



**City of Thompson**

**Consolidated**

**Organizational and Procedures By-law**

**By-law No. 1931-2015**

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**THE CITY OF THOMPSON  
BY-LAW NUMBER 1931-2015**

**[AM B/L 1946-2016]**

**[AM B/L 1957-2017]**

**BEING A BY-LAW OF THE CITY OF THOMPSON TO GOVERN THE ORGANIZATION OF THE CITY OF THOMPSON AND THE COMMITTEES THEREOF AND TO REGULATE THE PROCEEDINGS AND CONDUCT OF THE COUNCIL AND THE COMMITTEES THEREOF**

**WHEREAS** Section 148(1) of The Municipal Act, provides that a Council must establish by by-law an organizational structure for the Municipality and review the By-law at least once during its term of office, and

**WHEREAS** Section 148(2) of the Act states that the Organizational By-Law must provide for the following:

- a) the establishment of Council committees, other than Committees of Local Urban Districts and other bodies of Council including their duties and functions;
- b) the appointment of a Deputy Head of the Council to act in place of the Head of Council when he or she is unable to carry out the powers, duties and functions of the Head;
- c) the manner of appointment of persons to Council Committees and other bodies.

**WHEREAS** Section 149(1) of the Municipal Act provides that a council must establish by By-Law rules of procedure and review the By-Law at least once during the term of office.

**AND WHEREAS** the Council of the City of Thompson deems it advisable to repeal the present procedure and organization by-law and to enact a new one, pursuant to the provisions of The Municipal Act;

**NOW THEREFORE** the Mayor and Council of the City of Thompson in open session assembled, hereby enacts as follows:

**TITLE**

1. This by-law may be referred to as "The City of Thompson Organizational and Procedures By-Law".

**DEFINITIONS**

2. In this By-Law,
- a) “**Agenda**” means the agenda for a Regular or Special Meeting of Council or Committee of Council.
  - b) “**Act**” means The Municipal Act C.C.S.M. c. M225
  - c) “**By-Law**” means a By-Law of The City of Thompson.
  - d) “**Chair**” means the person presiding at the meeting of Council or committee.
  - e) “**City**” means the corporation of The City of Thompson and where the context so requires, means the area included within the boundaries of the City.
  - f) “**City Manager**” means the Chief Administrative Officer of the City of Thompson who holds the title of “City Manager”.
  - g) “**Committee**” means a committee or other body established under The City of Thompson Organizational By-Law, but does not include a Committee of the Whole.
  - h) “**Council**” means the duly elected Mayor and Councillors of The City of Thompson.
  - i) “**Council Protégé**” means a person (ages 16 - 28) interested in becoming leaders and decision-makers in municipal government.
  - j) “**Council Meeting**” means a regular meeting or special meeting of the Council but does not include a Public Hearing held by Council.
  - k) “**General Holiday**” means each Saturday and Sunday and includes such days as New Year’s Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, King Miner Day, Civic Holiday, Labour Day, Thanks Giving Day, Remembrance Day, Christmas Day, Boxing Day and any other day declared a holiday by the Provincial or Federal Government.
  - l) “**In Camera**” means in private or to the exclusion of the public..
  - m) “**Members**” means, when referring to the Council, the Mayor and the Councillors.

## **ORGANIZATIONAL**

### **Mayor**

3. The Head of Council for the City of Thompson is to have the title of Mayor. At the Organizational Meeting of Council in each year, the Mayor must appoint a Councillor as Deputy Mayor, who will act in the place of the Mayor when she or he is unable to carry out the powers, duties and functions of the Mayor.
4. In addition to performing the duties of a member of Council, the Mayor has a duty:
  - a) to preside when in attendance at a Council Meeting, except where the Organizational and Procedures By-law or the Municipal Act or any other Act otherwise provides;
  - b) to provide leadership and direction to the Council; and
  - c) to perform any other duty or function assigned to the Mayor by the Municipal Act or Council.

