



# Bylaw No. 2009-40

## Disclaimer:

**This information has been provided solely for research convenience. Official bylaws are available from the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law.**

**Office Consolidation**

THE COMMITTEE BYLAW, 2009

Bylaw No. 2009-40

Including Amendments to January 29, 2025

**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.**

AMENDMENTSDATE PASSED

Bylaw No. 2010-6	February 22, 2010
Bylaw No. 2010-17	March 8, 2010
Bylaw No. 2011-37	June 13, 2011
Bylaw No. 2011-44	December 19, 2011
Bylaw No. 2012-14	February 21, 2012
Bylaw No. 2012-16	March 12, 2012
Bylaw No. 2012-95	October 9, 2012
Bylaw No. 2013-43	June 10, 2013
Bylaw No. 2014-25	March 24, 2014
Bylaw No. 2016-4	January 25, 2016
Bylaw No. 2016-48	June 27, 2016
Bylaw No. 2018-60	November 26, 2018
Bylaw No. 2019-9	February 25, 2019
Bylaw No. 2019-30	April 29, 2019
Bylaw No. 2020-75	December 16, 2020
Bylaw No. 2021-11	February 24, 2021
Bylaw No. 2021-18	April 14, 2021
Bylaw No. 2021-57	September 29, 2021
Bylaw No. 2021-84	December 15, 2021
Bylaw No. 2023-12	January 25, 2023
Bylaw No. 2023-18	February 22, 2023

Bylaw No. 2023-97

November 22, 2023

Bylaw No. 2025-3

January 29, 2025

BYLAW NO. 2009-40  
THE COMMITTEE BYLAW, 2009

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THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

PART I PURPOSE, STATUTORY AUTHORITY AND DEFINITIONS

**Purpose**

1 The purpose of this Bylaw is to:

- (a) continue the main Committees of Council and secondary Committees of Council that are outlined in this Bylaw;
- (b) dissolve or amalgamate those Committees of Council that are outlined in this Bylaw; and
- (c) provide for the purpose, terms of reference, authority, delegated authority, composition, eligibility, term, meeting requirements, reporting and administrative resources of each Committee of Council outlined in this Bylaw.

**Statutory Authority**

2 The authority for this Bylaw is:

- (a) sections 55 and 100 of *The Cities Act*;
- (b) section 95 of *The Planning and Development Act, 2007*; and
- (c) section 10 of *The Heritage Property Act*.

**Definitions**

3 In this Bylaw:

- (a) “**Chief of Police**” means the Chief of Police of the Regina Police Service and includes any person acting as his or her designate;
- (b) “**City**” means the municipal corporation of the City of Regina or where the context requires the geographical area within the city limits;

- (c) **“City Clerk”** means the person appointed as City Clerk by Council pursuant to section 85 of *The Cities Act* and includes any person acting as his or her designate;
- (d) **“City Manager”** means the person appointed by Council to the position of City Manager and includes any person acting as his or her designate;
- (e) **“City Solicitor”** means the person appointed by Council to the position of City Solicitor and includes any person acting as his or her designate;
- (f) **“Committee”** means a committee, board, authority or other body established by Council that is specifically provided for in this Bylaw;
- (g) **“Council”** means the Council of the City of Regina,
- (h) **“Councillor”** means a member of Council other than the Mayor, who is elected pursuant to *The Local Government Election Act*;
- (h.1) Repealed. (#2016-48, s. 21(2), 2016)
- (h.2) Repealed. (#2016-48, s. 21(2), 2016)
- (h.3) Repealed. (#2016-48, s. 21(2), 2016)
- (h.4) **“Development Officer”** has the same meaning as in *The Regina Zoning Bylaw*, No. 9250;
- (i) Repealed. (#2016-48, s. 21(2), 2016)
- (j) Repealed. (#2016-48, s. 21(2), 2016)
- (k) Repealed. (#2016-48, s. 21(2), 2016)
- (l) Repealed. (#2016-48, s. 21(2), 2016)
- (m) **“Director, Fire and Protective Services”** means the person appointed to the position of Director, Fire and Protective Services or his or her designate;
- (n) Repealed. (#2011-44, s. 4, 2011)
- (o) Repealed. (#2011-44, s. 4, 2011)
- (p) Repealed. (#2011-44, s. 4, 2011)

- (q) Repealed. (#2011-44, s. 4, 2011)
- (r) **“Mayor”** means the person elected to the position of mayor pursuant to *The Local Government Election Act*;
- (s) **“Member”** means the Mayor or a Councillor elected pursuant to *The Local Government Election Act* or where the context requires a member of a Committee provided for in this Bylaw.

(#2010-6, s. 2, 2010; #2011-44, s. 3, 2011; #2012-14, s. 41, 2012, #2016-48, ss. 21(2) and 21(3), 2016)

## PART II MAIN COMMITTEES OF COUNCIL

### Application

- 4 The following provisions set out in Part II shall apply to all of the main Committees of Council.

### Changes to Committee Mandates

- 4.1 Any authority or delegation of authority to a Committee in any contract, policy or other document of the City that refers to a Committee title that has been subsequently dissolved, renamed or had its authorities transferred shall be deemed to refer to the substituted Committee on the effective date of the authorities or delegated authorities being transferred by Council.

(#2020-75, s.9, ss.a, 2020)

### Main Committees of Council

- 5 (1) The following Committees shall constitute the main Committees of Council:

- (a) Audit and Finance Committee;
- (b) Executive Committee;
- (b) Regina Planning Commission.

- (2) All of the main Committees are hereby continued pursuant to section 55 of *The Cities Act* as Council Committees and shall have the functions and authority provided for in this Bylaw, any other Bylaw that is applicable, as well as any powers provided for in *The Cities Act*.

- (3) The Regina Planning Commission is also hereby continued pursuant to section 95 and section 247 of *The Planning and Development Act, 2007* as a municipal planning commission and shall have the functions and authority provided for in this

Bylaw, any other Bylaw that is applicable, as well as any powers provided for in *The Cities Act* and *The Planning and Development Act, 2007*.

