritage Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule "J".
- (4) The Municipal Heritage Advisory Committee shall report to the Planning, Development and Community Services Committee.

Diversity, Equity and Inclusion Advisory Committee

137. (1) The Diversity, Equity and Inclusion Advisory Committee shall consist of 17 voting members.

- (2) Terms of Reference for the Diversity, Equity and Inclusion Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “K”.
- (3) The Diversity, Equity and Inclusion Advisory Committee shall report to the Environment, Utilities and Corporate Services Committee.

Saskatoon Environmental Advisory Committee

138. (1) The Saskatoon Environmental Advisory Committee shall consist of 13 voting members.
- (2) Terms of Reference for the Saskatoon Environmental Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “L”.
 - (3) The Saskatoon Environmental Advisory Committee shall report to the Environment, Utilities and Corporate Services Committee.

Public Art Advisory Committee

139. (1) The Public Art Advisory Committee shall consist of 10 voting members.
- (2) Terms of Reference for the Public Art Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “M”.
 - (3) The Public Art Advisory Committee shall report to the Planning, Development and Community Services Committee.

Saskatoon Accessibility Advisory Committee

140. (1) The Saskatoon Accessibility Advisory Committee shall consist of 13 voting members.
- (2) Terms of Reference for the Saskatoon Accessibility Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “N”.
 - (3) The Saskatoon Accessibility Advisory Committee shall report to the Transportation Committee.

PART VI
Offences and Penalties

Offences and Penalties

141. Every person in the public gallery who:

- (a) disrupts a Council meeting or a Council Committee meeting for any reason; or
- (b) refuses to leave the Council Chamber when requested to do so by the Mayor or the Chair,

is guilty of an offence and liable on summary conviction to a fine of not more than \$10,000.00.

PART VII
Miscellaneous

Bylaw No. 8198 Repealed

142. Bylaw No. 8198, *The Council Committee and Procedure Bylaw, 2003* is repealed.

Coming into Force

143. This Bylaw shall come into force on the 1st day of July, 2014.

Read a first time this 9th day of June, 2014.

Read a second time this 9th day of June, 2014.

Read a third time and passed this 9th day of June, 2014.

"Donald J. Atchison"

Mayor

"Joanne Sproule" "SEAL"

City Clerk

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. **Giving Notice**
12. **Urgent Business**

Schedule "A"

Regular Business Meeting Agenda

Continued

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

Schedule “B”

Public Hearing Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Regular Public Hearing Meeting**
4. **Public Acknowledgments**
5. **Public Hearings**
6. **Proclamations and Flag Raisings**
7. **Urgent Business**
8. **Adjournment**

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. **Communications** (requiring the direction of the Committee)
6. **Requests to Speak** (new matters)
7. **Reports from Administration**
8. **Legislative Reports**
9. **Motions** (notice previously given)
10. **Giving Notice**
11. **Urgent Business**
12. **Confirmation of In Camera Items**
13. **In Camera Session** (if required)
14. **Adjournment**

Schedule “D”

In Camera Council Committee Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda and In Camera Items**
3. **Adoption of Minutes of In Camera Council Committee Meeting**
4. **Unfinished Business**
5. **Communications** (requiring the direction of the Committee)
6. **Reports from the Administration**
7. **Legislative Reports**
8. **Urgent Business**
9. **Verbal Updates**
 - 9.1 **Council Members**
 - 9.2 **Administration**
 - 9.3 **Other**
10. **Adjournment**

Schedule “E”

