



Bylaw No. 9004

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Office Consolidation

THE PROCEDURE BYLAW

No. 9004

Including Amendments to March 25, 2019

This Bylaw has been consolidated under the authority of the City Clerk. It represents proof, in absence of evidence to the contrary of:

- a) the original bylaw and of all bylaws amending it; and**
- b) the fact of passage of the original and all amending bylaws.**

AMENDMENTS

DATE PASSED

Bylaw No. 9117	November 19, 1990
Bylaw No. 9127	January 14, 1991
Bylaw No. 9157	February 11, 1991
Bylaw No. 9175	March 11, 1991
Bylaw No. 9322	April 6, 1992
Bylaw No. 9373A	July 27, 1992
Bylaw No. 9422	November 30, 1992
Bylaw No. 9456	February 8, 1993
Bylaw No. 9580	March 7, 1994
Bylaw No. 9625	August 22, 1994
Bylaw No. 9704	May 15, 1995
Bylaw No. 9782	March 18, 1996
Bylaw No. 9858	February 10, 1997
Bylaw No. 9885	April 7, 1997
Bylaw No. 9952	January 26, 1998
Bylaw No. 10018	July 20, 1998
Bylaw No. 10035	October 5, 1998
Bylaw No. 10042	October 5, 1998
Bylaw No. 10061	December 14, 1998
Bylaw No. 10252	October 16, 2000
Bylaw No. 2001-35	April 23, 2001
Bylaw No. 2002-35	April 8, 2002
Bylaw No. 2003-60	June 23, 2003
Bylaw No. 2003-94	December 15, 2003

AMENDMENTSDATE PASSED

Bylaw No. 2003-100

December 15, 2003

Bylaw No. 2003-109

December 15, 2003

Bylaw No. 2004-19

February 23, 2004

Bylaw No. 2004-83

October 4, 2004

Bylaw No. 2004-104

November 22, 2004

Bylaw No. 2005-96

December 19, 2005

Bylaw No. 2009-40

June 22, 2009

Bylaw No. 2013-43

June 10, 2013

Bylaw No. 2014-21

March 24, 2014

Bylaw No. 2015-85

December 21, 2015

Bylaw No. 2018-61

December 17, 2018

Bylaw No. 2019-12

March 25, 2019

BYLAW NO. 9004

A BYLAW OF THE CITY OF REGINA
TO REGULATE THE PROCEEDINGS IN
THE COUNCIL OF THE CITY AND THE COMMITTEES

TABLE OF CONTENTS

SECTION		PAGE
1	Citation	1
2	Definitions and Interpretations.....	1
3	Application	5
4	Appointments to Committees	5
	Meetings of Council	6
5	Regular Meetings.....	6
6	Special Meetings	7
7	Deputy Mayor and Acting Mayor	7
8	Appointment of Mayor.....	8
9	Agendas	9
10	Submissions to Council.....	9
11	Commencement of Council Meeting..	11
12	Adjournment.....	11
13	Order of Business at Meetings	11
14	Conduct of Council Meetings	13
15	Presentations.....	15
16	Conduct of Delegations.....	16
17	Points of Information, Order, Procedure and Question of Privilege..	19
18	Challenge to the Chair	19
19	Calling a Member to Order	20
20	Motions in Council.....	20
21	Motions Containing Distinct Propositions.....	24
22	Motion to Adjourn.....	24

TABLE OF CONTENTS CONTINUED

SECTION	PAGE
23	Motion Out of Order... .. 25
24	Amendments..... 25
25	Debate on Motion..... 26
26	Voting on Motions..... 27
27	Reconsidering and Rescinding a Motion..... 28
28	Bylaws 29
29	Notices of Motion..... 32
30	Urgent Business..... 33
31	Enquiries..... 34
32	Committee of the Whole 35
33	Recess 36
34	Committees..... 36
35	City Clerk..... 40
36	Minutes of Council..... 42
37	Proclamations 43
38	Repeal 44

SCHEDULE "A", STATEMENT OF POLICY

SCHEDULE "B", ACCESS TO MUNICIPAL
INFORMATION AND PROTECTION OF
INDIVIDUAL PRIVACY

SCHEDULE "C", FORM OF PROCLAMATION

BYLAW NO. 9004

A BYLAW OF THE CITY OF REGINA
TO REGULATE THE PROCEEDINGS IN
THE COUNCIL OF THE CITY AND THE COMMITTEES

WHEREAS it is necessary to establish rules and provisions for the conduct of business in Council meetings and meetings of the committees to control and maintain order, and

WHEREAS clause 55(b) of *The Cities Act* provides that the Council may pass bylaws for governing the proceedings of the Council, the conduct of its members and the calling of meetings.

(#2003-60, ss. 4 and 5, 2003)

NOW THEREFORE, THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "The Procedure Bylaw".

DEFINITIONS AND INTERPRETATION

2. (1) In this Bylaw:
 - (a) "Act" means *The Cities Act*.
 - (a.1) "Administration" means the City Manager of the City or any City employee accountable to the City Manager.
 - (b) "Agenda and Order of Business" means the list of items and order of business for any meeting of Council or its committees.
 - (c) "Amendment" means an alteration of a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
 - (d) "Amendment to an Amendment" means an alteration of an amending motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
 - (d.1) "City Clerk" means the person appointed by Council to the position of City Clerk pursuant to the Act and includes a person acting as his or her designate.
 - (d.2) "City Manager" means the person appointed by Council to the position of City Manager or City Commissioner pursuant to the Act and includes a person acting as his or her designate.

- (e) "Committee" means a committee, board, authority or other body duly appointed by Council.
- (e.1) "Committee Assistant" means the assistant to the subject Committee as assigned by the City Clerk.
- (f) "Committee of the Whole" means members present at a meeting of Council sitting in committee.
- (g) "Council" means the Mayor and Councillors of the City for the time being, elected pursuant to the provisions of Section 11 of *The Local Government Elections Act* whose term is unexpired, who have not resigned, and who continue to be eligible to hold office pursuant to Section 26 of *The Local Government Elections Act* and Section 120 of the Act.
- (h) "Councillor" means a term used to address a member of Council other than the Mayor.
- (h.1) "Deputy City Clerk" means a person employed by the City in the position of Deputy City Clerk and includes a person acting as his or her designate.
- (i) "Deputy Mayor" means the member who is appointed by Council, pursuant to Section 7 of this Bylaw, to act as Mayor in the absence or incapacity of the Mayor.
- (i.1) "Main Committee" means:
 - (a) Executive Committee;
 - (b) Finance and Administration Committee;
 - (c) Community and Protective Services Committee;
 - (d) Regina Planning Commission;
 - (e) Public Works and Infrastructure Committee;
 - (e.1) Priorities and Planning Committees;
 (#2018-60, s. 27, 2018)
 - (f) Repealed. (#2018-60, s. 26, 2018)
 - (g) Mayor's Housing Commission.
- (j) "Member" means the Mayor or a councillor.

- (k) "Motion to Receive and File" means a motion which is made for the purpose of acknowledging the particular item, report, or recommendation under consideration, and of having the item, report, or recommendation placed in the records of the City Clerk for future reference, with no additional action being taken at the present time.
- (l) "Motion (substantive or main)" means a formal proposal placed before a meeting in order that it may be debated to a conclusion, and is any motion, except a motion to
 - (i) refer,
 - (ii) amend,
 - (iii) table, or
 - (iv) adjourn.
- (m) "Motion (subsidiary)" means one which affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or by deferring a decision thereon.
- (n) "Point of Order" means the raising of a question by a member, with the view of calling attention to any departure from the Procedure Bylaw or the customary modes or proceedings in debate, or in the conduct of the Council's business.
- (o) "Point of Procedure" means a question directed to the Chairman to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion.
- (p) "Public Hearing" means a meeting of Council or that portion of a meeting of Council which is convened to hear matters pursuant to
 - (i) the Act,
 - (ii) The Planning and Development Act,
 - (iii) any other Act, or
 - (iv) a resolution or bylaw of Council.
- (q) "Question of Privilege" is the raising of a matter by a member:

- (1) which occurs while the Council is in session, where:
 - (i) the rights, privileges, decorum or dignity of the Council collectively or the rights and privileges of a member individually have been affected,
 - (ii) When a member believes that another member has spoken disrespectfully toward them or the Council, or
 - (iii) When a member believes their comments have been misunderstood or misinterpreted by another member or members; or
- (2) when a member believes that comments made by the member outside the Council Chamber have been misrepresented or misunderstood by the community, the public or the news media in order to clarify his or her position.
- (r) "Quorum" is, subject to sections 71 and 119 of the Act,
 - (i) in the case of Council, a majority of the whole Council,
 - (ii) in the case of a committee, a majority of the members appointed to the committee,
- (s) "Resolution" means a formal determination made by Council or a committee on the basis of a motion, duly placed before a regularly constituted meeting of Council or a committee for debate and decision, and is duly passed.
- (t) "Special Meeting" means a meeting other than a regular scheduled meeting called pursuant to the Act or the provisions of this bylaw.
- (u) "Two-thirds (2/3) Vote" means a condition imposed when a vote is taken on an issue, whereby approval is contingent on not less than two-thirds of the votes of members present cast being in the affirmative.
- (v) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (w) Words importing male persons include female persons, and singular reference include plural reference.