(#2011-44, s. 5, 2011; #2013-43, s. 4, 2013, #2014-25, s. 3, 2014, #2018-60, s. 5, 2018)(#2020-75, s.9, ss.b, 2020)(#2021-84, s. 98, 2021, #2023-18, s. 4, 2023)

### **Committee Particulars**

6(1) Repealed (#2021-84, s. 99, 2021)

(1.1) Table 1.1 in the attached Schedule “A” sets out the authority, terms of reference, delegated authority, composition, term of appointment, administrative resources and reporting for the Audit and Finance Committee.

(2) Table 2 in the attached Schedule “A” sets out the authority, terms of reference, delegated authority, composition, term of appointment, administrative resources and authority to receive reports for the Executive Committee.

(3) Repealed (#2021-84, s. 99, 2021)

(4) Table 4 in the attached Schedule “A” sets out the authority, terms of reference, delegated authority, composition, term of appointment, administrative resources and authority to receive reports for the Regina Planning Commission.

(#2011-44, s. 6, 2011; #2013-43, s. 5, 2013, #2014-25, s. 2, 2014, #2018-60, s. 7, 2018)(#2020-75, s.9, ss.c, 2020)(#2021-84, s. 99, 2021, #2023-18, s. 5, 2023)

### **Procedure for Appointment**

7 In appointing members to the main Committees of Council, the procedures for appointments set out in Bylaw 9004, being *The Procedure Bylaw* shall apply.

### **Eligibility**

8 Other than where provided for in this Bylaw, no employee of the City of Regina is eligible to be a member of any of the main Committees of Council.

### **Chairperson and Vice-Chairperson**

9 The appointment of a chairperson or vice-chairperson for each main Committee shall be done in accordance with Bylaw 9004, being *The Procedure Bylaw*.

### **Meetings**

10(1) All main Committees of Council shall set and approve of their regular meeting dates in accordance with Bylaw 9004, being *The Procedure Bylaw*.

(#2018-60, s. 8, 2018)

(2) Repealed. (#2018-60, s. 9, 2018)



**Quorum**

- 11 Quorum for each main Committee of Council shall be a majority of the members appointed to that respective Committee.

**Secretary**

- 12 The City Clerk shall act as secretary to each main Committee of Council.

**Procedures**

- 13 All main Committees of Council shall follow the procedures outlined in Bylaw 9004, being *The Procedure Bylaw*.

**Vacancies where member is from the general public**

- 14(1) In the case of a vacancy of a member of the general public who is appointed to the Regina Planning Commission or the Audit and Finance Committee that vacancy shall only be filled where there are three or more meetings remaining in the unexpired portion of the term of the person being replaced.

- (2) Subject to subsection (1) a vacancy may be filled for the unexpired portion of the term of the person being replaced by the appointment by Council of another eligible person.

- (3) A vacancy in the membership of the Regina Planning Commission or the Audit and Finance Committee does not impair the power of the remaining members to act.

(#2023-18, ss. 6 and 7, 2023)

**Vacancies where member of Committee is member of Council**

- 15(1) In the case of a vacancy of a member of Council who is appointed to one of the main Committees, that vacancy shall be filled by the appointment by Council of another member of Council.

- (2) A vacancy in the membership of one of the main Committees does not impair the power of the remaining members of the Committee to act.

**PART III SECONDARY COMMITTEES OF COUNCIL****Application**

- 16 The following provisions set out in Part III shall apply to all of the secondary Committees of Council provided for in this Bylaw.

**Secondary Committees of Council**

- 17(1) The following committees shall constitute the secondary Committees of Council:

- (a) the Accessibility Advisory Committee;

- (b) Repealed. (#2018-60, s. 10, 2018)
  - (c) Repealed. (#2012-95, s. 3, 2012)
  - (d) Repealed. (#2018-60, s. 10, 2018)
  - (e) Repealed. (#2018-60, s. 10, 2018)
  - (f) Repealed. (#2018-60, s. 10, 2018)
  - (g) Repealed. (#2018-60, s. 10, 2018)
  - (h) Repealed. (#2018-60, s. 10, 2018)
  - (i) the School Board/City Council Liaison Committee;
  - (j) Repealed. (#2018-60, s. 10, 2018)
  - (k) Repealed (#2025-3, s. 4, 2025)
- (2) All of the secondary Committees set out in subsection (1) are hereby continued, or where they are new Committees, are established pursuant to section 55 of *The Cities Act* as Council Committees and shall have the functions and authority provided for in this Bylaw and any other Bylaw that is applicable, as well as any powers provided for in *The Cities Act*.
- (3) Repealed. (#2018-60, s. 11, 2018)
- (#2010-6, ss. 3 and 4, 2010; #2011-44, s. 7, 2011, #2021-57, s.4, 2021)

### **Secondary Committee Particulars**

- 18(1) Table 1 in the attached Schedule “B” sets out the authority, terms of reference, delegated authority, composition, eligibility, term of appointment, administrative resources, secretary and reporting requirements for the Accessibility Advisory Committee.
- (2) Repealed. (#2018-60, s. 12, 2018)
  - (3) Repealed. (#2012-95, s. 3, 2012)
  - (4) Repealed. (#2018-60, s. 12, 2018)
  - (5) Repealed. (#2018-60, s. 12, 2018)

- (6) Repealed. (#2018-60, s. 12, 2018)
  - (7) Repealed. (#2018-60, s. 12, 2018)
  - (8) Repealed. (#2018-60, s. 12, 2018)
  - (9) Table 9 in the attached Schedule “B” sets out the authority, terms of reference, delegated authority, composition, eligibility, term of appointment, administrative resources, secretary and reporting requirements for the School Board/City Council Liaison Committee.
  - (10) Repealed. (#2018-60, s. 12, 2018)
  - (11) Repealed. (#2025-3, s. 5, 2025)
- (#2010-6, s. 5, 2010; #2011-44, s. 8, 2011, #2021-57, s.5, 2021)

#### **Procedure for Appointment**

- 19 In appointing members to the secondary Committees of Council provided for in this Part, the procedures for appointments set out in Bylaw 9004, being *The Procedure Bylaw* shall apply.