### **Deputy Mayor**

5. In addition to performing the duties of a member of Council, the Deputy-Mayor has a duty:
  - a) in the absence of the Mayor, preside at a Council Meeting, except where the Organizational and Procedures By-Law or The Municipal Act or any other Act otherwise prohibits;
  - b) to serve at the will of the Mayor;
  - c) to act as Chairperson of the Legislative & Intergovernmental Affairs Committee.

### **Role of Council**

6. Council is responsible for:
  - a) developing and evaluating the policies and programs of the City; and
  - b) ensuring that the powers, duties and functions of the City are appropriately carried out; and
  - c) carrying out the powers, duties and functions expressly given to the Council under the Municipal Act or any other Act.

### **General Duties of Members**

7. Each member of a Council has the following duties:
  - a) to consider the well-being and interests of the City as a whole and to bring to the Council's attention anything that would promote the well-being or interests of the City;
  - b) to participate generally in developing and evaluating the policies and programs of the Municipality;
  - c) to participate in meetings of the Council and of Council Committees and other bodies to which the member is appointed by the Council;

- d) to keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) of the Municipal Act and that the Committee decides to keep confidential until the matter is discussed at a meeting of the Council or of a Committee conducted in public;
- e) to perform any other duty or function imposed on the member by the Council or The Municipal Act or any other Act.

#### **Role of Committee Chair**

- 8. The general duties and expectations of the committee chair will be as follows:
  - a) to Chair meetings of the Standing Committee;
  - b) to report to Council and accurately reflect the recommendations originating from the Committee meeting;
  - c) to accurately present the agenda item before Council, for resolution should there be failure by the Committee to reach a consensus.
  - d) to recommend to Council for approval the names of citizen representative(s) to their respective Standing Committee for one year.

#### **Role of Committees**

- 9. The general duties and expectations of the Committees will be as follows:
  - a) to report from time to time on all matters connected with the duties assigned to the committee and to recommend such action as may be deemed necessary;
  - b) to prepare and introduce to Council all such by-laws as may be necessary to give effect to the reports of recommendation that are adopted by Council;
  - c) to consider and report on any and all matters referred to them by Council;
  - d) to develop and recommend plans and policies related to the Committee's responsibilities.
- 10. The following Committees are established as the Standing Committees of Council:
  - a)** Finance & Administration Committee;
  - b)** Human Resources Committee;
  - c)** Public Works & Infrastructure Committee;
  - d)** Public Safety Committee;
  - e)** Recreation & Community Services Committee;
  - f)** Legislative & Intergovernmental Affairs Committee;
  - g)** Development Review Committee;
  - h)** Communications Committee
- 11. The special duties of the Standing Committees, in addition to the aforesaid general duties, be as follows:
  - a) Finance & Administration Committee**
    - i. to oversee all contracts, orders, reports, accounts payable, recommendations and proceedings involving the expenditure of municipal funds;
    - ii. to oversee all accounts, accounts receivable, expenditures and outlay of all sums payable under contract; and

- iii. to ensure that no account, claim or demand not expressly authorized to be paid by a statute, by-law, or resolution of Council, shall be paid by the City Manager until it has been authorized by this Committee in consultation with the appropriate Standing Committees, where applicable, and approved by Council; and
- iv. to annually review and recommend to Council the types, rates and conditions of payments to be made to members of the Council and Council Committees, as compensation and for expenses incurred while attending business that the Council considers appropriate; and
- v. to lead Council in the annual budgeting process; and
- vi. to lead the Organizational & Procedural By-law review process.

The Administrative Liaison to the Finance & Administration Committee is the City Manager and the Chief Financial Officer.

**b) Human Resources Committee**

**All items discussed at the Human Resources Committee are in camera issues as per section 55 of this by-law and remain confidential.**

- i. to annually review and recommend updates to personnel policies;
- ii. to consider salary and wage negotiations and requests for benefits;
- iii. to assist with interviewing new employees;
- iv. to research trends and needs regarding human resource issues;
- v. to hear a grievance appeal at the 3rd stage grievance proceedings and render a decision

The Administrative Liaison to the Human Resources Committee is the City Manager and Human Resource Manager.