A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time. (#9782, s. 2, 1996; #10061, s. 5, 1998; #2003-60, ss. 4 and 6, 2003; #2003-94, s. 2, 2003; #2003-100, s. 1, 2003; #2004-83, s.2, 2004; #2009-40, ss. 32, 38 and 39, 2009; #2013-43, s. 7, 2013, #2014-21, ss. 2, 3, 4, 5 and 6, 2014)

APPLICATION

3. (1) This Bylaw applies to all meetings of Council and committees.
 - (1.1) Notwithstanding subsection (1), the following may either establish their own procedures for conducting business at meetings, which must be in writing and be publically available; or adopt the procedural requirements of this Bylaw:
 - (a) Board of Revision;
 - (b) Development Appeals Board;
 - (c) Regina Appeal Board;
 - (d) any other committee, board, authority or body as determined by bylaw or resolution by Council;
 - (e) all controlled corporations established by the City; and
 - (f) any other body established by Council which is not subject to the provisions of this Bylaw.
 - (2) When any matter relating to proceedings arises which is not covered by a provision of this Bylaw, the matter shall be decided by reference to Bourinot's Rules of Order.
 - (3) In the event of any conflict between the provisions of this Bylaw and those contained in any of the authorities set out above, the provisions of this Bylaw shall apply.
 - (4) Subject to Subsection 3(2) of this Bylaw, any ruling of the Mayor or the committee Chairman or other presiding member shall prevail, subject, however, to the appellate jurisdiction of Council or the committee. (#9782, s. 3, 1996; #2009-40, s. 32, 2009, #2015-85, s. 4, 2015)

PROCEDURE FOR APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

4. (1) In mid-September of each year, the City Clerk shall, by advertisement, invite submissions from the public for appointments to all committees to which Council is entitled to make appointments in the ensuing year.

- (2) The City Clerk shall obtain information on the various committees regarding the dates, times of meetings, and attendance by Council-appointed representatives to such meetings, and provide the compiled information to members.
- (3) The City Clerk shall send to each member, during the first fifteen (15) days of November in each year, a list of all the committees to which Council is entitled to make appointments in the ensuing year. The list shall show the names and the terms of office of the persons thereon, the vacancies to be filled, the terms thereof, and any requirements as to the appointees. In addition, the City Clerk will provide to all members, a list of all applications received from the public.
- (4) Before the new year, the Deputy Mayor shall arrange to call a special meeting of the Executive Committee to consider appointments to committees.
- (5) Appointments to committees shall be for a calendar year, with possible reappointment from year to year, unless otherwise determined by the specific appointment or by Bylaw 2009-40, being *The Committee Bylaw, 2009*.
- (6) Appointments of individuals to committees shall be restricted to:
 - (a) only one committee, and
 - (b) residents of the City of Regina.
 - (c) Notwithstanding clause (b), Council may as it considers necessary, appoint by resolution an individual who does not reside in the City to a committee.
- (7) Council may, at their discretion, revoke the membership of any individual to whom they have appointed to a committee.
(#9782, s. 4, 1996; #2009-40, s. 32, 2009, #2014-21, s. 7, 2014)

MEETINGS OF COUNCIL

REGULAR MEETINGS

5. (1) Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:30 in the evening and on each second week thereafter, but may be altered in accordance with a meeting schedule approved by City Council by the last Council meeting in December of each year.
 - (1.1) Regular meetings of Council shall be held at City Hall, 2476 Victoria Avenue, Regina, Saskatchewan, but may be altered by providing notice to the public, members of the Committee and all members of Council as soon as reasonably practicable and by any reasonable means in the circumstances as determined by the City Clerk.

- (2) The City Manager shall submit to the Executive Committee in November a schedule of proposed City Council and Executive Committee meetings for the forthcoming year.
- (3) The Executive Committee shall submit a report to City Council in December each year recommending the meeting dates and times for the Council and Executive Committee in the upcoming year.
- (4) The City Clerk shall prepare for submission to each committee at its first meeting of the new year, a report setting out the approved Council and Executive Committee meetings for the next year and proposed meeting dates and times for the committee, based on the previous year's meeting schedule and the approved City Council meeting dates.
- (5) The committee shall at their first meeting in the year approve a schedule of meeting dates and times for the current year.
- (6) Once all committees have met in the new year and approved their respective meeting dates and times, the City Clerk shall prepare a final schedule of City Council and committee meetings for that year.
- (7) Notwithstanding the above provisions, Council may, by resolution, dispense with the holding of a regular meeting of Council.
- (8) In the event of any meeting day falling on New Year's Day, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant-Governor of Saskatchewan, or His Worship the Mayor, such meeting shall be held at the same time on the next day which is not one of the days mentioned above.

(#9456, ss. 1 and 2, 1993, #2015-85, s. 5, 2015)

SPECIAL MEETINGS

6. (1) The City Clerk shall call a special meeting of Council, whenever requested to do so, in writing, by the Mayor or a majority of the members. Such written request shall include all items of business to be transacted.
- (2) When a special meeting is to be held, the City Clerk shall provide written notice of the time, date, and place of the meeting to all members at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting, and the notice may be delivered personally or left at the usual place of business or residence of each member.

- (3) The Mayor may call a special meeting on any shorter notice, either verbal or written, that he considers sufficient, if all members give their consent, in writing, to the notice before the commencement of the meeting.
- (4) No business, other than stated in the notice, shall be transacted at a special meeting, unless all the members are present, in which case, by unanimous consent, any other business may be transacted.

APPOINTMENT OF DEPUTY MAYOR AND ACTING DEPUTY MAYOR

7. (1) City Council at the beginning of each term shall appoint a Deputy Mayor and Acting Deputy Mayor for the Council term. If for any reason the Deputy Mayor or Acting Deputy Mayor are both absent from a Council meeting and are unable to perform the duties of the Mayor in his absence, the member of Council next designated to be Deputy Mayor shall be the Deputy Mayor.
- (2) If the Mayor, for any reason, is unable to perform the duties of his office, the Deputy Mayor shall have all the powers of the Mayor during the inability.
- (3) If, at the end of the term, the Deputy Mayor or Acting Deputy Mayor is unable to perform the duties of Deputy Mayor or Mayor, as the case may be, and no other member of Council has been designated as Deputy Mayor beyond the current period, the member of Council who would have been Deputy Mayor had rotation of names for Deputy Mayor commenced again shall become Deputy Mayor.

APPOINTMENT OF MAYOR

8. (1) When a vacancy arises in the office of the Mayor, the Council shall, at its next meeting, appoint a member to act as Mayor.
- (2) The member to be appointed, pursuant to Subsection (1), shall be elected by a majority of the members present.
- (3) Where on the addition of the ballots, two members have an equal number of votes, the City Clerk shall:
 - (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and direct a person to withdraw one of the sheets;
 - (d) the member whose name is on the sheet withdrawn pursuant to clause (c) shall be declared elected.

AGENDAS

9. (1) The City Clerk shall prepare the agenda for all regular and special meetings of Council and committees.
- (2) The City Clerk shall ensure copies of the agenda are:
- (a) distributed to each member, the office of the City Manager and the City Solicitor so that it will be received in each case not later than the afternoon of the Wednesday preceding the meeting of Council for which it was prepared;
 - (b) distributed to heads of the City departments who are entitled to receive copies, and
 - (c) made available on the City website to the news media, and the general public.

(#2018-61, s. 3, 2018)

- (2) Subject to the other provisions of this Bylaw, every communication, notice of motion, petition or committee report, report from the Administration, application to appear as a delegation, enquiry, or other written application must be submitted in writing to the City Clerk at, or before 1:00 o'clock in the afternoon on the Tuesday in the week preceding the meeting of Council, at which it is desired to be presented to Council.

(#2018-61, s. 4, 2018)

- (4) Only the material which has been received by the City Clerk by the time set out in Subsection 9(3) of this Bylaw shall be considered at the meeting for which the agenda is prepared. Council may on a majority vote permit additional material on the agenda provided that such additions pertain to the subject matter on the agenda.

- (5) Repealed. (#2001-35, s. 2, 2001)

- (6) Repealed. (#2001-35, s. 2, 2001)

(#2014-21, s. 8, 2014)

SUBMISSIONS TO COUNCIL

10. (1) Where a person, or group of persons, wishes to bring any matter to the attention of Council, or to have any matter considered by Council, a letter, petition, or other communication shall be addressed to the City Clerk.
- (2) Any communication, pursuant to s. 10(1), shall
- (a) be printed, typewritten or legibly written,

- (b) clearly set out the matter at issue and the request made of Council in respect thereof,
 - (c)
 - (i) be originally signed with the correct name of the writer, except when submitted by facsimile or telecopier machine,
 - (ii) contain the correct mailing address of the writer, and
 - (iii) be temperate and respectful (as determined by the City Clerk with the approval of the Mayor).
 - (d) set out the name and residential address of the person submitting the communication.
- (3) On receipt of a communication intended for Council, the City Clerk may,
- (a) include it as an item on the agenda for the next regular meeting of Council, in full or in summary form, as he sees fit, or
 - (b) refer it to the City Manager for a report to Council or the appropriate committee, or
 - (c) refer it to the City Manager for action and/or reply.
 - (d) refer it to the Mayor for reply;
 - (e) at his discretion, circulate it to the members individually, rather than including it on the agenda as an item, if in his opinion the letter does not require any further action by Council and would be recommended for receive and file if it were placed on the agenda.
- (4) A list of the communications which the Clerk has referred to the City Manager or the Mayor, shall be included in the next Council agenda as a supplementary list.
- (5) The City Clerk shall provide at the beginning of the Communications/Petitions and Related Reports Section of the agenda, a summary including a recommendation, for the disposition of each of the communications, which pursuant to (3)(a) of this section have been included as an item on the agenda.
- (6) Except for reports made to Council by a member attending a meeting as a designated representative of the City of Regina, or investigating a matter for or on behalf of Council, members shall not present matters for consideration of Council by submitting letters for inclusion in the agenda but shall do so by written enquiry or by Notice of Motion. (#9175, s. 1, 1991)

COMMENCEMENT OF A COUNCIL MEETING

11. (1) At the hour set for the meeting or as soon as there shall be a quorum present, the Mayor, or in his absence the Deputy Mayor, or in his absence the Acting Deputy Mayor, shall take the Chair and call the members to order and shall preside over the meeting until the end of the meeting, or until the arrival of the Mayor or the Deputy Mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- (2) If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the City Clerk shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- (3) Subject to Sections 71 and 119 of the Act, or any other statutory provision, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall stand adjourned.
- (4) Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, prior to the consideration of the agenda for the subsequent meeting, or it shall be the agenda for a special meeting called for that purpose.
(#2003-60, s. 8, 2003)

ADJOURNMENT

12. (1) A motion to adjourn the meeting may be made at any time and if seconded the motion must be put immediately without debate. If the motion to adjourn is passed by a majority of the members present the meeting shall stand adjourned.
- (1.1) Where a Council meeting has continued for four hours and 30 minutes from when the meeting commenced, the meeting shall be adjourned unless a majority of the members vote to continue the meeting.
(#2019, s. 4, 2019)
- (2) Any business which appears on the Council agenda and which has not been dealt with at the time of adjournment shall be deemed to be tabled until the next regular meeting of Council, or until a special meeting is called for the purpose of dealing with the unfinished items.