Governance and Priorities Committee

Mandate

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

Policy Areas

2. The policy areas for the Governance and Priorities Committee include:
 - (a) corporate governance;
 - (b) strategic priorities;
 - (c) annual business plan and budget process;
 - (d) legal and legislative reports and advice;
 - (e) collective bargaining negotiations and city pension plans;
 - (f) reporting of human rights complaints and wrongful dismissal actions;
 - (g) government relations; and
 - (h) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Governance and Priorities Committee:
 - (a) the formulation and recommendation to Council of policies, plans, bylaws and any other matter that is not covered within the policy area of any other Standing Policy Committee;
 - (b) the conduct of all formal relationships with the Province of Saskatchewan and the Government of Canada;
 - (c) the consideration and report to Council on matters relating to employee pensions;
 - (d) the supervision of the City Manager and the recommendation of the terms and conditions of his or her employment including compensation to Council;
 - (e) the supervision of the City Clerk and the setting of the terms and conditions of the City Clerk's employment including their compensation to be included in their Office's budget;
 - (f) the receipt of all reports from the City Manager with the exception of those reports which deal with matters that have specifically been delegated to one of the Standing Policy Committees;
 - (g) the receipt of all reports from the City Clerk with the exception of those reports which deal with matters that have specifically been delegated to one of the Standing Policy Committees;
 - (h) the receipt of all legal advice and reports from the City Solicitor with the exception of advice and reports which deal with matters that have specifically been delegated to one of the Standing Policy Committees;
 - (i) the approval or denial of requests for renovations to City Hall by Council members;
 - (j) the consideration and recommendation to Council on all matters referred to it by Council, a Standing Policy Committee or the Mayor.

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; and
 - (p) 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.

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) facilities;
 - (e) audits;
 - (f) all land matters including acquisitions, sales and leases of land, and the land development program;
 - (g) vehicles and equipment, not including Transit and Fire vehicles and equipment;
 - (h) controlled and statutory corporations;
 - (i) implementation of business planning and budget; and
 - (j) 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 by persons appointed to Boards, Commissions and Committees to attend conferences and seminars;
- (d) the approval of requests for transcripts of a Council meeting by a Council member;
- (e) the approval of Tag Days;
- (f) the approval of interest rates to be charged on past due accounts;
- (g) 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;
- (h) the approval of all incentives under the Business Development Incentives Program, except for property tax abatements;
- (i) 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;
- (j) the approval of all leases of privately owned property by the City for civic purposes; and
- (k) 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 “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) fire prevention and suppression;
 - (g) municipal heritage matters;
 - (h) regional planning; and
 - (i) 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 leasing of civic buildings to outside organizations;
 - (f) the approval of special occasion licences if the application does not comply with policy;
 - (g) the approval of innovative housing incentives, except for property tax abatements;
 - (h) 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;
 - (i) the approval of all incentives under the Downtown Housing Incentives program, except property tax abatements;
 - (j) the approval of all incentives under the Vacant Lot and Adaptive Reuse Incentive Program, except property tax abatements;
 - (k) the approval of the purchase of works of art, and the approval of the sites where works of art may be located;
 - (l) the designation of specific City-operated recreational facilities where advertising signs promoting the sale and consumption of beverage alcohol will be permitted;

- (m) the resolution of all 9-1-1 monitoring group disputes; 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.

Schedule “I”

Transportation Committee

Mandate

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

Policy Areas

2. The policy areas for the Transportation Committee include:
 - (a) transit services;
 - (b) streets, roadways and public rights of way, and associated transportation infrastructure;
 - (c) bridges and structures;
 - (d) active transportation;
 - (e) transportation planning;
 - (f) snow grading, removal and management;
 - (g) street maintenance, repair and replacement; and
 - (h) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Transportation 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 the criteria for acceptable transit advertising;
 - (c) the granting of vending rights to special events on public property.