#### **Eligibility**

- 20(1) Other than where provided for in this Bylaw and Schedules, no employee of the City of Regina or the Regina Police Service is eligible to be a member of any of the secondary Committees provided for in this Part.
- (1.2) Repealed. (#2025-3, s. 6, 2025)
- (2) Other than a member of City Council, the City Manager, or the Chief of Police, no person appointed to a secondary Committee is eligible to serve on more than one secondary Committee at the same time.
- (#2021-57, s.6, 2021)

#### **Term**

- 21(1) Commencing May 1, 2009, no person shall be eligible to serve on the same secondary Committee for longer than nine consecutive years.
- (2) Subsection (1) does not apply to a member of Council who is a member of a secondary Committee provided for in this Part.

#### **Non-voting Liaison**

- 22(1) Where a member of Council is a member of one of the secondary Committees provided for in this Part, he or she is not eligible to vote.
- (2) Subject to subsection (3), where the City Manager or an employee of the Regina Police Service is a member of one of the secondary Committees provided for in this Part, he or she is not eligible to vote.
- (3) Repealed. (#2025-3, s. 7, 2025)
- (#2021-57, s.7, 2021)

### **Chairperson**

- 23(1) A chairperson for the each of the secondary Committees provided for in this Part shall be elected by a majority vote of all of the members of the respective Committee who are eligible to vote.
- (2) Notwithstanding subsection (1), the Chairperson of the School Board/City Council Liaison Committee shall be the Mayor.
- (#2011-44, s. 9, 2011, #2018-60, s. 13, 2018)

### **Quorum**

- 24 Quorum for each of the secondary Committees of Council provided for in this Part shall be a majority of the members appointed to that respective Committee who are entitled to vote.
- (#2010-6, s. 6, 2010)

### **Procedures**

- 25 All secondary Committees of Council shall follow the procedures outlined in Bylaw 9004, being *The Procedure Bylaw*.

### **Removal**

- 26 Any member appointed to a secondary Committee provided for in this Bylaw may be removed by Council in accordance with Bylaw 9004, being *The Procedure Bylaw* or in accordance with any Council approved policy related to Committee appointments and attendance.

### **Vacancies**

- 27(1) A vacancy on a secondary Committee that occurs during the year shall only be filled where there are three or more meetings remaining in the unexpired portion of the term of the person being replaced.
- (2) Subject to subsection (1) any vacancy may be filled for the unexpired portion of the term of the person being replaced by the appointment by Council of another eligible person.

- (4) A vacancy in the membership of the Committee does not impair the power of the remaining members of the Committee to act.

#### PART IV DISSOLUTION OF COMMITTEES, REPEAL OF BYLAWS AND CONSEQUENTIAL AMENDMENTS

##### **Transitional**

- 28(1) The appointment of all members to the main Committees and secondary Committees of Council provided for in this Bylaw that occurred prior to this Bylaw coming into force shall continue.
- (2) Where appointments to the main and secondary Committees of Council are required after the enactment of this Bylaw, Council shall appoint members to the main and secondary Committees of Council in accordance with this Bylaw, the procedures for appointments set out in Bylaw 9004, being *The Procedure Bylaw* or any Council approved policy related to Committee appointments.

##### **Dissolution of Committees**

- 29 The following Committees are hereby dissolved either because they have been renamed, are no longer needed or their functions have been amalgamated with or have been taken over by a Committee provided for in this Bylaw:
- (a) the Cemeteries Advisory Committee;
  - (b) the Cemeteries Departmental Consultative Group;
  - (c) the Community Investment Review Board;
  - (c.1) the Community Investment Review Consultative Group;
  - (d) the Green Ribbon Community Climate Change Advisory Committee;
  - (e) the Integrated Pest Management Advisory Committee;
  - (f) the Mayor's Task Force on Access;
  - (g) the Mayor's Task Force on Regina's Future;
  - (h) the Paratransit Advisory Board;
  - (i) the Parks and Recreation Advisory Board;

- (j) the Regina Arts Commission;
- (k) the Regina Crime Prevention Commission;
- (l) the Regina Purchasing Advisory Committee;
- (m) the Regina Urban Environment Advisory Council;
- (n) the Regina Youth Advisory Council;
- (o) the Secretariat Committee;
- (p) the Transit Advisory Board.  
(#2010-6, ss. 7 and 8, 2010; #2011-44, s. 10, 2011; #2012-95, s. 3, 2012)

**Repeal of Bylaws**

30 The following bylaws are hereby repealed:

- (a) Bylaw 2003-104, being *The Cemeteries Advisory Committee Bylaw, 2003*;
- (b) Bylaw 8176, being *The Regina Planning Commission Bylaw*;
- (c) Bylaw No. 9696, being *The Regina Crime Prevention Commission Bylaw*;
- (d) Bylaw No. 10224, being *The Green Ribbon Community Climate Change Advisory Committee Bylaw*;
- (e) Bylaw No. 7018, being *The Municipal Heritage Advisory Committee Establishment Bylaw*;
- (f) Bylaw No. 2003-36, being *The Mayor's Task Force on Regina's Future Bylaw, 2003*;
- (g) Bylaw 2004-11, being *The Integrated Pest Management Advisory Committee Bylaw*;
- (h) Bylaw No. 2004-23, being *The Parks and Recreation Advisory Board Bylaw, 2004*;
- (i) Bylaw 2002-85, being *The Regina Purchasing Advisory Committee Bylaw, 2002*;

- (j) Bylaw No. 8723, being *The Regina Urban Environment Advisory Council Bylaw*;
- (j) Bylaw 10062, being *The Social Development Grants Bylaw, 1998*;
- (k) Bylaw No. 9747, being *The Solid Waste Management Strategy Round Table Bylaw*.

**Bylaw Supersedes Resolutions**

31 In addition to the repeal of the Bylaws listed in section 30, the authority and direction provided in this Bylaw with respect to the main and secondary Committees outlined in this Bylaw supersedes any resolutions passed by Council prior to the passage of this Bylaw.

**Bylaw 9004 amended**

32(1) Bylaw 9004, being *The Procedure Bylaw* is amended in the manner set forth in this section.

(2) Clause 2(1)(i.1) is repealed and the following substituted:

“(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;
- (f) Emergency Measures Committee.”