ORDER OF BUSINESS AT MEETINGS

13. (1) Subject to the other provisions of this Section, the order of business for a meeting shall be the order of the items contained in the agenda for that meeting.

- (2) The general order of business of every regular Council meeting shall be as follows:

Part I

Prayer
Presentation(s)
Recognition of Guests
Confirmation of the Agenda
Adoption of the Minutes
Urgent Business
Bylaws Requiring a Public Hearing and Related Reports
Bylaws for which Public Notice was given and Related Reports
Tabled and Related Reports
Reports from the Mayor
Reports from the Administration
Reports from Committees
Informational Reports
Motions
Bylaws and Related Reports
Enquiries
Communications/Petitions and Related Reports

(#2019, s. 5, 2019)

Part II

Presentation(s)
Recognition of Guests
Delegations and Related Reports
Referred Delegations”

- (3) The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless otherwise determined upon motion passed by a vote of the majority of the members present.
- (4) Notwithstanding the order of business set out in Subsection (2), where the same subject matter appears in more than one place in the same agenda, Council may
- (a) deal with all items related to the matter, or
 - (b) deal with such items as they appear on the agenda, or
 - (c) refer the items for consolidation into one report.

(5) Repealed. (#2019-12, s. 6, 2019)
(#9322, s. 1, 1992; #9373A, s. 1, 1992)

CONDUCT OF COUNCIL MEETINGS

14. (1) All meetings of Council shall be held openly and no person shall be excluded, except for improper conduct.
- (2) Notwithstanding Subsection (1), where a majority of the members present is of the opinion that it is in the public interest to hold a Committee of the Whole meeting, in private, on a subject, the Council may by resolution move into Committee of the Whole "in private" to consider such business as Council refers, and to exclude any person or persons from the committee meeting but such committee cannot take any final action to bind the Council and must at the conclusion of its deliberations formally report to open Council its recommendation which if adopted shall become the resolve of Council.
- (3) The Mayor, or in his absence, the Deputy Mayor or Acting Deputy Mayor, shall preside at all meetings of Council, and shall preserve order and enforce the rules of Council.
- (4) Subject to being overruled by a majority vote of members, which vote shall be taken without debate, the Mayor or presiding member
- (a) shall maintain order and preserve decorum of the meeting,
 - (b) shall decide points of order without debate or comment, other than to state the rule governing,
 - (c) shall determine which member has a right to speak,
 - (d) shall ascertain that all members who wish to speak on a motion have spoken thereon, and that the members are ready to vote by asking the question, "Are you ready for the question?" and shall thereafter put the vote,
 - (e) shall rule when a motion is out of order, and
 - (f) may call a member to order.
- (5) The Mayor, or presiding member, shall leave the Chair for the purpose of taking part in the debate, or for any other reason, and in such case, he shall call on the Deputy Mayor or in his absence, the Acting Deputy Mayor to take his place until he resumes the Chair.
- (6) No person, except members, the City Clerk, Deputy City Clerk, Committee Assistant, City Solicitor, City Manager, anyone authorized by the City Manager, and Council Pages shall be allowed to come within the Bar during the sittings of Council, without permission of the Mayor or other presiding member.

- (7) No flash or additional television lighting is to be used in the Council Chamber without prior permission of the Mayor or presiding member.
- (8) Members of the public who constitute the audience in the Council Chamber during a Council meeting
 - (a) may not address Council without permission of the Council,
 - (b) shall maintain order and quiet,
 - (c) shall not applaud, or otherwise interrupt, any speech or action of the members, or any other person addressing Council,
 - (d) shall not display or have in their possession, picket signs or placards which would distract the proceedings or interfere in the decorum of Council.
- (9) The Mayor or presiding member may, at any meeting, cause to be expelled and excluded, any person who creates any disturbance or acts improperly during a meeting.
- (10) When members wish to speak at a Council meeting, they shall obtain the approval of the Chairman before doing so and upon approval the member shall stand and address all comments to the Chairman of the Council meeting.
- (11) When members or delegations are addressing Council, every other member shall:
 - (a) remain quiet and seated;
 - (b) not interrupt the speaker, except on a point of order;
 - (c) not carry on any private conversation which may disturb the speaker; and
 - (d) not cross between the speaker and the Chairman.
- (12) When members are addressing the Chairman, they shall
 - (a) not speak disrespectfully of Her Majesty the Queen, or official representatives of her government,
 - (b) not use offensive words in referring to any member or to any official of the City or member of the public,
 - (c) not reflect on any vote of Council, except when moving to rescind it, and when so doing, shall not reflect on the motives of the members who voted for the motion, or the mover of the motion,

- (d) not shout or immoderately raise their voice or use profane, vulgar, or offensive language, and
- (13) When members wish to leave the Council Chamber while a meeting of Council is in progress, they shall rise and be acknowledged by the Mayor or presiding member before leaving their place.
- (14) No member shall leave the Council Chamber after a question is put to a vote, until the vote is taken.
- (15) When the Council adjourns or recesses, the Mayor shall have precedence in the Council Chamber, and no other members shall leave their place until the Mayor or presiding member leaves the Chair, or otherwise indicates that the meeting is adjourned or recessed.
- (16) The relevant subsections regarding the conduct of Council meetings shall be posted at the public entrance to the Council Chamber for information purposes.
- (17) No member of Council, the administration or the public shall bring into the Council Chamber or to a committee meeting room a cellular phone or similar electronic device, unless the phone or device is programmed and remains programmed so as to prevent an audible tone or ring.
(#2002-35, s. 2, 2002, #2014-21, ss. 10, 11, and 12, 2014)

PRESENTATIONS AND RECOGNITION OF GUESTS

- 15. (1) Presentations shall be listed on the agenda when authorized by the Mayor and shall be intended to recognize an individual or group on behalf of Council for some award or similar honour which they have received or for a group or individual to present to Council some award or similar honour which the City of Regina has been awarded.
- (2) Recognition of Guests shall be an opportunity for any member to recognize guests (either individuals or groups) who are in the audience.
- (3) The member of Council who introduces the guest shall be responsible to inform the City Clerk with the correct spelling of the names of each individual or group introduced so that their names may be recorded in the official minutes.

CONDUCT OF DELEGATIONS

16. (1) Every delegation wishing to appear before Council shall:
- (a) Submit a letter to the City Clerk requesting to appear as a delegation including the date of the meeting at which they wish to appear, the subject or topic to be discussed, the name and correct mailing address of the spokesperson, and telephone number where the representative of the delegation can be reached during the day; and
 - (b) Submit a brief clearly setting out the full text of their presentation and the request being made of Council.
- (2) The letter and brief shall be printed, typewritten or legibly written and shall be originally signed.
- (2.1) When the spokesperson appears before Council he may either make the presentation submitted pursuant to clause (1)(b) or provide a verbal summary of that presentation, subject to the time limits in subsection (9).
- (3) Bound documents or studies in support of the delegation's brief shall, if sufficient copies are provided by the delegation, be circulated with the agenda, but will not be reproduced.
- (4) The brief shall be temperate and respectful and may be rejected by the City Clerk, with the approval of the Mayor, if in his opinion it does not respect the Council or the City administration.
- (5) On receipt of an application and acceptable brief, the City Clerk shall:
- (a) If the brief deals with a Mayor's, Administration's, Committee or Informational Report or a bylaw, place the matter on the agenda for the meeting at which the related item is to be considered.
 - (b) If the brief deals with a subject which is not on the Council agenda, list the brief on the agenda under the Referred Delegation Section, and provide copies of the brief to the members of Council, City Manager, City Solicitor and the news media who are listed on the City Clerk's distribution list.
 - (c) The City Clerk shall provide at the beginning of the Referred Delegation Section a report recommending the committee to which the briefs are to be referred.
- (6) No delegation shall be heard unless they have
- (i) complied with Subsections 9(3), 10(2) and 16(1) of this Bylaw, and