Terms of Reference
Municipal Heritage Advisory Committee

Authority

Section 55 of *The Cities Act*, *The Heritage Property Act*, Council Resolution - June 25, 2018

Mandate

The function and mandate of the Municipal Heritage Advisory Committee (“MHAC”) shall be to:

1. Provide advice to City Council relating to the following:
 - any matter arising out of *The Heritage Property Act* or the regulations thereunder and on Policy C10-020, *Civic Heritage Policy*
 - changes to the criteria for evaluation of properties of architectural or historical value or interest with respect to heritage designation
 - revisions to the list of buildings, sites or structures and areas worthy of conservation as set out in the *Holding Bylaw* or under the heritage database
 - buildings, properties and artifacts to be designated under *The Heritage Property Act* or placed on the Saskatoon Register of Historic Places
 - policies related to conserving heritage buildings, sites or structures and areas
 - proposed changes or recommended changes to municipal legislation to conserve heritage buildings, sites or structures and areas
 - ways to increase public awareness and knowledge of heritage conservation issues, and if the Committee so wishes and if a budget is provided by City Council, provide education and awareness programs within the mandate of the MHAC, provided that the Administration is consulted prior to implementation of each program to ensure there is no duplication of services and that the proposed program supports the relevant policy
 - any other matters relating to buildings, sites or structures and areas of architectural or historical significance
 - buildings, sites or structures and artifacts owned by the City
2. Provide advice to the City’s Administration with respect to approval of alterations to designated heritage property or property for which a notice of intention has been registered pursuant to Bylaw No. 8356, *The Heritage Property (Approval of Alterations) Bylaw, 2004*

3. Prepare and update, in consultation with the Administration, a brochure and/or information on the City's website describing the Committee's mandate, membership, qualifications, recent activities, regular meeting schedule and how the public can contact the Committee

Composition

Voting Members:

Agency Representatives	Citizen Representatives
<ul style="list-style-type: none"> • 1 representative of the Saskatoon Heritage Society • 1 representative of the Saskatchewan Association of Architects • 1 representative of the Saskatoon Region Association of Realtors • 1 representative of the Saskatoon Archaeological Society • 1 representative of the Meewasin Valley Authority • 1 representative of Tourism Saskatoon • 1 representative of the Saskatchewan Indigenous Cultural Centre • 1 representative of the 33rd Street Business Improvement District • 1 representative of the Broadway Business Improvement District • 1 representative of Downtown Saskatoon (Downtown Business Improvement District) • 1 representative of the Riversdale Business Improvement District • 1 representative of the Sutherland Business Improvement District • 1 representative of the Local History Room of the Saskatoon Public Library 	<ul style="list-style-type: none"> • 1 citizen representative of the youth community (16 – 23 years old) • 2 citizen representatives of the First Nations or Métis communities • 2 additional citizen representatives

Non-Voting Resource Members:

- 1 Councillor
- 1 representative of the City Clerk's Office:
 - City Archivist
- Representatives of the City's Administration:
 - Community Services Department

Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent.
- Demonstrated knowledge, expertise or interest in the following:
 - Heritage and history

- Landscape architecture
- Interior design
- Structural engineering
- Construction
- A level of community involvement on related issues
- Ability to commit time to participate in Committee programs and activities.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The MHAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

The MHAC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The MHAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (10).

Subcommittees and Working Groups

- The MHAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittees shall be a voting member.
- Issues identified outside the MHAC mandate may be the subject of an ad hoc committee established by the SPC–PDCS.

Meetings

- Typically meets on the first Wednesday of each month at 11:30 a.m. to 1:30 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the MHAC

Remuneration and Expense Reimbursement

Advisory Committee members shall serve without receiving remuneration. The following services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled MHAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[The Heritage Property Act](#)

[Policy No. C10-020, Civic Heritage Policy](#)

[Bylaw No. 8356, The Heritage Property \(Approval of Alterations\) Bylaw, 2004](#)

Any other policies as required



Terms of Reference
Diversity, Equity and Inclusion Advisory Committee

Authority

Section 55 of *The Cities Act*; City Council Resolution – November 20, 2017 and June 25, 2018

Mandate

The function and mandate of the Diversity, Equity and Inclusion Advisory Committee (“DEIC”) shall be to:

1. Provide advice to City Council on policy matters relating to the following:
 - diversity and inclusion of all citizens within the community
 - emerging equity or diversity issues or trends arising in the community
 - initiatives to combat racism, acts of prejudice or hate in the community
 - initiatives to promote acceptance of all citizens of Saskatoon
 - consideration of the Calls to Action of the Truth and Reconciliation Commission in formulating City policies and initiatives
 - diversity in naming streets and City infrastructure
 - explore barriers faced in accessing city services, information, programs and facilities
 - explore barriers to participation in public life and achievement of social, cultural and economic wellbeing of residents
 - proposed City of Saskatoon policies, initiatives, and civic programs and services to meet changing needs of a diverse community
 - employment and employee awareness policies, initiatives, and civic programs
2. Provide advice and recommendations on the development and contents of a new Diversity, Equity & Inclusion Policy
3. Monitor the success of the DEIC and to advise City Council on ways for the City of Saskatoon to increase success in working with community organizations, business and labour, all orders of government, and other stakeholders to create an inclusive and diverse community where everyone is welcomed and valued
4. Provide education and awareness programs on diversity, equity and inclusion of all citizens in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council

Composition

Voting Members:

Agency Representatives	Citizen Representatives
<ul style="list-style-type: none"> • 1 representative of the Board of Education, Saskatoon Public Schools • 1 representative of the Board of Education, Greater Saskatoon Catholic Schools • 1 representative of the Saskatchewan Intercultural Association • 1 representative of the Saskatchewan Health Authority • 1 representative of the Ministry of Social Services • 1 representative of the Ministry of Corrections and Policing • 1 representative of the Open Door Society • 1 representative of the Saskatoon Police Service 	<ul style="list-style-type: none"> • 1 citizen representative of the First Nations community • 1 citizen representative of the Métis community • 1 citizen representative of the LGBTQ2S community • 1 citizen representative who is a visible minority or newcomer to Canada • 1 citizen representative of the youth community (16 – 23 years old) • 1 citizen representative of the senior citizen community (55+ years old) • 3 additional citizen representatives

Non-Voting Resource Members:

- 1 Councillor
- 1 representative from the Saskatchewan Human Rights Commission
- Representatives of the City's Administration:
 - Strategy & Transformation Department
 - Community Services Department

Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent.
- Knowledge, expertise or interest regarding principles of diversity, inclusion and human rights issues an asset.
- Demonstrated commitment to improving diversity, inclusion and human rights in the community.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The DEIC shall report to City Council through the Environment, Utilities and Corporate Services Committee ("SPC-EUCS").

The DEIC shall report to the SPC-EUCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-EUCS or City Council.

The DEIC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-EUCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (9).

Subcommittees and Working Groups

- The DEIC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the DEIC mandate may be the subject of an ad hoc committee established by the SPC-EUCS.

Meetings

- Typically meets on the second Thursday of each month at 12:00 noon until 2:00 p.m. during each of January, February, April, May, September and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the DEIC

Remuneration and Expense Reimbursement

DEIC members shall serve without receiving remuneration. The following services and benefits are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled DEIC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[*The Cities Act*](#)

[*Bylaw No. 8174, The City Administration Bylaw, 2003*](#)

[*Bylaw No. 9170, The Procedures and Committees Bylaw, 2014*](#)

[*Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees*](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[*Policy No. C10-023, Cultural Diversity and Race Relations Policy*](#)

Any other policies as required



Terms of Reference
Saskatoon Environmental Advisory Committee

Authority

Section 55 of *The Cities Act*; City Council Resolutions of March 19, 1973; April 2, 1973; and June 25, 2018

Mandate

The function and mandate of the Saskatoon Environmental Advisory Committee (“SEAC”) shall be to:

1. Provide advice to City Council on policy matters relating to the following:
 - environmental implications identified in City undertakings, initiatives and other projects
 - waste reduction and diversion initiatives including food reclamation
 - pollution prevention
 - water conservation measures
 - climate change mitigation and reduction of greenhouse gas emissions (e.g. energy conservation, renewable and alternative energy programming, energy efficiency and building standards, alternative transportation)
 - wildlife or habitat conservation
 - ecological systems and greenspaces
 - support of alternative modes of transportation (e.g. carpooling initiatives, promotion of public transit options, walking, cycling)
2. Monitor the success of the SEAC and to advise City Council on ways for the City of Saskatoon to increase success in working with community organizations, business and labour, all orders of government, and other stakeholders to promote environmental sustainability and good environmental practices within the City of Saskatoon
3. Provide education and awareness programs on all matters within its mandate in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council

Composition

Voting Members:

<p>Agency Representatives</p> <ul style="list-style-type: none"> • 1 representative of the Saskatchewan Health Authority • 1 representative of the Ministry of Environment • 1 representative of the Meewasin Valley Authority 	<p>Citizen Representatives</p> <ul style="list-style-type: none"> • 1 citizen representative of the youth community (16 – 23 years old) • 1 citizen representative of the First Nations or Métis communities • 8 additional citizen representatives
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Non-Voting Resource Members:

- 1 Councillor
- Representatives of the City's Administration from:
 - Utilities & Environment
 - Water and Wastestream
 - Building Standards
 - Saskatoon Light & Power
 - Planning
 - Transportation

Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent.
- Sound general knowledge of Saskatoon and area and its existing and potential environmental issues.
- Demonstrated knowledge, expertise or interest in the following:
 - Natural, earth, and/or environmental science (e.g. ecology, biology, toxicology, geoscience)
 - Relevant engineering disciplines and/or experience (e.g. environmental, civil, mechanical)
 - Environmental and/or community planning
 - Habitat and/or wildlife conservation
 - Environmental outreach and/or community development
 - Government relations and/or public policy
 - Education
 - Environmental economics
 - Entrepreneurs, for-profit or non-profit professionals with demonstrated environmental experience/interest
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The SEAC shall report to City Council through the Environment, Utilities and Corporate Services Committee (“SPC-EUCS”).

The SEAC shall report to the SPC-EUCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-EUCS or City Council.

The SEAC shall submit an annual report outlining the previous year’s accomplishments and a work plan for the upcoming year, to City Council through the SPC-EUCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizens-at-large (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (7).

Subcommittees and Working Groups

- The SEAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the SEAC mandate may be the subject of an ad hoc committee established by the SPC-EUCS.

Meetings

- Typically meets on the second Thursday of each month at 11:30 a.m. to 1:30 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the SEAC

Remuneration and Expense Reimbursement

SEAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled SEAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

Any other policies as required



**Terms of Reference
Public Art Advisory Committee**

Authority

Section 55 of *The Cities Act*; City Council – Clause 6, Report No. 5-2014 of the Planning and Operations Committee; City Council – June 25, 2018

Mandate

The function and mandate of the Public Art Advisory Committee (“PAAC”) shall be to:

1. Adjudicate and approve works of art and the placement of public art on behalf of City Council and the Administration for placement in open space, civic facilities and other City-owned property (with the exception of the Remai Modern Art Gallery), in accordance with Policy No. C10-025, *Public Art Policy*
2. Provide advice to City Council on the:
 - purchase and donation of works of art
 - revision or development of any City policies regarding public art, memorials or commemorations
3. Provide advice to the Administration concerning the de-accessioning of artworks
4. Educate artists and community groups regarding the City’s Public Art Program
5. Review location for appropriateness for memorials or commemorations, appoint members to the Commemorative Review Committee, and review and comment on artistic merit of a proposed commemorative work or proposed memorial in accordance with Policy C09-038, *Commemorations and Monuments Policy*
6. Consider the Calls to Action of the Truth and Reconciliation Commission in adjudicating, approving and placing works of public art or commemorations or memorials on behalf of City Council

Composition

Voting Members:

- 1 citizen representative of the youth community (16 – 23 years old)
- 2 citizen representatives of the First Nations or Métis communities
- 7 additional citizen representatives

Non-Voting Resource Members:

- 1 Councillor
- Representatives of the City’s Administration from:
 - Community Services Department

Preferred Qualifications

- Demonstrated knowledge, expertise or interest in the following:
 - Public art
 - Socially engaged art
 - Visual arts
 - Media
 - Performance arts
 - Arts administration
 - First Nations art and culture
 - Métis art and culture
 - Site-specific art
 - Architecture
 - Landscape architecture
 - Design
 - Urban design
 - Art education
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The PAAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

The PAAC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The PAAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (6).