(3) In clause 3(1.1)(d) “Property Control and Licence Review Committee” is struck out and “Regina Appeal Board” substituted.

(4) Subsection 4(5) is repealed and the following substituted:

“(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*.”

(5) In clause 34(9)(c) “Property Control and Licence Review Committee” is struck out and “Regina Appeal Board” substituted.

- (6) In clause 34(11)(c) “Property Control and Licence Review Committee” is struck out and “Regina Appeal Board” substituted.
- (7) In subsections 35(5) and (6), “Secretariat Committee” is struck out and “the City Clerk” substituted.  
(#2014-25, s. 2, 2014)

**Bylaw 2002-48 amended**

33(1) Bylaw 2002-48, being *The Forestry Bylaw, 2002* is amended in the manner set forth in this section.

- (2) The definition of “**Committee**” in section 1 is repealed.
- (3) The following definition is added in section 1 after the definition of “**Established Tree**”:

““**General Manager of Community and Protective Services**” means the person appointed to the position of General Manager of the Community and Protective Services Division or his or her designate;”

- (4) In section 3, “Committee” is struck out and “General Manager of Community and Protective Services” substituted wherever it appears.

**Bylaw 2003-69 amended**

34(1) Bylaw 2003-69, being *The Regina Administration Bylaw* is amended in the manner set forth in this section.

- (2) The following sections are added after section 37:

**Evaluation and Approval of Grants**

37.1(1) The General Manager of Community and Protective Services is delegated the authority to do the following with respect to the grant, funding and scholarship programs identified in subsection (2):

- (a) accept applications and funding requests,
- (b) adjudicate eligibility;
- (c) approve of the grant or funding request; and
- (d) issue grant and funding payments to any person or organization who has requested or applied for funding.



- (2) The General Manager of Community and Protective Services is granted the authority outlined in subsection (1) with respect to the following grant, funding and scholarship programs:
- (a) Civic Arts Funding Program;
  - (b) Festival Funding Program;
  - (c) Hosting Assistance Program;
  - (d) Community Capital Partnership Program;
  - (e) Social Development Community Investment Program;
  - (f) Community Association Community Investment Program;
  - (g) Zone Board Funding;
  - (h) Special event or sponsorship funding requests in amounts of \$2000 or less;
  - (i) Community Centre Operating Assistance;
  - (j) Saskatchewan Lotteries Community Grant Program;
  - (k) Saskatchewan Lotteries Urban Aboriginal Community Grant Program;
  - (l) Allocations to the Saskatchewan Urban Municipalities Association;
  - (m) Allocations to the Saskatchewan Association of Rural Municipalities;
  - (n) Allocations to the Saskatchewan Association of Health Organizations;
  - (o) Allocations to the Saskatchewan School Board Association;
  - (p) Allocations to the following organizations:
    - (i) Saskatchewan Science Centre Inc.,
    - (ii) Curl Regina Inc.;

- (iii) Regina Plains Museum Inc.;
  - (iv) Regina Senior Citizen's Centre Inc.;
  - (q) Henry Baker Scholarship Program;
  - (r) any additional community investment funding or grants that are approved on an annual basis by Council which are delegated to the General Manager of Community and Protective Services to adjudicate eligibility, approve and administer.
- (3) Grants and funding allocations made pursuant to this section shall be in accordance with any Council or Committee approved policy or criteria and within the global budget approved each year by Council.
  - (4) Where grant or funding agreements are necessary for the programs or funding allocations outlined in this section, the General Manager of Community and Protective Services is delegated the authority to authorize the execution of these grant or funding agreements.

#### **Transit Tickets and Passes**

- 37.2(1) The General Manager of Community and Protective Services is delegated the authority to allocate free transit tickets and passes through the Transit Fare Assistance Program.
- (2) Allocations of free transit tickets and passes made pursuant to this section shall be in accordance with any Council or Committee approved policy or criteria and within the global budget approved each year by Council.”
  - (3) Section 3 of Schedule E is repealed and the following substituted:
    - 3. The General Manager of Community and Protective Services, or his or her delegate, is authorized to sign the following types of agreements on behalf of the City:
      - (a) agreements for the granting of licences and perpetual care of plots and columbarium niches at the City cemeteries; and
      - (b) grant and funding agreements entered into pursuant to the grant, funding and scholarship programs set out in section 37.1 of this Bylaw.

**Bylaw 9070 amended** (Repealed #2011-37, s. 8, 2011)

35 Section 3 of Bylaw 9070, being *The Emergency Measures Bylaw* is repealed and the following substituted:

3. An Emergency Measures Committee shall be established in accordance with Bylaw 2009-40, being *The Committee Bylaw, 2009* and shall have the purpose, terms of reference, authority, delegated authority, composition, eligibility, term, meeting requirements, reporting and administrative resources as set out in that Bylaw.

(#2011-37, s. 7, 2011)

**Bylaw 2002-57 amended**

36 Subsection 3(3) of Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw* is amended by:

- (a) repealing clause (i); and
- (b) striking out “The Regina Regional Economic Development Authority” in clause (g) and substituting “The Regina Regional Opportunities Commission”.

**Bylaw 2008-48 amended**

37 “Committee” is struck out and “Board” substituted in section 7 of Bylaw 2008-48 being *The Regina Property Maintenance Bylaw, 2008*.

**Bylaws 2003-69 and 9004 amended**

38 “Parks and Community Services Committee” is struck out and “Community and Protective Services Committee” substituted wherever it appears in the following bylaws:

- (a) Bylaw 2003-69, being *The Regina Administration Bylaw*; and
- (b) Bylaw 9004, being *The Procedure Bylaw*.

**Bylaws 9004, 9900 and 9881 amended**

39 “Works and Utilities Committee” is struck out and “Public Works and Infrastructure Committee” substituted wherever it appears in the following bylaws:

- (a) Bylaw 9004, being *The Procedure Bylaw*;
- (b) Bylaw 9900, being *The Regina Traffic Bylaw, 1997*; and
- (c) Bylaw 9881, being *The Clean Property Bylaw*.