- (ii) Council has passed a resolution during the confirmation of the agenda that all delegations listed on or added to the agenda be heard in the order approved by the confirmation of the agenda and when called forward by the Mayor, or in his absence, the Deputy Mayor or Acting Deputy Mayor.
- (7) Notwithstanding Subsections (1) and (2), any person or group of persons wishing to bring any matter to the attention of Council at its next meeting, who have not complied with Subsection (1), shall immediately submit a written brief to the City Clerk and the following shall apply:
 - (a) If the brief deals with a subject which is not listed on the Council agenda by way of a Mayor's, Administration's, Committee or Informational Report or a Bylaw, the brief shall be placed, by the City Clerk, on the next Council agenda under the Referred Delegation Section, except when the brief is a request for a proclamation, in which case it shall immediately be referred to the Mayor.
 - (b) If the brief deals with a Mayor's, Administration's, Committee or Informational Report or a Bylaw, the City Clerk shall distribute prior to the meeting to all members of Council a copy of the brief and Council may, at its discretion move to add the brief to the agenda.
 - (8) The Mayor, or in his absence the Deputy Mayor, shall advise the spokesperson before they commence their presentation, that they must confine their comments to the contents of the brief they filed with the City Clerk or to a verbal summary of that brief.
 - (9) Spokespersons for any one delegation shall be limited to one, except where Council otherwise permits, and the total time allowed for any one delegation shall not be more than 5 minutes, subject to the discretion of the Chairman to extend the allotted time, exclusive of the time required to answer questions by Council.
 - (10) The Mayor may deny any delegation, at the Council meeting, the right to be heard if, in his opinion, the delegation
 - (a) does not speak respectfully of Her Majesty the Queen, or official representatives of her government,
 - (b) uses offensive words in referring to any member or to any official of the City or member of the public,
 - (c) shouts, immoderately raises his voice, or uses profane, vulgar, or offensive language,
 - (d) the remarks of the delegations' spokesperson are likely to be scandalous, criminal, or offensive to the accepted rules of address to an elected body.

- (e) addressed issues not contained within the brief.
- (11) When Council hears a delegation which is related to some other item of business on the agenda the following procedure shall be followed:
- (a) At the conclusion of the presentation of the brief by the delegation, members of Council may ask the delegations questions provided that members asking questions may not:
 - (i) make any preamble to a question;
 - (ii) repeat any question previously asked;
 - (iii) debate with the delegation.
 - (b) After all questions have been exhausted the Mayor shall excuse the delegation from the podium,
 - (c) The brief submitted by the delegation shall then be deemed to be tabled until after the Council has considered the related item of business, and no motion shall be required,
 - (d) After the related item on the agenda has been debated and there has been a resolve of the item the delegation's brief shall be deemed to have been received and filed and no motion shall be required, unless the item has been disposed of by the resolve of the item,
 - (e) Notwithstanding the above, Council may alter the resolve of the delegation's brief, from receive and file, by introducing a motion to take some other action with respect to the brief.
- (12) When Council considers briefs under the Referred Delegation Section of the agenda the following procedure shall be followed:
- (a) The briefs shall be deemed to be referred to the committee set out in the City Clerk's recommendation and no motion shall be required.
 - (b) Notwithstanding (a) above Council may by motion alter the committee to which the City Clerk recommended that the briefs be referred.
 - (c) At no time will a delegation, related to a brief under the Referred Delegation Section, be permitted to address City Council.
 - (d) The delegation shall be advised of the committee to which the brief has been referred and the time and place of the next meeting of that committee and shall have the right to attend that meeting and to make a presentation.

POINTS OF ORDER, PROCEDURE AND
QUESTIONS OF PRIVILEGE

17. (1) Whenever any point of order, point of procedure, or question of privilege arises, it shall be immediately dealt with.
- (2) Whenever a question of privilege arises, the Chairman shall rule upon the admissibility of the question, and if the Chairman rules favourably, the member who raised the question of privilege shall be permitted to pursue the said question.
- (3) When the Chairman is called upon to decide a point of order or to answer a point of procedure, the point shall be stated without unnecessary comment, and the Chairman shall state the rule or authority applicable in the case.
- (4) When a point of order is raised, or when a member is called to order from the Chair, the member speaking shall immediately be seated and remain seated until the Chairman has decided the point raised.
- (5) The member raising a point of order may be granted permission to explain the point.
- (6) Whenever the Chairman is of the opinion that any motion offered to Council is contrary to the rules of Council, he shall advise the members thereof immediately, and quote the rule or authority applicable, and no argument or comment shall be permitted.
- (7) The decision of the Chairman shall be final, unless a challenge is made pursuant to Subsection (1).

CHALLENGE TO THE CHAIR

18. (1) Whenever a member wishes to challenge the ruling of the Chairman
- (a) the Motion of Appeal, "That the decision of the Chair be overruled" shall be made
- (b) the member may offer a brief reason for the challenge
- (c) the Chairman may state the reason for the decision
- (d) following which the question shall be put immediately without debate.
- (2) The Chair shall be governed by the vote of the majority of the members present, and the names of the members voting for or against the motion shall be recorded in the minutes.
- (3) If the Mayor or presiding member refuses to put the question, "That the

decision of the Chair be overruled", the Council shall forthwith request the Deputy Mayor, or if the Deputy Mayor is the presiding member or is absent, the Acting Mayor, to proceed from the floor, if necessary, in accordance with Subsection (1).

- (4) Any resolution or motion carried under the circumstances mentioned in Subsection (3) is effectual and binding as if carried under the chairmanship of the Mayor.

CALLING A MEMBER TO ORDER

19. (1) When the Mayor or presiding member calls a member to order, the member shall resume his seat, but may afterwards explain his position in making the remark for which he was called to order.
- (2) In the event that a member refuses to resume his seat when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, the Acting Mayor to move a resolution to remove the unruly member either
- (a) for the balance of the meeting,
 - (b) until a time which shall be stated in the motion, or
 - (c) until the member makes an apology acceptable to Council for his unruly behaviour,
- whichever shall be the shortest time.
- (3) When the majority of Council votes in favour of the resolution, the Mayor or presiding member shall direct the unruly member to leave the Council Chamber, and if the member refuses to leave, direct that he be removed by any security officer present in the Council Chamber.
- (4) When Council has directed an unruly member to leave the Council Chamber, and the member so directed makes an explanation and apology adequate and satisfactory to the Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his place if he has not left or been removed, or to retake his place.

MOTIONS IN COUNCIL

20. (1) A motion shall be worded in the affirmative and shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- (2) A motion is not properly before Council and shall not be considered unless it has received a seconder except:

- (a) When Council is in Committee of the Whole in which case the motion only requires a mover.
 - (b) Repealed. (#2014-21, s. 18, 2014)
 - (c) When the motion is an appeal of the decision of the Chairman only a mover is required.
- (3) Any motion, other than concurrence in, rejection of, receive and file, table or refer, or to make minor amendments to a main motion, which are related to the subject under consideration and substantive in nature may only be accepted if it has been hand written on the prescribed form provided by the City Clerk, duplicated and circulated to all members present, prior to its introduction.
 - (4) If the motion occurs as a result of the current debate a member may request a temporary tabling of the matter to enable the proposed substantive motion to be duplicated and circulated to members by the City Clerk.
 - (5) Once a main motion respecting any subject on the agenda, has been adopted by Council, as presented or as amended, the subject shall be closed and no further motions shall be accepted with respect to that item of business.
 - (6) Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
 - (7) After a motion has been moved and seconded, it is the property of Council and may not be withdrawn without the permission of the majority of Council.
 - (8) Except as specifically provided elsewhere in this Bylaw, the following motions are debatable by Council:
 - (a) a motion arising out of any matter included in the agenda for the Council meeting at which it is debated,
 - (b) a motion concerning any question, matter, or subject tabled indefinitely from a previous meeting of Council, or tabled for a meeting at which it is discussed,
 - (c) a motion for concurrence in, rejection of, or further reconsideration of a report to Council,
 - (d) a motion for the second reading of a bylaw,
 - (e) a motion for the third reading of a bylaw,
 - (f) a motion for appointment or dismissal of a committee,

- (g) a motion for Council to go into Committee of the Whole,
 - (h) a motion for amendment to any bylaw properly before Council, or any matter arising directly from any bylaw properly before Council,
 - (i) a motion to receive and file,
 - (j) such other motion made upon routine proceedings as may be required for
 - (i) the observance of the proprieties of the Council,
 - (ii) the maintenance of the authority of Council,
 - (iii) the appointment or conduct of its officers,
 - (iv) the management of its business,
 - (v) the arrangement of its proceedings,
 - (vi) the correctness of its records,
 - (vii) the fixing of its meetings or the days and times of its meetings, or
 - (viii) the time of the meeting or adjournment thereof.
- (9) When a motion has been introduced and is before Council, no member may make any other motion, except a motion to
- (a) amend a motion,
 - (b) withdraw a motion,
 - (c) refer the main question to some other person or group for consideration,
 - (d) table the main question,
 - (e) adjourn the meeting.
- (10) A member moving a motion to table any matter, whether the matter is contained in a petition, enquiry, motion, or other matter before Council, shall include in the tabling motion the time at the present meeting, or the date of a future regular or special meeting to which the matter is to be tabled.
- (11) A motion to table a matter shall not be debated, except as to the time when Council will again consider the matter.

- (12) A matter, which has been tabled to a particular date, shall not be again considered by Council before the date set, except on a majority vote of all members.
- (13) When dealing with the subject matter of a motion where a committee has been appointed for that purpose, or a City department or official would normally deal with such matters, Council may refer the question before it to the appropriate committee of Council, or City Manager.
- (14) A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review. The substantive issue of the item being referred shall not be debated.
- (15) A member making a referral motion generally should include in the motion:
 - (a) the terms on which the motion is being referred
 - (b) the time when the matter is to be returned.

If a referral motion to the City Manager does not contain the terms on which the motion is being referred and the time when the matter is to be returned the motion of referral shall be deemed to be for appropriate action by the City Manager.