**c) Public Works & Infrastructure Committee:**

- i. to develop and recommend a plan for upgrading maintaining and replacing the community's transportation and utility infrastructure;
- ii. to consider and report on all matters relating to municipal properties, buildings and equipment, including their acquisition, maintenance and disposal;
- iii. to consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance;
- iv. to oversee and review periodically the contracts for provision of transit and handi-van services;
- v. to recommend to Council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed cost;
- vi. to consider and report on all matters relating to water and sewer services, environmental health services.

The Administrative Liaison to the Public Works & Infrastructure Committee is the Director of Public Works and the Manager of Assets and Infrastructure.

**d) Public Safety Committee:**

- i. to recommend to Council initiatives and plans to enhance the safety of the residents of the City;
- ii. to consider and report to Council on matters respecting fire and ambulance services;
- iii. to consider and report to Council on matters respecting policing services;
- iv. to consider and report to Council on matters respecting emergency services;
- v. to consider and report to Council on matters respecting by-law enforcement services;
- vi. to review regulatory by-laws of the City of Thompson and recommend changes to Council;
- vii. to sit as a Taxi Commission regarding appeals as outlined in Part IX of The Taxicab By-Law 1920-2014;
- viii. Members of the Taxi Commission shall be appointed by a resolution of Council.

The Administrative Liaison for the Public Safety Committee is the Fire Chief and the RCMP Inspector.

**e) Recreation and Community Services Committee:**

- i. to review the needs for recreation, sport and special events within the City, and recommend amendments to the recreation plans of the City;
- ii. to review the needs for upgrading and/or replacement of recreational facilities of the City;
- iii. to encourage, promote & develop Thompson arts, culture and heritage in the city;
- iv. to liaise with community organizations that lead to an enhanced quality of life within Thompson;
- v. to make recommendations to Council on available grants or funding opportunities that could be accessed by community groups;
- vi. to administer the Master Parks Plan.

The Administrative Liaison for the Recreation & Community Services Committee is the Director of Recreation, Parks and Culture.



**f) Legislative and Intergovernmental Affairs Committee:**

- i. to review the agenda, for Regular Meetings of Council;
- ii. to serve as Council's representatives to the City/School Liaison Committee;
- iii. to research the programs and priorities of other governments in search of opportunities for the City to partner;
- iv. to coordinate the City of Thompson's lobby efforts;
  
- v. to set the schedule for the reporting to Council by Committees.

The Administrative Liaison to the Legislative & Intergovernmental Affairs Committee is the City Manager.

**g) Development Review Committee:**

- i. make recommendations to Council on all land development issues including:
  - Propose Development Plan and/or Zoning By-Law amendments;
  - Subdivision applications;
  - Variation applications;
  - Conditional Use applications;
  - Proposals for development that deviate from existing development controls.
- ii. to review and report to Council on all matters respecting the sale and development of municipal land including issues related to zoning;
- iii. to consider and report on all matters relating to building inspection services;
- iv. to sit as a Building Standards Committee regarding appeals as outlined in Part V of the Building Safety and Property Standards By-Law 1482-1994, as amended. Members of the Building Standards Committee shall be appointed by a resolution of Council;
- v. to review and report to Council on all matters respecting economic development matters.

The Administrative Liaison to the Development Review Committee is the Director of Planning & Community Development.

**h) Communications Committee**

- i. to develop a communications strategy for the City of Thompson and to be adopted by Council that would include employee communications, community communications and external (regional, national) communications;
- ii. to annually review and recommend updates to the communications strategy;

- iii. to develop policies to assist the Communications Officer, Directors, Council and staff to communicate effectively and in the spirit of the communications strategy;
- iv. to annually review and recommend updates to the communications policies;

The Administrative Liaison to the Communications Committee is the Communications Officer.