(#2014-25, s. 2, 2014)

**Bylaw 9656 amended**

40 “Regina Municipal Heritage Advisory Committee” is struck out and “Municipal Heritage Advisory Committee” substituted wherever it appears in Bylaw 9656, being *The Victoria Park Heritage Conservation District Bylaw, 1994*.

**Bylaws 2003-69 and 9004 amended**

41 “Secretariat Committee” is struck out and “Finance and Administration Committee” substituted wherever it appears in the following bylaws:

- (a) Bylaw 2003-69, being *The Regina Administration Bylaw*; and
- (b) Bylaw 9004, being *The Procedure Bylaw*.

**Other Committees not affected**

42 Those boards, committees, bodies and commissions not specifically provided for in this Bylaw shall continue to exist under the applicable legislation, bylaw or resolution.

**Coming into force**

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

READ A FIRST TIME THIS 22<sup>nd</sup> DAY OF June 2009.

READ A SECOND TIME THIS 22<sup>nd</sup> DAY OF June 2009.

READ A THIRD TIME AND PASSED THIS 22<sup>nd</sup> DAY OF June 2009.

P. FIACCO  
Mayor

J. SWIDNICKI  
City Clerk (SEAL)

CERTIFIED A TRUE COPY

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

Schedule “A”

TABLE 1

Repealed (#2021-84, s. 100, 2021)

TABLE 1.1

**AUDIT AND FINANCE COMMITTEE****Authority**

- 1 The Audit and Finance Committee is established pursuant to section 55 of *The Cities Act* and has all of the powers, duties and authority set out in this Bylaw and in any other Bylaw or provincial legislation that applies to this Committee.

**Terms of Reference**

- 2 The Audit and Finance Committee is authorized to do the following:
- (a) consider and make recommendations to Council regarding the oversight of the systems and processes around:
    - (i) the preparation of the financial statements, risk management, disaster recovery, internal controls, regulatory compliance, procurement; and
    - (ii) internal and external audit;
  - (b) consider and make recommendations to Council regarding the City's investments, investment policy, procurement policy, debt and lending, debt management policy, reserves and reserve policy;
  - (c) consider and make recommendations to Council regarding proposals that are outside of the annual approved budget or delegated authority of the City Manager, including: new programs, services or capital projects; programs, services or capital projects that are being substantially altered; or programs, services or capital projects where the costs have substantially increased from the approved budget;
  - (d) consider and make recommendations to Council related to all city owned assets and asset management plans;
  - (e) consider and make recommendations to Council regarding the annual budget submissions and long-range financial plans for the City;
  - (f) consider and make recommendations to Council regarding any Council approvals or reporting that is required to be provided by the City's municipal corporations, and business improvement districts but does not include considering appointments to the boards of the municipal corporations and business improvement districts;

- (g) consider and make recommendations to Council regarding changes to the City Internal Audit Charter;
- (h) consider and make recommendations to Council on any communications from the City Internal Auditor on the Internal Auditor's performance relative to its plan, including the annual report on the Whistleblower policy and all audit reports once issued;
- (i) consider and make recommendations to Council relating to the recruitment, appointment, performance evaluation, suspension and dismissal of the City Internal Auditor;
- (j) consider and make recommendations to Council regarding the appointment and performance evaluation of the External Auditor;
- (k) consider and make recommendations to Council on any communications from the External Auditor, including all external audit reports once issued;
- (l) consider and make recommendations to Council on any requests for special audits, program reviews or reports from the Administration that the Committee considers necessary on any matter that may have a material or significant financial or other risk to the City;
- (m) consider and make recommendations to Council regarding the Elected Official Travel Policy, and Council support policies, procedures and expenditures from the Council budget or any other matter involving the members of Council;
- (n) consider and make recommendations to Council on any additional matters that may be assigned to the Audit and Finance Committee by Council.

**Delegated Authority**

- 3(1) The Audit and Finance Committee is delegated authority to approve the City Internal Auditor's work plan and resource plan within the budget approved by Council, with such plans to be forwarded to Council for information.
- (2) Where the Audit and Finance Committee reviews a report, it may receive it for information and send it on to Council or Executive Committee in some cases with or without recommendations.
- (3) The Audit and Finance Committee is delegated authority to forward reports to Executive Committee for consideration prior to the report being forwarded to Council.

- (4) Any requests by the Audit and Finance Committee to refer a report back to the Administration for new information must be approved by Council prior to the referral occurring except where the report is deemed incomplete as to its original intent by the majority of the Audit and Finance Committee.
- (5) Notwithstanding subsection (4), where the majority of the Audit and Finance Committee has deemed the report is incomplete to its original intent, the Committee may table the report to a future meeting and direct Administration to prepare a supplemental report that contains the additional information.

### **Composition**

4 The Audit and Finance Committee shall consist of seven voting members appointed by resolution of Council as follows:

- (a) the Mayor;
- (b) three members of Council; and
- (c) three citizen members that meet the following requirements:
  - (i) reside in Saskatchewan;
  - (ii) are not employed by the City, any of the City's municipal corporations, the Regina Police Service, the Regina Public Library or any of the City's business improvement districts;
  - (iii) are not on the boards for any of the City's municipal corporations, the Regina Police Service, the Regina Public Library or any of the City's business improvement districts;
  - (iv) have the appropriate financial literacy, skills, knowledge and experience in audit and finance to support informed and effective decisions.

(#2025-3, s. 8-9 2025)

### **Term**

- 5(1) Unless removed from office, the appointment of the members to the Audit and Finance Committee shall be appointed for one to three year staggered terms as set by resolution of Council.
- (2) Notwithstanding subsection (1), members of the Audit and Finance Committee whose terms have expired will continue as members of the Committee until such time as Council re-appoints the member or names a successor member.



- (3) The appointment of the three City Council members to the Audit and Finance Committee shall be for a one-year term.

Repealed. (#2025-3, s. 10, 2025)

**Meetings**

- 6 The Audit and Finance Committee shall meet at least four times a year.

**Administrative Resource**

- 7 The City Internal Auditor, the External Auditor and the Executive Director of Financial Strategy and Sustainability or the Executive Director’s designate may provide administrative support to the Audit and Finance Committee as required.