- (16) (a) Notwithstanding Subsection (14), when a motion to refer a matter is made, the member making the motion may ask the Chairman questions relative to any of these matters provided in Subsection (15).
- (b) Notwithstanding Subsection (14), when a motion to refer a matter is made, the member making the motion may give a very brief explanation of not longer than one minute in length as to the reason for the proposed referral and, once given, the explanation shall not be debated.
- (c) When it appears to the City Manager, the City Solicitor, the City Clerk or any other authorized City official that a matter before the City Council should be referred to the administration, they shall, at the meeting, request that Council refer the matter to the administration and shall provide a very brief explanation as to why the referral should be made.
- (17) Notwithstanding Subsection (14), or anything elsewhere contained in this Bylaw, a member, after a motion has been made and seconded, may, with the consent of Council
 - (a) on his own initiative while he is speaking on the same, or

- (b) when requested by another member speaking on the motion

change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.

- (18) All reports under the Information Reports section of the agenda shall be deemed to be one document and shall be disposed of with one motion, unless a member of Council requests that a specific report within that Section be dealt with separately.
- (19) All communications and petitions listed under the Communications/Petitions and Related Reports Section of the Agenda shall be dealt with by referring to the summary of communications provided by the City Clerk pursuant to Section 10(5) and by adopting one motion related to the recommendations contained in the summary, notwithstanding that:
 - (a) the motion may be amended to alter the recommended course of action.
 - (b) where the recommendation of the City Clerk is to refer the communication to the City Manager or a committee of Council and Council determines to take an alternate course of action, the communication shall be withdrawn from the summary report and considered as an individual item of business without a recommendation.

(#9157, s. 1, 1991; #9422, s. 1, 1992; #2001-100, s. 1, 2003; #2003-94, s. 2, 2003; #2004-83, s. 3, 2004)

MOTIONS CONTAINING DISTINCT PROPOSITIONS

- 21. (1) A motion containing several distinct propositions is not out of order for that reason alone.
 - (2) Where a motion contains two or more propositions, and when
 - (a) a member so requires, or
 - (b) the Mayor or presiding member so orders,Council shall vote on each proposition separately.

MOTION TO ADJOURN

- 22. (1) A member may move a motion to adjourn a meeting at any time, except when
 - (a) another member is in possession of the floor,

- (b) a call for a recorded vote has been made,
 - (c) the members are voting,
 - (d) Council is in Committee of the Whole, or
 - (e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- (2) A motion to adjourn shall be put without comment or debate.

MOTION OUT OF ORDER

23. (1) When the Mayor or presiding member decides a motion is out of order, he shall so advise Council and shall cite the rule or authority applicable thereto.
- (2) Any member may appeal the ruling of the Chairman, pursuant to Section 18 of this Bylaw.

AMENDMENTS

24. (1) Notwithstanding anything else contained herein, no amendment shall be made to a motion:
- (a) to refer a question to some other person or body for consideration,
 - (b) to table a question, except as to time,
 - (c) to postpone discussion on a matter to a stated time,
 - (d) to adjourn a meeting, or
 - (e) for the first reading of a bylaw.
- (2) While a motion is under discussion by Council, a member may not move an amendment which
- (a) does not relate to the subject matter of the principal motion, or
 - (b) is directly contrary to the principal motion.
- (3) The Mayor or presiding member shall allow only one amendment at a time to the principal motion before Council, and only one amendment to that amendment may be allowed at a time.
- (4) The Mayor or presiding member shall not put the principal motion under debate until all amendments to it have been put and voted upon.
- (5) The Mayor or presiding member shall put amendments in the reverse order to which they have been moved.

- (6) When all amendments are voted upon, the Mayor or presiding member shall put the principal motion, incorporating any amendments already adopted thereto.

DEBATE ON MOTION

25. (1) No member may speak twice on any motion, except under the following circumstances:
- (a) when members feel they have been misquoted or misunderstood, they may, after receiving permission from the Mayor or presiding member to speak, explain a part of the speech, but may not introduce any new matter and there shall be no debate on the explanation,
 - (b) when members have moved a substantive motion, other than a motion that the main question before the Council be immediately put to a vote, they may close the debate after all other members have been given an opportunity to speak,
 - (c) before the debate has been closed, and the question called, provided no other member has the floor, a member may, during the debate
 - (i) ask a question which
 - relates directly to the debate,
 - contains no argument, and
 - introduces no new material on the motion;
 - (ii) request that the motion, or a part thereof, be read aloud.
 - (d) to make a referral or tabling motion.
- (2) No member shall speak longer than:
- (a) five (5) minutes on any original motion before Council,
 - (b) three (3) minutes on any amendment before Council, or
 - (c) three (3) minutes for closing debate on an original motion or on an amendment.
- (3) When the Mayor or presiding member wishes to make a motion or participate in the debate, he shall vacate the Chair and request the Deputy Mayor, or Acting Mayor if the Deputy Mayor is not in attendance, to take the Chair and the Mayor or presiding member may remain out of the Chair until the motion has been dealt with.
- (4) When a member has closed debate, the Mayor or presiding member shall put the motion to a vote, without further discussion or debate.

- (5) When the motion has been declared put, no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- (6) It shall be the duty of the Mayor or presiding member to determine what motions or amendments are in order, subject to an appeal to Council, and decline to put any motion before Council which he deems to be clearly out of order or contrary to law.

(#2005-96, s. 2, 2005)

VOTING ON MOTIONS

- 26. (1) A question or motion shall be declared lost when it
 - (a) does not receive a majority vote,
 - (b) does not receive the required number of votes, or
 - (c) receives an equal division of votes.
- (2) A member of Council attending a Council meeting shall vote at the meeting on a matter before Council unless the member is required or permitted to abstain from voting pursuant to sections 74 or 117 of the Act.
- (3) Where members have a pecuniary interest in a matter before Council or a Council committee, the member shall, if present:
 - (a) declare the general nature of the pecuniary interest before any discussion on the matter;
 - (b) abstain from voting on any question relating to the matter; and
 - (c) subject to the right of a member to be heard as a taxpayer, an elector, or an owner, leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- (3.1) If the matter with respect to which a member of Council has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the member of Council to leave the room.
- (4) No member shall attempt in any way, whether before, during or after the meeting, to influence the voting on any question involving a matter in which he has a pecuniary interest.
- (5) The City Clerk shall poll the members present where:
 - (a) a member requires for the record that a vote be taken, on division

- (b) the Mayor or presiding member directs that a vote be taken on division

and shall record each member voting for the motion and each member voting against it.

- (6) Once the City Clerk has polled the members on a division and has announced the result of a vote on a motion, no member shall change his vote without the unanimous consent of the other members present.
- (7) Members shall not vote on a matter if they are absent from the Council Chamber when the vote is put and the City Clerk has begun to poll the members if a recorded vote is being carried out.
- (8) Whenever a statute or regulation of the Province of Saskatchewan, this or any other bylaw of the City requires a designated majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required by the statute, regulation or bylaw.
- (9) When a recorded vote is taken, a member shall vote separately but, in every other case, the decision of Council may be expressed by a show of hands.
(#2003-60, ss. 9 and 10, 2003)

RECONSIDERING AND RESCINDING A MOTION

- 27. (1) Where members wish Council to reconsider any decision, they may do so:
 - (a) where the decision was made at the same meeting, if a majority of members present vote to reconsider the decision;
 - (b) where the decision was made at a previous meeting:
 - (i) if a majority of members present vote to reconsider the decision, where the member seeking reconsideration gave notice of motion at a previous meeting to reconsider the decision at this meeting;
 - (ii) if all members present vote to waive the requirement for notice of motion and to reconsider the decision at the present meeting.
- (2) Notwithstanding anything in this section, Council may not reconsider any decision made by Council to contract with another person, except to the extent that the reconsideration does not attempt to avoid or interfere with any liability or obligation imposed on the City by that valid contract.
(#2002-35, s. 3, 2002)

BYLAWS

28. (1) When Council or a committee approves the principles of the subject matter of a proposed bylaw, it shall refer the matter to the City Solicitor with instructions for the preparation of the bylaw.
- (2) Unless and until the bylaw is approved by the City Solicitor as to form, a committee to which a bylaw is referred for preparation shall not submit the bylaw to Council in final form for enactment.
- (3) Where a bylaw is presented to Council for enactment, the City Clerk shall cause the number and short title of the bylaw to appear in the agenda in the appropriate place.
- (4) The City Clerk shall cause the bylaw to be copied in full and forwarded to the members with the agenda.
- (5) Every bylaw shall have three (3) readings.
- (6) A bylaw shall be passed when a majority of the members present and voting on the third reading vote in favour of the bylaw, provided the Act, some other applicable provincial statute or City bylaw does not require a greater majority.
- (7) For the purposes of introducing all bylaws on the agenda for first reading the bylaws shall be grouped specifying all bylaw numbers with a motion that the bylaw numbers specified in the grouping "be introduced and read a first time".
- (8) Each member of Council present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- (9) Council shall vote on the motion for first reading of a bylaw without amendment or debate.
- (10) If a member does not elaborate on the subject matter of the bylaw or phrase his question so as to set out his opinion for or against the bylaw, notwithstanding the provisions of Subsection 26(9) of this Bylaw, he may ask a question or questions concerning the bylaw.
- (11) For the purposes of introducing all bylaws on the agenda for second reading the bylaws shall be grouped specifying all bylaw numbers with a motion that the bylaw numbers specified in the grouping "be read a second time".