### **General Duties of Committees**

12. Each Standing Committee shall be composed of two members of Council with the exception of Legislative and Intergovernmental Affairs Committee which will be composed of 3 members of Council.
13. The City Manager is an Administrative Liaison to all Standing Committees. Administrative Liaison appointments to committees may be amended from time to time to accommodate specific projects; staff vacancies or restructuring. All such appointments shall be made on the recommendation of the City Manager in consultation with the Mayor and the Committee Chair.
14. The Mayor is a voting member of all committees.
15. At the Annual Organizational Meeting in each year, Council shall consider appointments to Standing Committees and other bodies of Council. Appointments to all Standing Committees including naming of a Chairperson, shall be carried out as follows:
  - a) The Mayor shall appoint the Chair of the Committee;
  - b) Council shall by consensus or where required, elect the subsequent committee member(s).
16. Mayor and Council may, by December 31<sup>st</sup> in each year, appoint by resolution Citizen and Organizational Representatives with relevant skill, knowledge and experience to sit as members of any Standing Committees, excluding the Human Resources Committee and the Legislative and Intergovernmental Affairs Committee.
  - a) Citizen Representatives should be on one (1) committee per year;
  - b) The maximum number of Citizen and Organizational Representatives appointed to a Standing Committee of Council will be five (5);
  - c) Selection process of Citizen and Organizational Representatives will be conducted by the Legislative and Intergovernmental Affairs Committee with a recommendation to Council endorsed by the Committee Chair of the relevant Standing Committees of Council;

- d) Confidentiality Agreements must be signed prior to the participation in committee meetings.
17. Regular meeting of the Standing Committees will be set by Council. The schedule may be adjusted by the Chair to accommodate the needs of members.
  18. Special Meetings of Standing Committees may be called by the Chairperson or by two members of the committee in the same manner as provided in Section 60 of this by-law.
  19. Any member of Council not a member of a committee has the right, and is encouraged to attend and participate in discussions in committee meetings.
  20. An appointment to any committee of Council may be made or repealed only by a resolution of the Council.
    - a) committee shall have the power to invite participation from members of Council or other persons to the Committee in order to enable it to perform the tasks assigned to it and such additions shall be ratified by resolution of Council;
    - b) Any committee or member thereof shall have full access to any records of the City that may be required to permit them to perform the purpose of their duties;
    - c) Confidentiality Agreements must be signed prior to the participation in committee meetings.
  21. Role of Committee Representatives to Controlled Entities and External Committees.
    - a) to represent Thompson City Council on the Committee as a liaison. The intention is not to have the City Representative sit as a Board Member.
    - b) if necessary, to seek clarification from Council of its position with respect to the Committee;
    - c) to report quarterly to Council on activities and decisions originating from the Committee meeting.

#### **Controlled Entities of Council**

22. By December 31<sup>st</sup> of each year, through a recommendation by Legislative and Intergovernmental Affairs Committee, Council may appoint a Primary and Alternate member of Council to the following Controlled Entities for the following year:
  - a) Thompson Library Board
  - b) Boreal Discovery Centre (Thompson Zoological Society)
  - c) Thompson Recycling Centre
  - d) Thompson's Economic Development Corporation (Thompson Unlimited)
  - e) Thompson Housing Agency

**Special and External Committees of Council**

23. Council by resolution may appoint at any time a member of Council to sit on an External Committee.
24. A Special Committee of Council may be appointed by resolution at any time specifying the business to be dealt with by the committee.
25. Council may consider the establishment of an Aboriginal Advisory Committee.

**Board Membership**

26. If a member of Council seeks a position representing the City as a member of a Board of Directors, Council must pass a resolution endorsing that member of Council prior to a member of Council submitting their name for consideration to a Board of Directors.

**Board of Revision**

27. At the Annual Organizational Meeting in each year, Council must appoint by resolution a Board of Revision to hear assessment appeals during the year.
28. The Board of Revision shall consist of not less than three (3) members, consisting of Citizen Representatives and a minimum of one (1) Member of the Council. Council must appoint by resolution, a member of the Board of Revision to serve as presiding officer of the Board and a Secretary to the Board.