**Secretary**

- 8 The City Clerk shall act as secretary to the Audit and Finance Committee.

**Reports To**

- 9 The Audit and Finance Committee shall report to Council but may in some cases provide a report to Executive Committee prior to it being forwarded to Council where it would be appropriate for Executive Committee to consider it first.

(#2023-18, s. 8, 2023)

TABLE 2

**EXECUTIVE COMMITTEE****Authority**

- 1 The Executive Committee is continued pursuant to section 55 of *The Cities Act* and has all of the powers, duties and authority set out in this Bylaw and in any other Bylaw or provincial legislation that applies to this Committee.

**Terms of Reference**

- 2 The Executive Committee is authorized to do the following:
- (a) consider and make recommendations to Council relating to items emanating from the offices of the City Clerk, City Manager or City Solicitor unless those items are specifically related to the mandate of another main Committee;
  - (b) initially consider the appointment of, and other matters pertaining to the City Clerk, City Manager and City Solicitor;
  - (c) review and make recommendations to Council regarding appointments to boards, commissions, committees, authorities or other bodies which are within Council's jurisdiction to appoint;
  - (d) review and make recommendations to Council regarding the committee system in the year following the civic election;
  - (e) make recommendations to Council on changes to *The Procedure Bylaw*;
  - (f) review and make recommendations to Council regarding *The Regina Administration Bylaw*;
  - (g) consider matters which require preliminary and advisory consideration of all members of Council;
  - (h) review and make recommendations to Council regarding items emanating from the Committees that report to the Executive Committee;
  - (i) consider and make recommendations to Council on all consulting contracts over \$500,000 related to the mandate of the Executive Committee;

- (j) review lists of outstanding referrals from Council and Committees annually, to which the City Manager has allocated priority for administrative work programs;
- (k) meet with the Board of Police Commissioners on any matters the Board or Council may deem desirable or necessary for the provisions of policing services in the City;
- (l) consider and make recommendations to Council relating to all matters referred to it by Council, a main Committee or the Mayor;
- (m) consider and make recommendations to Council relative to residential and industrial land sales, property acquisition and dispositions, city-owned and development of land, assessment, purchasing and information systems, and the City's various pension and disability plans except as provided for in *The Regina Administration Bylaw*;
- (n) Repealed (#2023-12, s. 9, 2023)
- (o) Repealed (#2023-18, s. 9(c), 2023)
- (p) consider and make recommendations on all personnel and remuneration matters, except as delegated by *The City Manager's Bylaw*;
- (q) Repealed (#2023-18, s. 9(d), 2023)
- (r) Repealed (#2023-18, s. 9(e), 2023)
- (s) consider other issues involving members of Council which may be referred by Council;
- (t) consider and make recommendations to Council on taxation matters and tax exemptions;
- (u) review and make recommendations to Council relating to long-term policies and priorities including the corporate strategic plan;
- (v) review and make recommendations to Council regarding emerging or time sensitive intergovernmental matters;
- (w) Repealed (#2023-18, s. 9(f), 2023)
- (x) review and make recommendations to Council regarding all corporate master plans;

- (y) review and make recommendations to Council on any matter that does not otherwise fall within the authority of another Committee of Council.  
(#2023-18, s. 9(a)(b)(c)(d)(e) and (f), 2023)

### **Delegated Authority**

- 3 Pursuant to section 100 of *The Cities Act*, the Executive Committee is delegated the authority from Council to do the following:
- (a) approve of all matters of a personnel and remuneration nature, except those specifically required to be approved by Council or as delegated by Bylaw 2003-70, being *The City Manager's Bylaw*;
  - (b) engage professional advisors;
  - (c) provide advice on confidential matters to the City Manager;
  - (d) allocate funding for strategic or community investments within the sum approved by Council;
  - (e) approve of grants to Economic Development Regina Inc. in accordance with Council policy within a global sum approved each year by Council;
  - (f) approve of grants for economic purposes, in accordance with Council policy within a global sum approved each year by Council;
  - (g) Repealed (#2023-18, s. 10, 2023)
  - (h) Repealed (#2023-18, s. 10, 2023)
  - (i) Repealed (#2023-18, s. 10, 2023)
  - (j) remove members from main and other Committees of Council;
  - (k) any other items specifically delegated by Council;
  - (l) resolve public issues relative to infrastructure and land use operations within the scope and intent of established policy and the annual Operating Budget;
  - (m) approve of the installation of traffic control measures;

- (n) approve the creation or installation of pedestrian corridors;
  - (o) affirm, modify or reverse the decision of the City regarding applications for permits pursuant to Bylaw 9881, being *The Clean Property Bylaw*;
  - (p) affirm, modify or reverse the decision of the City regarding applications for Temporary Stop Location Permits pursuant to Bylaw 9900, being *The Regina Traffic Bylaw, 1997*;
  - (q) affirm, modify or reverse the decision of the City regarding applications for licensing as a cross connection control and backflow prevention tester pursuant to Bylaw 8942, being *The Water Bylaw*;
  - (r) interpret and amend the Terms of Reference for the Watershed Stewardship Award and the granting of the Award;
  - (s) develop funding criteria for grants related to community, social services, parks and open space services, recreation and cultural programs and services as well as public transportation services;
  - (t) resolve public issues relative to community, social service and parks and recreation operations within the scope and intent of established policy and the annual Operating Budget;
  - (u) establish, approve and amend program regulations, annual priorities, categories, and other details of the Community Investment Grants Program to guide the Administration in responding to requests for grants;
  - (v) determine the scheduling and routing for buses;
  - (w) determine the location of bus shelters.
- (#2021-84, s. 101(a)(b) and (c), 2021, #2023-18, s. 10, 2023)

#### **Human Resources Sub-Committee**

- 4(1) The Executive Committee shall be supported by a Human Resources Sub-Committee that is established to consider and make recommendations to Council relating to the appointment, performance evaluation and succession of the City Manager, including:
- (a) directing the search, recruitment and selection process for the City Manager and making a recommendation to Council for approval;
  - (b) overseeing the development of an annual performance review process;

- (c) conducting the City Manager's annual performance review including the establishment of annual goals, objectives, performance measures and succession plans;
  - (d) making recommendations to Council respecting the terms and conditions of the City Manager's employment contract.
- 4(2) The Human Resources Sub-Committee is also mandated to work with the City Manager to:
- (a) make recommendations to Council for the recruitment, appointment, suspension or dismissal of the City Clerk or the City Solicitor;
  - (b) conduct the annual performance review of the City Clerk and the City Solicitor, including a review of their respective goals, objectives, performance measures and succession plans.
- 4(3) The Human Resources Sub-Committee shall:
- (a) consist of the Mayor and three members of the Executive Committee appointed annually by Council; and
  - (b) annually evaluate and report to the Executive Committee on the performance of the City Manager, the City Clerk and the City Solicitor.