Subcommittees and Working Groups

- The PAAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the PAAC mandate may be the subject of an ad hoc committee established by the SPC-PDCS.

Meetings

- Typically meets on the second Friday of each month at 2:30 p.m. to 4:30 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the PAAC

Remuneration and Expense Reimbursement

PAAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled PAAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[Policy No. C10-025, Public Art Policy](#)

[Policy No. C09-038, Commemorations and Monuments Policy](#)

Any other policies as required



**Terms of Reference
Saskatoon Accessibility Advisory Committee**

Authority

Section 55 of *The Cities Act*; Council Resolution – July 16, 2007 and June 25, 2018

Mandate

The function and mandate of the Saskatoon Accessibility Advisory Committee (“SAAC”) shall be to:

1. Provide advice to City Council with respect to ensuring that City of Saskatoon services, information, facilities and infrastructure are accessible for citizens of all abilities
2. Provide advice to City Council on policies and programs for improving accessibility to City services, information, facilities, infrastructure, and employment opportunities
3. Develop sensitivity and accessibility awareness educational material
4. Monitor implementation and administration of the Action Plan on Accessibility
5. Review, evaluate and participate in an update of the Action Plan on Accessibility and advise City Council of progress in achieving the goals for improving accessibility to City services, information, facilities, infrastructure and employee awareness as recommended in the Action Plan
6. Act as a resource to City Administration respecting development and implementation of public relations campaigns to promote the City’s efforts in making City services, information, facilities and infrastructure accessible to all individuals

Composition

Voting Members:

<p>Agency Representatives</p> <ul style="list-style-type: none"> • 1 representative of the Saskatoon Council on Aging • 1 representative of the Canadian National Institute for the Blind (CNIB) • 1 representative of Saskatchewan Deaf and Hard of Hearing Services • 1 representative of Spinal Cord Injury Saskatchewan • 1 representative of the North Saskatchewan Independent Living Centre 	<p>Citizen Representatives*</p> <ul style="list-style-type: none"> • 1 citizen representative of the youth community (16 – 23 years old) • 1 citizen representative of the senior citizen community (55+ years old) • 6 additional citizen representatives <p style="text-align: right; font-size: small;">* at least 50% must be persons with a disability or caregivers of persons with a disability</p>
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Non-Voting Resource Members:

- 1 Councillor
- 1 representative of the Saskatchewan Human Rights Commission
- Representatives of the City's Administration from:
 - Community Services Department
 - Strategy & Transformation Department
 - Corporate Financial Services
 - Transportation & Construction Department
 - Saskatoon Transit

Preferred Qualifications

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Persons with a disability or caregivers of persons with a disability.
- Demonstrated knowledge, interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The SAAC shall report to City Council through the Transportation Committee (SPC-TRANS).

The SAAC shall report to the SPC-TRANS as required to update on any major initiative or report back on any matter referred to them by either the SPC-TRANS or City Council.

The SAAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-TRANS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term**Voting Members:**

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (7).

Subcommittees and Working Groups

- The SAAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the SAAC mandate may be the subject of an ad hoc committee established by the SPC-TRANS.

Meetings

- Typically meets on the second Friday of each month at 12:00 noon. to 2:00 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the SAAC

Remuneration and Expense Reimbursement

SAAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled SAAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of*

Civic Boards, Commissions, Authorities and Committees and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

Any other policies as required