**Signing Authority**

29. Agreements and cheques and other negotiable instruments must be signed or authorized by:
  - a) the head of Council or the deputy Head of Council or a member of the Finance, Administration; and
  - b) the City Manager or a designated Officer appointed by resolution of Council at the Annual Organizational Meeting.

## PROCEDURES

### Suspension

30. Any rule contained in this By-law may be suspended by a vote of the majority of the members present at a meeting of Council or Committee, provided quorum is established, except in cases where the Act or this By-Law requires some other vote.

### Organizational Meeting

31. Following a general election, the Mayor must call the Inaugural Meeting of Council within thirty (30) days, and the meeting shall be held at 7:00 p.m. in the Council Chambers at City Hall, Thompson, Manitoba.
32. Every member of council shall make and subscribe the official oath prescribed by The Municipal Act and shall conform with Section 10 of the Conflict of Interest Act before entering into their duties and shall deposit the oath and the list of assets, duly completed, with the City Manager of the City. Failure to comply will make the position vacant and disqualifies the person until the next general election.
33. The Annual Organizational Meeting shall be held on the first Wednesday in November of each year.
34. The business of Council at the Annual Organizational Meeting shall be limited to the appointment of Council Committees, appointment of Council Protégé's, the naming of the City's signing officers for banking purposes, such other actions as this By-law directs, and where necessary swearing in of new council.

### Quorum

35. Subject to the Conflict of Interest Act, a remaining majority of the Members of Council constitutes a quorum.
36. If a position on council is vacant, the quorum will be the majority of the remaining members of Council provided that the minimum number for a quorum cannot be less than three (3) members.
37. In the case of a Council Committee, the minimum number for a quorum is a majority of the Council Committee Members.
38. Lack of quorum – If no quorum is present within thirty (30) minutes after the time scheduled for a meeting, the Council will stand adjourned and the City Manager shall enter into the minutes the names of members present at the meeting.

**Communication Facility**

39. Any member of council participation in a meeting of Council by means of a communications facility shall do so only with prior approval of Council and only if the facility enables the members to hear and speak to each other and the public to hear the members.
40. Members of Council participating in a meeting of Council by means of a communication facility or device are deemed to be present at the meeting.

**Receipt of Communications**

41. On the receipt of a communication intended for Council, the Mayor may do the following:
  - a) refer it to the City Manager in order to place as an item on the agenda for the next regular meeting of council in full or in summary form; or
  - b) refer it to the Legislative and Intergovernmental Affairs Committee for consideration and direction;
  - c) refer it to the City Manager for a report to Council in full or in summary form; or
  - d) refer it to the City Manager for action and/or reply, with a copy of such response being sent to Council; or
  - e) refer it to Administration for direct reply, with a copy of such responses being sent to Council; or
  - f) circulate it to the members of Council individually as information if it does not require any further action by Council.

**Agenda**

42. Items may be added or removed from the agenda at a Regular Meeting of Council by a majority vote of the members present, prior to adopting the final agenda for the Regular Meeting.
43. All material for inclusion in the Agenda shall be in the possession of the City Manager not later than 12:00 p.m. of the Wednesday immediately preceding the Monday on which the Council Meeting is to be held.
44. The City Manager is responsible for the preparation of the Regular Meeting of Council Agenda and may consult the Legislative and Intergovernmental Affairs Committee.
45. A draft agenda of each Regular Meeting of Council, together with copies of supporting materials shall be provided to the members of Council by 4:30 p.m. Friday preceding the Regular Meeting of Council. A copy of the draft Agenda shall also be posted at City Hall and on the City of Thompson Website not later than 4:30 p.m. Friday preceding the meeting in a location accessible for viewing by the Public.

46. Any member of Council wishing to have an item(s) placed on the agenda shall direct all such requests to the City Manager in the times prescribed in Section 41.
47. Council may vary the order in which business on the agenda by a majority vote of the members present.