(#2021-18, s.4, 2021)

**Composition**

- 5 The Executive Committee shall consist of all members of Council.

**Term**

- 6 All members of Council shall be members of the Executive Committee during their term in office.

**Administrative Resource**

- 7 The City Manager or his or her designate may provide administrative support to the Executive Committee.

**Receives Reports From**

- 8 The Executive Committee has the authority to receive reports from the School Boards/City Council Liaison Committee.

TABLE 3

Repealed (#2021-84, s. 101(d), 2021)



## TABLE 4

**REGINA PLANNING COMMISSION****Authority**

- 1 The Regina Planning Commission is continued pursuant to sections 95 and 247 of *The Planning and Development Act, 2007* and has all of the duties, powers and authority set out in Section 95 of *The Planning and Development Act, 2007*, this Bylaw and in any other Bylaw or provincial legislation that applies to this Commission.

**Terms of Reference**

- 2 The Regina Planning Commission is authorized to do the following:
- (a) advise and make recommendations to Council regarding City planning and development policies, programs and services;
  - (b) review all discretionary use requests;
  - (c) make recommendations to Council regarding the conservation, interpretation, development and designation of heritage properties and heritage districts;
  - (d) consider and make recommendations to Council regarding rail relocation matters;
  - (e) review and make recommendations to Council regarding items emanating from the Committees that report to the Regina Planning Commission;
  - (f) consider and make recommendations to Council for those items emanating from Developmental Engineering related to long term planning items such as transportation planning;
  - (f) consider and make recommendations to Council on all consulting contracts over \$500,000 related to the mandate of the Regina Planning Commission; and
  - (h) review material from the City's Development Officer relating to condominium conversions and make recommendations to Council regarding the proposed condominium conversion.

**Delegated Authority**

- 3 Pursuant to section 100 of *The Cities Act*, the Regina Planning Commission is delegated the authority from Council to interpret and approve the policy and guidelines for names of streets, city facilities and parks.

**Composition and Eligibility for Membership**

- 4(1) The Regina Planning Commission shall consist of 11 members, appointed by resolution of Council, as follows:
- (a) three members of Council;
  - (b) three members of the general public who are not directly employed by or owners of architectural, urban design, urban planning, land development or real estate businesses;
  - (c) four members of the general public with experience, or knowledge, abilities and skills related to the mandate of the Commission, in areas such as architecture, urban design, landscape design, urban planning, geography, land development or real estate;
  - (d) one member of the general public who is a heritage architect or where a heritage architect is not available, a member of the public who has experience, knowledge, abilities and skills related to heritage architecture.
- (2) At least one of the members appointed to the Commission must have a demonstrated interest in heritage and a level of involvement on heritage related issues.

**Term**

- 5(1) Unless removed from office, the appointment of the members to the Regina Planning Commission from the general public shall be for up to three year staggered terms as may be set by resolution of Council.
- (2) The appointment of the Council members to the Regina Planning Commission shall be for a one year term.
- (3) Other than Council members appointed to the Commission, all other members shall not be eligible to serve on the Commission for longer than nine consecutive years.

**Administrative Resource**

- 6 The City Manager or his or her designate may provide administrative support to the Regina Planning Commission.

**Receives Reports From**

7 The Regina Planning Commission has the authority to receive reports from the Civic Naming Committee.

(#2020-75, s.8, ss.e, 2020)

Schedule “B”

TABLE 1

**ACCESSIBILITY ADVISORY COMMITTEE**

**Authority**

- 1 The Accessibility Advisory Committee is established pursuant to section 55 of *The Cities Act* and has all of the powers, duties and authority set out in this Bylaw and in any other Bylaw or provincial legislation that applies to this Committee.

**Purpose**

- 2 The Accessibility Advisory Committee engages residents experiencing disability and other subject matter experts to advise the City on investments and choices that will deliver on the mandate for accessibility and inclusion articulated in Council’s Vision and further detailed in *Design Regina* and master plans.

**Terms of Reference**

- 3 The Accessibility Advisory Committee is authorized to do the following:
- (a) advise City Administration and Council on strategies to improve the accessibility and inclusivity of services, programs, facilities and other infrastructure, including the identification and removal of barriers that hinder full participation in the community by some Regina residents;
  - (b) advise on the development, implementation and evaluation of guiding principles, policies and strategies to position Regina as a model community for the inclusion of all residents, including persons experiencing disability;
  - (c) identify and liaise with local stakeholders, including other levels of government, to establish partnerships and collaboration related to improving access and inclusion;
  - (d) review plans and policies to identify potential barriers to accessibility and inclusion within City services;
  - (e) provide recommendations on City capital projects, including infrastructure upgrades and retrofits and implementation of accessible features at new and existing City facilities;
  - (f) review Federal and Provincial directives, regulations, and legislation relating to accessibility and inclusion and identify implications for the City;

- (g) review research on accessibility issues and current leading practices for eliminating barriers to participation;
- (h) provide advice on public awareness campaigns to promote the City's efforts to make its services, facilities, and infrastructure accessible and barrier-free;
- (i) provide community engagement opportunities for people that experience disability to raise issues and concerns with decision makers.

#### **Delegated Authority**

4 Pursuant to section 100 of *The Cities Act*, the Accessibility Advisory Committee is delegated the authority from Council to do the following:

- (a) hear paratransit service appeals in accordance with the Paratransit Policy and Procedure Guide in relation to registration denials; the requirement to have an attendant or be met by an attendant; passenger suspensions over five days; denial of trips because of unacceptable behaviour; and no show trips;
- (b) approve of citizen member travel allowances within the sum approved by Council.