- (12) If the bylaw is listed under the Bylaws Requiring a Public Hearing and Related Reports section of the agenda the City Clerk shall, prior to any debate on the second reading, announce the public hearing related to the public hearing Bylaw has commenced and invite anyone present in the Council Chamber, who wishes to address City Council related to the bylaw, to indicate their desire.
- (13) Any person who indicates their desire to address City Council shall be permitted the opportunity to be heard, and the Mayor shall request the citizen to come to the podium, to give their name and the organization if any which they represent and to make their presentation.
- (14) Following the presentation the delegation shall answer any questions which members have and shall subject to clause 16(11)(a), then be excused from the podium by the Mayor.
- (15) After a member has made a motion for second reading of a bylaw, Council may:
 - (a) debate the substance of the bylaw; and
 - (b) propose and consider amendments to the bylaw.
 - (c) in the case of an advertised bylaw table further consideration of the bylaw until 7:30 P.M. to permit interested citizens unable to attend the meeting at 5:30 P.M. the opportunity to address City Council respecting the bylaw.
 - (d) if, after the motion for second reading is introduced, any member wishes to amend or debate in detail any of the bylaws set out in the grouping for second reading, they shall request that the bylaw be withdrawn from the group and considered individually. The motion for second reading of all such bylaws shall be voted upon separately.
- (16) A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
- (17) Council may after first reading of the bylaw go into Committee of the Whole to debate it.
- (18) The City Clerk shall be responsible for keeping a record of
 - (a) any amendments to a bylaw passed by Council; and
 - (b) amendments reported by Committee of the Whole

- (19) If Council is in Committee of the Whole for the purpose of debating the bylaw, and when all amendments have been accepted or rejected, Committee of the Whole shall rise and report its deliberations to Council. Council may then adopt the recommendations of the Committee of the Whole which may include amendments to the bylaw.
- (20) When all amendments have been accepted or rejected, a motion for second reading of the bylaw, as amended, shall be put.
- (21) Any bylaw which requires the approval of a department of the provincial government prior to third reading, in accordance with the provisions of the Act or any other Act, shall receive only two readings and be forwarded to the Province for approval, upon receipt of which the bylaw shall then be passed by Council.
- (22) A bylaw shall not be given more than two readings at one meeting except by the unanimous vote of the members present at the meeting. The following procedure shall be followed:
 - (a) For the purposes of providing unanimous consent all bylaws on the agenda which have received two readings and have not been amended shall be grouped specifying all bylaw numbers with a motion that City Council consents to the bylaw numbers specified in the grouping "going to third reading at this meeting."
 - (b) If a member does not support one or more of the bylaws specified in the grouping going to third reading at the meeting, they shall, before the motion is put, request that the bylaw or bylaws be removed from the grouping and considered separately. The motion of consent on all such bylaws shall be voted upon separately.
 - (c) For the purposes of providing unanimous consent all bylaws on the agenda which were amended at second reading shall be considered individually by specific bylaw numbers with a motion that City Council consents to the bylaw number "going to third reading at this meeting."
 - (d) If unanimous consent for the bylaw to go to third reading at the meeting is not obtained, the bylaw will be brought forward to a subsequent meeting of Council by the City Clerk, at which time an affirmative vote of a majority of Council is required to pass the bylaw.
- (23) For the purposes of introducing bylaws for third reading the bylaws shall be grouped specifying all bylaw numbers with a motion that the bylaw numbers specified in the grouping "be read a third time".

- (24) If, after the motion for third reading is introduced, any member wishes to amend or debate in detail any of the bylaws set out in the grouping for third reading, they shall request that the bylaw be withdrawn from the group and considered individually. The motion for third reading on all such bylaws shall be voted upon separately.
- (25) All bylaws which were amended at second reading shall be considered individually by specific bylaw number with a motion "that the bylaw be read a third time".
- (26) It shall not be necessary to read a bylaw aloud for third reading, and any amendments passed to the bylaw shall be assumed to be incorporated into the bylaw on third reading, at which stage the bylaw comes into force and takes effect unless the bylaw specifies otherwise.
- (27) A bylaw may be amended at third reading, providing the amendment is of a minor nature and provided the bylaw has not received any statutory approvals.
- (28) The City Clerk shall be empowered to correct any typographical error that may not have been corrected at time of submission to Council and the bylaw shall have the same status as if Council had corrected same.
- (29) When a bylaw has been given three readings by Council, it
- a) becomes a municipal enactment of the City, and
 - b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- (30) After passage, a bylaw shall be signed by the Mayor and by the City Clerk, pursuant to Subsection 89(3) of the Act and marked with the corporate seal of the City.
- (31) The City Clerk is the officer designated to consolidate the bylaws of the City in accordance with section 27 of *The Cities Act*.
 (#9373A, s. 1, 1992; #9885, s. 2, 1997; #2003-60, ss. 4, 11, 12 and 13, 2003; #2004-19, s. 3, 2004, #2014-21, s. 19, 2014)

NOTICES OF MOTION

29. (1) If a member wishes to have a Motion placed on the Agenda of a Committee or Council, a member may do so by making a Notice of Motion, as set out in this section.

- (2) A Notice of Motion:
- (a) shall be in writing, which shall be duly signed by the member;
 - (b) shall be submitted to the Office of the City Clerk no later than 1:00 o'clock in the afternoon on the Thursday preceding a regular meeting of Council and no later than 1:00 in the afternoon two days prior to any Committee meeting;
 - (c) shall include a Resolve Clause(s) with the exact motion proposed and if the notice includes preamble or whereas clauses the notice shall be included on the agenda but the official minutes of the meeting shall only record the Resolve Clauses; and
 - (d) shall include the date of the Council or Committee of Council when the expected response is requested.
- (3) A modification of a Motion by the member filing the Notice of Motion is permitted provided the amended notice does not exceed the scope of the original notice.

(#2014-21, s. 20, 2014)

URGENT BUSINESS

30. (1) A member, during confirmation of the agenda, may move to add a report, communication, delegation or motion which is in writing, on a matter which is:
- (a) of pressing concern to the City of Regina;
 - (b) relates to an issue within the jurisdiction of the City of Regina as set out in *The Cities Act*; and
 - (c) requires urgent consideration by Council.
- (2) Subject to subsection (1), Council may on a unanimous vote of members present agree to consider the matter a matter of Urgent Business.

(#2014-21, s. 21, 2014)

ENQUIRIES

31. (1) Enquiries shall not express an opinion, reason, or explanation for the submission thereof and shall be brief and to the point and shall be answerable by brief statements, and no preamble or introduction shall be permitted to explain the reason for such enquiry.
- (1.1) The enquiry must be within the administrative responsibility or be for information in the possession of the Administration.
- (2) A member shall submit the enquiry to the City Clerk.
- (3) Unless an enquiry from a member specifies that he wishes the answer to appear on a subsequent Council agenda, the City Manager shall send or give the answer directly to the member making the enquiry, with a copy being provided to all members.
- (4) When the enquiry of a member involves a written answer to be given at a future meeting and it appears to the City Manager that the cost to the City which would be incurred by reason of
- (a) time of City employees which must be taken 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 from other than City employees,
- is likely to be more than One Thousand Dollars (\$1,000.00) and no appropriation has been made for such expenditure in the budget of any department, the City Manager shall report at the next meeting of Council the anticipated cost before undertaking the enquiry.
- (4.1) When in the opinion of the City Manager an answer to an enquiry would contain information of a confidential nature, including:
- (a) information, the dissemination of which may be precluded under the City of Regina Policy on "Access to Municipal Information and Protection of Individual Privacy" (Schedule B);
 - (b) matters which would fall within the City of Regina "Statement of Policy" (Schedule A) concerning private items before standing or special committees of Council; or
 - (c) information, access to which might be denied pursuant to Parts III or IV of The Local Authority Freedom of Information and Protection of Privacy Act;

the City Manager shall submit a confidential report to the Executive Committee of Council, and shall identify that information which is deemed confidential and the basis of the claim for confidentiality.

- (4.2) Upon receipt of a report pursuant to Subsection 31(4.1), the Executive Committee shall direct the City Manager with respect to the disposition of all or any portions of the report.
- (5) All answers to be supplied within four (4) weeks from the date the enquiry is lodged.
- (6) When the City Manager has reported to Council pursuant to Subsection (4) Council may:
 - (a) direct that the City Manager proceed with the investigation necessary to answer the enquiry and provide in a supplementary budget or otherwise for the payment of the costs thereof; or
 - (b) direct that the City Manager not proceed with the enquiry.
- (8) Notwithstanding anything else contained in this Section or elsewhere in this Bylaw, the subject matter of an enquiry is not debatable at a meeting of Council. (#9625, ss. 1 and 2, 1994; #10252, s.1, 2000)

COMMITTEE OF THE WHOLE

- 32. (1) When it shall be resolved that Council go into Committee of the Whole, the Mayor or other presiding member shall leave the Chair, and the Deputy Mayor, or in his absence the Acting Mayor, shall be Chairman of the Committee of the Whole who shall maintain order in the committee, and who shall subsequently report the proceedings of the committee to Council.
- (2) The rules of Council shall be observed in Committee of the Whole, so far as may be applicable, except that:
 - (a) members shall not be required to stand;
 - (b) no motion is required to be seconded;
 - (c) a motion for an adjournment shall not be permitted; and
 - (d) a recorded vote may not be taken on matters considered in private.
- (3) No member shall speak more than once until every member who desires to do so has spoken.