#### **Regular Meetings**

48. Regular meetings of Council shall be held every second Monday in the Council Chambers of The City of Thompson at the hour of 7:00 p.m. A notice prior to the first council meeting each year shall be posted in the Municipal Office outlining the regular meeting schedule for that year.
49. All meetings of Council shall be chaired by the Mayor or in the absence of the Mayor, by the Deputy Mayor. If the Mayor or Deputy Mayor is not present at the time scheduled for a meeting, the Council shall appoint one of its members to chair the meeting.
50. A member of a council is disqualified from council if he or she is absent for the full duration of three consecutive regular council meetings unless the absences are with the leave of the council, granted by a resolution passed at any of the three meetings, a prior meeting or the next meeting following the third absence,.
51. If the day fixed for a regular meeting of Council is a general holiday, the meeting shall be held on the next day following which is not a holiday at the same time and place.
52. Council, by resolution, may vary or cancel the date and time of a regular meeting as circumstances may require with forty-eight (48) hours notice to the public for a regular meeting.
53. Notice of any changes of day or time of a regular meeting of Council must be posted in the municipal office at least forty-eight (48) hours before the regularly scheduled date of the meeting.
54. The Council shall observe a curfew for the Regular Meeting of Council whereby discussion of an Agenda item that concludes after 10:30 P.M. will be the last item dealt with on that day unless by majority vote the Council decide to extend the time of adjournment. In any case, only one half hour extension is allowed. All matters of business which appear on the Council Agenda which have not been dealt with shall be deemed to be deferred and are carried forth to the next Regular Meeting of Council or Special Meeting of Council.
55. All matters requiring the Council to go in-camera will be placed on a separate agenda to be discussed prior to or following the Council Meeting.

56. Council shall hold its meetings openly and no person shall be excluded, except for improper conduct.
57. Despite Section 53 of this By-Law, Council or a Council Committee may close a meeting to the public if:
- a) the members decide during the meeting to meet as a committee to discuss a matter, and
  - b) the decision and general nature of the matter are recorded in the minutes of the meeting and;
  - c) the matter to be discussed relates to:
    - i. an employee, including the employee's salary, duties and benefits and any appraisal of the employee's performance;
    - ii. a matter that is in its preliminary stages and respecting which discussion in public could prejudice the municipality's ability to carry out its activities or negotiations;
    - iii. the conduct of existing or anticipated legal proceedings;
    - iv. the conduct of an investigation under, or enforcement of, an Act or by-law;
    - v. the security of documents or premises, or
    - vi. A report of the Ombudsman received by the head of the Council under clause 36(1) (e) of The Ombudsman Act.
58. No resolution or by-law may be passed at a meeting that is closed to the public, except a resolution to reopen the meeting to the public.

#### **General Inquiries**

59. Inquiries may be directed to the Mayor, relating to business of Council. No opinion or argument is to be offered.  
[AM B/L 1946-2016]

#### **Form of Reply**

60. Council shall seek clarification on the inquiry but shall not offer an opinion or argument. The Mayor may take it under advisement for the purpose of providing a written response to the question being asked. An update on the response to the inquiry will be provided at the next Regular Meeting of Council.

#### **Limits of Time**

61. Council shall limit the time taken by General Inquires to a total of 10 minutes.

#### **Special Meetings of Council**

62. A special meeting of Council of The City of Thompson may be called at any time by the Mayor, and must be called by the Mayor, if the Mayor receives a written request



from at least two members of Council stating the purpose. A copy of the written request must also be served on the City Manager.

