

**CITY OF HUMBOLDT**  
**BYLAW NO. 01/2018**

**A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF  
SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO  
THE COUNCIL PROCEDURE BYLAW NO. 15/2016**

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Council of the City of Humboldt in the Province of Saskatchewan enacts as follows:

1. That Part V, Standing Committees of City Council be deleted and the following Part V be inserted thereon:

**“Executive Committee of Council Established**

51. The Executive Committee of Council is hereby established comprised of the Mayor and all members of City Council.
- 51.1 The Chairperson of the Executive Committee shall be the Deputy Mayor.
- 51.2 The Chairperson shall preside at all meetings of the Executive Committee of Council.
- 51.3 Meetings of the Executive Committee of Council shall be held on the third Monday of the month; or as set by resolution of the Committee, in the Council Chambers.
- 51.4 The rules of procedure provided for in Part II of this Bylaw shall apply to the proceedings of the Executive Committee of Council.
- 51.5 The rules provided for in Section 22 of this Bylaw respecting delegations addressing City Council shall apply to delegations or persons wishing to address members of the Executive Committee of Council.

**Executive Committee of Council meetings to be in public, exceptions**

52. Subject to the specific provisions of this Bylaw, all Executive Committee Meetings of Council shall be open to the public and every member of the public shall have the right to be present during such meetings unless that person has been expelled for improper conduct.
- 52.1 The Executive Committee of Council may, by resolution, close all or part of a meeting to the public if the matter to be discussed is within one (1) of the exemptions listed in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 52.2 Where the Executive Committee of Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
  - (a) the members of the Committee;
  - (b) the City Manager, the City Clerk and such other members of City Administration as the members of the Committee may deem appropriate;
  - (c) such members of the public as may be allowed to attend by the Chairperson.
- 52.3 Where the Executive Committee of Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the minutes shall state:
  - (a) the time the in-camera portion of the meeting commenced and concluded;
  - (b) the names of the parties present; and
  - (c) the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.

## Proceedings of Executive Committee of Council

- 53. All questions, matters and proceedings properly before the Executive Committee of Council shall be decided by resolution of members then present.
- 53.1 Motions do not need to be seconded.
- 53.2 There is no limit to the number of times a member may speak, once all other members who wish to speak have spoken.
- 53.3 Every member of the Executive Committee in attendance, including the Chair, must vote on every issue, unless excused due to a financial or conflict of interest, pursuant to Schedule B.
- 53.4 A quorum is a majority of the members of the Executive Committee with the exception as set out in Section 19 and 20.
- 53.5 No business whatsoever will be conducted in the absence of quorum.
- 53.6 If during the Executive Committee meeting, quorum is lost, the meeting will be adjourned.
- 53.7 If there is no quorum fifteen (15) minutes past the start time of the meeting, the meeting will be adjourned.
- 53.8 Once the meeting is adjourned, the meeting can continue for discussion purposes only.
- 53.9 The Chair of the Executive Committee, assisted by the City Clerk is responsible for the proper conduct of all meetings.
- 53.10 The minutes of every meeting of the Executive Committee of Council shall be recorded in accordance with the requirements set forth in The Cities Act.

## Reports of the Executive Committee

- 54. The minutes of every meeting of the Executive Committee of Council shall be placed by the City Clerk on the agenda of the next regular meeting of City Council.
  - 54.1 No decision made by the Executive Committee shall have any force or effect until approved by separate resolution of City Council at a duly constituted meeting of City Council.
  - 54.2 The Executive Committee may request reports from Administration for informational purposes without a separate resolution of City Council at a duly constituted meeting.
  - 54.3 A motion to receive the minutes of a meeting of the Executive Committee is not subject to debate.”
2. This Bylaw shall come into full force and take effect upon third and final reading.

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Mayor: Rob Muench

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City Clerk: Sandra Pauli

INTRODUCED and read a first time this 22<sup>nd</sup> day of January, 2018.  
READ a second time this 22<sup>nd</sup> day of January, 2018.  
READ a third and final time this 22<sup>nd</sup> day of January, 2018.