- (4) Questions of order arising in Committee of the Whole shall be decided by the Chairman, subject to an appeal to the committee.
 - (5) A member may at any time move that the committee rise and report, the question shall be decided without debate.
 - (6) When the committee has risen, the Chairman of the committee shall report the committee's findings or decision to Council, and a motion to adopt the committee's report, if made, shall be deemed to mean approval of the committee's findings or decision.
- (#9858, s. 2, 1997)

RECESS

- 33. (1) The Council may recess at anytime during the meeting.
 - (2) A motion to recess shall be seconded and must state the time of duration of the recess, and must be passed by a majority of the members present.
 - (2.1) Notwithstanding subsections (1) and (2), where a Council meeting has continued for two hours and 15 minutes from when the meeting commenced, the Chair or presiding member shall call for a 15 minute recess.
- (#2019, s. 7, 2019)
- (3) The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 15 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.
 - (4) Upon reconvening the meeting, Council shall deal with the next listed agenda item following that considered prior to the recess unless a motion to alter the agenda is passed.

COMMITTEES

- 34. (1) The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by Council.
- (2) The Mayor, pursuant to Subsection 66(2) of the Act, is a member of all Council committees and all bodies established by Council pursuant to the Act, unless Council provides otherwise and when in attendance, possesses all the rights, privileges, powers and duties of other members, whether elected or appointed.
- (3) All members may attend the meetings of committees established pursuant to clause 55(a) of the Act, and may take part in the proceedings of the same, except that non-members shall not have a vote.

(4) Agendas for committees will only consist of items from the following sources:

- Referrals from City Council
- Referrals from other committees
- Written submissions from the Mayor
- Written submissions from Members
- Written submissions from the City Administration
- Written submissions from the City Solicitor
- Written submissions from the City Clerk
- Pursuant to Subsection (5), written submissions from delegations.

(5) When a person, or group of persons, wishes to bring any matter, to the attention of a committee and appear as a delegation, a letter, or other communication, shall be addressed to the Committee Assistant and will be subject to the requirements set out in Subsection 10(2) of this Bylaw. Upon receipt of such letter or other communication:

(i) The Committee Assistant shall:

- (a) place the letter or other communication on the agenda of the next meeting of the committee for its consideration; and
- (b) provide a copy of the letter or other communication to the City Clerk for inclusion on the next City Council agenda, as part of the Referred Delegation Section, which shall be distributed to all members of Council, the City Manager, the City Solicitor and news media listed on the City Clerk's distribution list.

(ii) The City Clerk shall indicate in his report, pursuant to Section 16(5)(c) the committee to which the letter or other communication has been referred.

(6) All submissions to committees, pursuant to Subsection (4), must be received by the Committee Assistant in the afternoon on the Tuesday the week preceding the meeting of the Committee at which the material is to be presented.

(#2018-61, s. 4, 2018)

(7) Notwithstanding Subsections (5) and (6) a person or group of persons may be heard by a committee during the meeting if they, when arriving for the meeting, complete an "application to appear form", which are provided, and by submitting same to the Committee Assistant prior to the commencement of the meeting.

(8) Subsection (7) however shall only apply if the person or group of persons wish to address an item which is listed on the agenda for discussion by the

committee at that meeting. No person or group may at the meeting introduce a new subject to the agenda.

- (9) Each of the following committees shall meet as soon as possible after it has been appointed to elect a Chairman who shall be the Mayor or a Councillor of the City of Regina, and a Vice-Chairman, and if required, decide the day and time for holding its regular meetings:

- (a) Finance and Administration Committee;
- (b) Community and Protective Services Committee;
- (c) Regina Appeal Board;
- (d) Regina Planning Commission;
- (e) Public Works and Infrastructure Committee;

- (10) The Chairman of the Executive Committee shall be the Deputy Mayor.

(10.1) The Chairman of the Priorities and Planning Committee shall be the Mayor.
(#2018-60, s. 27, 2018)

- (11) A member may act as the chair for only one of the following standing committees:

- (a) Finance and Administration Committee;
- (b) Community and Protective Services Committee;
- (c) Regina Appeal Board;
- (d) Regina Planning Commission;
- (e) Public Works and Infrastructure Committee;

except when no other members is willing to serve as Chairman.

- (12) All meetings of committees shall be called by the Chairman, and it shall be the duty of the Chairman, or in his or her absence from the City, the City Clerk, to summon a special meeting of the committee whenever requested, in writing, to do so by a majority of the committee.

- (13) When a committee is meeting and if the quorum is lost the meeting shall stand adjourned.

- (13.1) Where a Committee meeting has continued for two hours and 15 minutes from when the meeting commenced, the Chair or presiding member shall call for a 15 minute recess.

- (13.2) Where a Committee meeting has continued for four hours and 30 minutes from when the meeting commenced, the meeting shall be adjourned and the remaining items on the agenda shall be tabled to a future Committee meeting unless a majority of the members vote to continue the meeting.

(#2019, s. 8, 2019)

- (14) Any unfinished business remaining at the time of the adjournment shall be

considered at the next regular meeting of the committee, or at a special meeting called for that purpose.

- (15) All meetings of committees shall be held openly and no person is to be excluded except for improper conduct.
- (16) The “Statement of Policy” attached to this Bylaw as Schedule “A” is adopted as part of this Bylaw and shall be applied:
 - (a) by the City Clerk in determining whether to place a report on the public or private agenda;
 - (b) by committees in deciding whether it is in the public interest to hold all or any part of a committee meeting in private.
- (16.1) No member shall release or otherwise make public any information considered at a private meeting, including discussion of the content of such a meeting with persons other than with members of Council or with civic staff who are privy to that information:
 - (a) unless authorized by the Committee or Council; or
 - (b) until the matter is included on a public agenda of Council or a Committee of Council.
- (17) Subject to section (4) of Schedule 'A', the Administration shall, on an annual basis, review the confidential minutes of all the main committees and report to the Committees on those items that are no longer confidential and that may be released to the public.
- (18) The Chairman shall preside at every meeting and shall have a vote on all questions.
- (19) In the absence of the Chairman, the Vice-Chairman shall preside, and in the absence of both the Chairman and Vice-Chairman, one of the other members of the committee shall be elected to preside, and shall discharge the duties of the Chairman or Vice-Chairman during the meeting, or until the arrival of the Chairman or Vice-Chairman.
- (20) The business of committees shall be conducted in accordance with the rules governing the procedure of Council, except for the following:
 - (a) no motion shall be required to be seconded,
 - (b) members of the committee shall not be required to stand when speaking,
 - (c) there shall be no limit to the number of times a member of the committee may speak to a question,

- (d) the committee decision shall be that of the majority of the members of the committee present and voting on the question.
- (21) The City Clerk or Committee Assistant shall not record the names of the members of the committee voting on items considered in private.
- (22) The minutes of the committees shall be accurately entered in a book or file provided for that purpose, and at each meeting the minutes of the preceding meeting shall be submitted for confirmation and after they have received the approval of a majority of the members present, they shall be signed by the Chairman. All minutes, once approved, shall be open for inspection by the public, with the exception of minutes of the private portion of a meeting.
- (23) The City Clerk or Committee Assistant, in preparing the minutes for the committee, shall prepare an official record of the meeting setting out the wording of all items of business considered followed by the resolution of the committee which provides for the disposition of the item. The City Clerk or Committee Assistant shall provide to the committee for adoption a condensed version of the official minutes, containing only the heading of the subject, the administrative or committee recommendations, and the resolutions considered by the committee respecting each subject and adoption of the condensed version of the minutes will be deemed to be the adoption of the official minutes.
- (24) Each committee shall report to Council and no action of any committee shall be binding on the City unless
 - (a) power to take such action is expressly conferred on the committee by legislation or resolution of Council, or
 - (b) Council has considered the report of the committee and adopted same.
- (25) A special committee shall cease to exist on the submission of its final report. (#9117, s. 1, 1990; #9157, s. 1, 1991; #9322, s. 1, 1992; #9580, s. 1, 1994; #9782, s. 5, 1996; #9858, s. 3, 1997; #9952, s. 2, 1998; #10035, s. 1, 1998; #10061, s. 5, 1998, #2001-35, s. 3, 2001; #2003-60, ss. 14 and 15, 2003; #2003-60, s. 4, 2003; #2003-94, s. 2, 2003; #2003-100, s. 1, 2003; #2004-83, ss. 4 and 5, 2004; #2009-40, ss. 32, 38, 39 and 41, 2009, #2014-21 ss.6, 22, 23, 24 and 25, 2014)

35. (1) The City Clerk shall:
- (a) attend all meetings of Council and truly record in the minutes, without note or comment, all resolutions, decisions and other proceedings of the Council;
 - (b) enter in the minutes of every meeting the names of the members present at the meeting;
 - (c) if requested by any member, record the name and vote of every member voting on any matter or question;
 - (d) record in the minutes all declarations of pecuniary interest, any abstentions from discussion and voting by any member with respect to any matter or question before Council and the fact that a member leaves the meeting after declaring a pecuniary interest;
 - (d1) advise Council in writing of its legislative responsibilities pursuant to this or any other Act;
 - (d2) prepare and distribute agendas as directed by Council;
 - (d3) give public notice when required by this or any other Act;
 - (d4) ensure the official correspondence of the Council is carried out in accordance with Council's directions;
 - (e) advise the presiding officer when, in his opinion, Council is deviating from this Bylaw;
 - (f) ensure:
 - (i) that the minutes of each meeting are approved at the next regular meeting of the Council; and
 - (ii) that the last page of the minutes of each meeting is signed by the presiding member;
 - (g) maintain an indexed register containing certified copies of all bylaws of the urban municipality;
 - (h) take charge of and safely keep all books, documents and records of the urban municipality committed to his charge and deliver them to his successor in office or any other person that the Council may designate on his ceasing to hold office;
 - (i) summon all meetings of Council, communicate the resolutions and instructions of Council to the parties concerned and conduct the general official correspondence of Council;

- (j) have custody of the seal of the urban municipality;
 - (k) prepare and transmit to the Minister any statements, reports and other information with regard to the urban municipality that may be required by the minister and in any form that the Minister may direct;
 - (l) perform all other duties imposed on him by the Act, or any other statute or bylaw, and generally carry out any instructions that may be issued to him by Council or the City Manager.
- (2) The City Clerk shall provide in January of each year to the Executive Committee a report which lists all items and the priority of the items which have been tabled or referred by Council or committees to the administration for further review. A copy of this report, as it relates to each committee, shall also be provided as an informational report, to each committee.
 - (3) The list of outstanding items shall be updated monthly to remove all items on the list which have been resolved by the committee and by adding all new items which have been tabled or referred during the current month.
 - (4) When a status report has been submitted by the administration advising as to the progress of a review on any subject listed on the outstanding list, the subject shall not be removed from the list but the list shall be updated as to the new date when the final report is expected to be submitted.
 - (5) The City Clerk shall, to facilitate a review of City Council's Committee System, submit a report to the Executive Committee with comments from committee members and the administration on any proposed changes or improvements to the system.
 - (6) The City Clerk shall submit the report in Subsection (5) no later than November of each year following the year in which a civic election has occurred.