#### **Composition**

5 The Accessibility Advisory Committee shall consist of members appointed by resolution of Council as follows:

- (a) 11 voting members consisting of the following:
  - (i) a minimum of six members from the general public:
    - (A) who are individuals that experience disability; and
    - (B) who are representative of a diverse population and age, including individuals experiencing physical and cognitive disabilities;
  - (ii) if after appointing members based on the criteria outlined in clause (i), there are still positions available, members from the general public who are:
    - (A) representatives of community-based, non-profit organizations that work with or support people that

experience disabilities and are knowledgeable in current leading practices related to accessibility and inclusion; or

(B) parents or caregivers of children or youth (under 19) that experience disability; and

b) one non-voting member of Council.

(#2019-30, s. 4, 2019, #2023-97, s. 4, 2023)

### **Resources**

6 The Accessibility Advisory Committee may approach external agencies for advice, including employees from the Provincial Office of Disability Issues, the Saskatchewan Human Rights Commission and faculty members from the University of Regina.

### **Term**

7(1) Unless removed from office, the appointment of the members of the Accessibility Advisory Committee from the general public shall be for up to three year staggered terms as may be set by resolution of Council.

(1.1) Notwithstanding clause (1), members of the committee whose terms have expired will continue as members of the committee until such time as Council re-appoints the member or names a successor member.

(2) The appointment of the Council members to the Accessibility Advisory Committee shall be for a one year term.

(#2019-30, s. 5, 2019)

### **Meetings**

8 The Accessibility Advisory Committee shall meet at least quarterly.

### **Administrative Resource**

9 The City Manager or his or her designate may provide administrative support to the Accessibility Advisory Committee.

### **Secretary**

10 The City Clerk shall act as secretary to the Accessibility Advisory Committee.

### **Reports To**

11 The Accessibility Advisory Committee shall provide an annual report on its activities to the Executive Committee.

(#2018-60, s. 24, 2018)(#2020-75, s.9, ss.e, 2020)(#2021-84, s. 101(e), 2021)

Repealed. (#2018-60, s. 25)	TABLE 2
Repealed. (#2012-95, s. 3, 2012)	TABLE 3
Repealed. (#2018-60, s. 25, 2018)	TABLE 4
Repealed. (#2018-60, s. 25, 2018)	TABLE 5
Repealed. (#2018-60, s. 25, 2018)	TABLE 6
Repealed. (#2018-60, s. 25, 2018)	TABLE 7
Repealed. (#2018-60, s. 25, 2018)	TABLE 8

## TABLE 9

**SCHOOL BOARD/CITY COUNCIL LIAISON COMMITTEE****Authority**

- 1 The School Board / City Council Liaison Committee is continued pursuant to section 55 of *The Cities Act* and has all of the powers, duties and authority set out in this Bylaw and in any other Bylaw or provincial legislation that applies to this Committee.

**Terms Of Reference**

- 2 The School Board / City Council Liaison Committee is authorized to discuss issues of mutual interest and concern to both parties.

**Composition**

- 3 The School Board / City Council Liaison Committee shall consist of 12 members appointed by resolution of Council as follows:
- (a) the Mayor;
  - (b) two members of Council;
  - (c) the City Manager;
  - (d) four representatives of the Regina Public School Board; and
  - (e) four representatives of the Regina Catholic School Board.

**Term**

- 4(1) The appointment of the Mayor and City Manager to the School Board / City Council Liaison Committee shall be ongoing.
- (2) With the exception of the members set out in subsection (1), all other appointments to the School Board / City Council Liaison Committee shall be for up to three year staggered terms as may be set by resolution of Council.
- (2.1) Notwithstanding clause (2), members of the committee whose terms have expired will continue as members of the committee until such time as Council re-appoints the member or names a successor member.
- (#2014-25, s. 10, 2014)

**Administrative Resource**

- 5 The City Manager or his or her designate may provide administrative support to the School Board / City Council Liaison Committee.



**Secretary**

6 The City Clerk shall act as secretary to the School Board / City Council Liaison Committee.

## TABLE 10

Repealed. (#2018-60, s. 25, 2018)

TABLE 11

Repealed. (#2025-3, s. 11, 2025)

**ABSTRACT**

## BYLAW NO. 2009-40

## THE COMMITTEE BYLAW, 2009

PURPOSE:	To continue the main and secondary committees of Council outlined in the bylaw as well as amalgamate and dissolve various other committees of Council and to consolidate most of the provisions relating to Committees in one bylaw
ABSTRACT:	This bylaw attempts to consolidate all provisions relating to the various Committees that have been established by Council in one bylaw. This bylaw sets out the purpose, terms of reference, authority, delegated authority, composition, eligibility, term, meeting requirements, reporting and administrative resources of each Committee of Council outlined in this bylaw. The information set out in the bylaw comes from a consultant's review of the City's Committee Structure that was undertaken in 2008 and considered by Council in January 2009.
STATUTORY AUTHORITY:	Sections 55 and 100 of <i>The Cities Act</i> , section 95 of <i>The Planning and Development Act, 2007</i> and section 10 of <i>The Heritage Property Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Report EX09-47 from the June 17, 2009 Executive Committee meeting and Report CR09-13 from the January 26, 2009 City Council meeting
AMENDS/REPEALS:	Amends the following bylaws: Bylaw 2003-69; Bylaw 9004; Bylaw 2002-48; Bylaw 9070; Bylaw 2002-57; Bylaw 9900; Bylaw 9656; Bylaw 9881

Repeals the following bylaws: Bylaw 2003-104; Bylaw 8176; Bylaw No. 9696; Bylaw No. 10224; Bylaw No. 7018; Bylaw No. 2003-36; Bylaw 2004-11; Bylaw No. 2004-23; Bylaw 2002-85; Bylaw No. 8723; Bylaw 10062; Bylaw No. 9747.

CLASSIFICATION: Administrative

INITIATING DIVISION: City Manager's Office

INITIATING  
DEPARTMENT: City Clerk