(#9157, s. 1, 1991; #9580, s. 1, 1994; #9704, s. 2, 1995; #9952, s. 3, 1998; #10018, s. 1, 1998; #2003-60, s. 16, 2003; #2003-109, s. 35, 2003; #2009-40, s. 32, 2009)

MINUTES OF COUNCIL

- 36. (1) The City Clerk shall prepare the minutes of each Council meeting, and shall distribute a copy to each member for the next meeting.
- (2) The Mayor shall present the minutes to Council with a request for a motion to confirm the minutes.
- (3) The minutes of the previous meeting shall not be read aloud, unless requested by a majority of the members.

- (4) Any member may make a motion requesting that the minutes be amended to correct any inaccuracy or omission.
- (5) The City Clerk in preparing the minutes shall prepare an official record of the meeting setting out the wording of all items of business considered followed by the resolution of Council which provides for the disposition of the item. The City Clerk shall provide to Council for adoption a condensed version of the official minutes, containing only the heading of the subject, the administrative and committee recommendations, and the resolutions considered by Council respecting each subject and adoption of the condensed version of the minutes will be deemed to be the adoption of the official minutes.

PROCLAMATIONS

- 37. (1) All requests for proclamations shall be submitted to the Mayor for his approval at least one month prior to the proposed date for the proclamation.
- (2) Subject to *The Saskatchewan Human Rights Code* the Mayor may, in his sole discretion, approve the proclamation submitted pursuant to Subsection (1), provided the proclamation does not:
 - (a) promote any commercial business;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
 - (c) contain any inflammatory, obscene or libelous statement.
- (2.1) The Mayor may issue the proclamation:
 - (a) in the words of the proclamation as submitted; or
 - (b) in words chosen by the Mayor; and
 - (c) in a form contained in Schedule C to this Bylaw.
- (3) The City shall not be responsible for any costs associated with a proclamation by the Mayor, including publication of the proclamation.
- (4) The local print media are requested:
 - (a) not to publish any proclamation purporting to be proclaimed by the Mayor unless it bears his original signature;
 - (b) when publishing a proclamation by the Mayor, that the proclamation contain only

- (i) the crest of the City of Regina,
- (ii) the name of the City of Regina,
- (iii) the text of the proclamation, and
- (iv) if requested by the sponsoring group, a photograph of the Mayor signing the proclamation.

(#10042, s. 1, 1998)

REPEAL

38. Bylaw Number 8324 and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS 9TH DAY OF APRIL A.D. 1990.

READ A SECOND TIME THIS 30TH DAY OF JULY A.D. 1990.

READ A THIRD TIME AND PASSED THIS 30TH DAY OF JULY A.D. 1990.

Mayor

City Clerk

SCHEDULE "A"

STATEMENT OF POLICY

The Council of the City of Regina, in recognition not only of the requirements of *The Cities Act* but also its commitment to the principle that the "public business should be conducted in public" hereby affirms that it is a fundamental principle of the Council of the City of Regina that:

- (1) All meetings of standing and special committees of the Council shall be held openly and no person is to be excluded except for improper conduct.
- (2) Council and Council Committees may close all or part of their meetings to the public:
 - (a) if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection and Privacy Act*;
 - (b) if it is a committee or other body established by Council solely for the purpose of hearing appeals, to deliberate and decide an appeal;
 - (c) for the purpose of long-range or strategic planning, but no other business may be transacted at that meeting; or
 - (d) to allow a member of a committee to report to Executive Committee, on their own initiative or upon request of Council.
- (2) Notwithstanding Section (1), any member of a committee may, at his or her discretion or on request of Council, report to the closed session of an Executive Committee meeting.
- (3) The Council of the City of Regina hereby directs the City Clerk and the City Manager to take whichever measures they may deem necessary to ensure the implementation of this policy and the continued observance of its contents.
- (4) The Administration shall, on a semi-annual basis, review the confidential minutes of all Executive Committee meetings, and report to the Executive Committee on those items that are no longer confidential in nature and that may be released to the public.
- (5) Should the committee, while meeting in private, be of the view that a particular agenda item ought not to be considered in private, the committee shall not take up that item but shall:

- (1) Refer it directly to City Council; or
- (2) Direct that it be placed on the public agenda of the next meeting of the committee; or
- (3) Permit the City Manager to withdraw the matter.
- (6) Advisory committees shall be formed by City Council pursuant to *The Cities Act* only upon recommendation of the standing committees with their purpose to provide input and advisement from the community to the standing committees beyond that which is able to be achieved through the public consultation and input process available to all citizens.
- (7) The Administration shall provide liaison representation at the advisory committees to share information.
- (8) Advisory Committees shall:
 - (a) report to their standing committee, through a communication signed by their Chair or Vice Chair; and
 - (b) provide an annual report to their standing committee reviewing the activities of the advisory committee, over the past year, together with a recommendation on the need to continue the advisory committee.
- (9) The advisory committees, in their reports to the standing committees, can include a request for the Administration to pursue initiatives, research or report but that work would only be pursued by the Administration if authorized or directed by the standing committee, City Council or the City Manager.
- (10) The advisory committee shall consider matters referred to it by the standing committee, City Council or the Administration for input and advisement or any matter they wish to initiate within their purview.
- (11) When an advisory committee is disbanded, the Administration shall report to the Executive Committee on the committee's completion of the terms of reference.

(#9704, s. 3, 1995; #9782, s. 6, 1996; #2003-60, s. 17, 2003; #2004-83, s. 6, 2004; #2004-104 ss. 2 and 3, 2004)

SCHEDULE "B"

ACCESS TO MUNICIPAL INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The purposes of this policy are:

- (a) to provide a right of access to information under the control of the City of Regina in accordance with the principles that:
 - (i) information should be available to the public,
 - (ii) necessary exemptions from the right of access should be limited,
 - (iii) decisions on the disclosure of information should be reviewed independently by the Council of the City of Regina, and
- (b) to protect the privacy of individuals with respect to personal information about themselves held by the City of Regina and to provide these individuals with a right of access to that information.

I. All Regina residents, including members of Council, enjoy the right to have access to all information under the control of The City of Regina with the exception of information which falls in the following categories:

- (i) Information, the publication of which is prohibited by law, whether by statute, regulation, bylaw, contract or common law;
- (ii) Information obtained in confidence, express or implied;
- (iii) Information of a personal or private nature respecting an identifiable individual or corporation, including but without restricting the generality of the foregoing:
 - (a) all City personnel and employment records;
 - (b) all utility account records;
 - (c) all correspondence from individuals and corporations to the City, other than that which was intended for Council or a committee of Council; and
 - (d) all information which, if released, would deny the right to privacy of any member of the community;
- (iv) Information the release of which could prejudice the financial interests of the City or which might result in an unfair competitive advantage to a party or parties seeking to do business with or in the City;

- (v) Information related to negotiations in progress, whether in connection with a civil action, contractual arrangement, purchase or sale of land, or otherwise;
 - (vi) Information in the possession of professionals employed by the City of Regina which, if released, would be in violation of professional ethics, and including investigatory records compiled for law enforcement purposes;
 - (vii) Information at a preliminary or development stage relating to any work in progress, including but not limited to studies, draft bylaws and reports requested by Council, a committee of Council, or a department of the City, prior to the completion of such work in progress, unless:
 - (a) the release of such information in a preliminary or development stage is authorized by the City Manager, or
 - (b) the release of such information in a preliminary or development stage has been authorized by Council pursuant to policies and procedures adopted by Council; and
 - (viii) Information obtained from other government bodies, unless release of that information is authorized by the government body supplying the information.
- II. That, upon request, a member of Council may be given access to complete or incomplete files at the discretion of the City Manager.
- III. That any member of Council who is denied access to a particular document may appeal, in writing, to the Executive Committee of Council.
- IV. That any resident who is denied access to a particular document may appeal, in writing, to the City Manager and may appeal in writing from the City Manager's decision, to the Executive Committee of Council.
- V. That City Council does hereby affirm that it is a fundamental principle that the City of Regina's "Access to Municipal Information Policy" be absolute with respect to the confidentiality of personal information, and such information shall never be released to the general public or media.
- (#9157, s. 1, 1991)

SCHEDULE "C"

Section 37

OFFICE OF THE MAYOR

CITY OF REGINA

PROCLAMATION

WHEREAS [Recital(s)]

I [*name of current mayor*], Mayor of the City of Regina, do hereby proclaim [*designated dates*] as [*name*].

Name of Current Mayor

(#10042, s. 1, 1998)