63. Should the Mayor not call a special meeting within forty-eight (48) hours of receiving written request by two members of Council, the City Manager must call the meeting in accordance with Section 62 of this By-Law.
64. Section 151(2) of the Municipal Act requires that notice of a special meeting must be given in accordance with the procedures by-law. For the City of Thompson, the notice of the special meeting to all members of Council may be oral, in electronic or written form and must state the purpose of the meeting, and must be provided to all members of Council at least forty-eight (48) hours notice before the scheduled time of the meeting. The requirement for forty-eight (48) hours notice may be waived by unanimous consent of all Members of Council.
65. Should the head of Council be unavailable, the Deputy Head of Council may call a special meeting only if requested in writing by two (2) members in accordance with this part.
66. Any member of Council may waive the right to be given notice by giving written notice to the City Manager and by having done so shall be deemed to have been given notice of a special meeting of Council.
67. At a special meeting, no subjects or matters, other than those mentioned in the notice calling the meeting shall be taken into consideration, unless all members of Council are present, and the members unanimously agree by resolution to adding of items to the agenda.

#### **Council Committees**

68. A schedule of regular meetings of the Standing Committees will be set by Council. The schedule may be adjusted by the Chair to accommodate the needs of members.
69. Special Meetings of Standing Committees may be called at any time by the Chairperson or by two (2) members of the Committee, and must be called by the Chairperson, if the Chairperson receives a written request from at least two (2) members of the Committee stating the purpose. A copy of the written request must also be served on the City Manager.
70. Should the Chairperson not call a special meeting within forty-eight (48) hours of receiving a written request by two members of the Committee, the City Manager must call the meeting in accordance with Section 62 of this By-Law.

71. Any member of Council not a member of a Committee has the right, and is encouraged to attend and participate in discussions in Committee Meetings. –.

### **Delegations**

72. The chair may limit the time taken by a delegation to ten (10) minutes. The delegation must appoint a spokesperson who shall speak for the delegation.
73. To allow members of Council to prepare for delegations, all presenters shall register with the City Manager at least five (5) days before the Council Meeting and provide, in writing, the topic and scope of the presentation to be brought before Council.
74. There shall not be a limit to the number of delegations included on the Agenda of a Council Meeting, but the City Manager is granted the authority to schedule delegations as deemed appropriate.

### **Voting**

75. A member has one vote each time a vote is held at a Council Meeting at which the member is present.
76. The minutes of a meeting which votes on the third reading of a by-law must show the name of each member present, the vote or abstention of each member, and the reason given for the abstention.
77. The City Manager must record in the minutes the name of any member who exercises their right to abstain from voting on any resolution together with the reason given for the abstention.
78. If an equal number of members vote for and against a resolution or by-law, the resolution or by-law is defeated.
79. Council may not reconsider or reverse a decision within one year after it is made unless:
- a) at the same meeting at which the decision is made, all the members who voted on the original resolution are present and agree to reconsider and vote again; or
  - b) a member gives written notice to the Council, from at least one regular meeting to the next regular meeting of a proposal to review and reverse the decision.
  - c) When Council reconsiders and reverses a decision, the minutes must show the original decision and the decision made on reconsideration.
80. Notwithstanding anything provided in this section, where pursuant to any motion duly passed by Council, the City has undertaken contractual liability or obligation, Council

shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the liability or obligation.

81. Any member of Council may, prior to the taking of a vote on any question put, require a recorded vote to be taken. The City Manager must record in the Minutes of the Meeting of Council the names of the members present, the vote or abstention of each member.

#### **Procedure at Public Hearings**

82. Each member of Council must attend a public hearing called by Council unless the member:
  - a) is excused by the other members from attending the hearing;
  - b) is unable to attend owing to illness
83. Is required under the Municipal Council Conflict of Interest Act to withdraw from the hearing. The Chair of the Public Hearing may decide which presenters will be heard, if they are satisfied that the presenters are the same or similar, unless an objection is registered by a majority of members of Council present.
84. The Chair of the Public Hearing has the right to limit the time taken by the presenter to ten (10) minutes, unless an objection is registered by a majority of Council present. Following the presentation, Council may wish to ask questions of that presenter. All questions must be directed through the Chair of the hearing.
85. The Chair of the Public Hearing may decline to hear further presentations, questions or objections where they are satisfied that the matter has been addressed at the Public Hearing unless an objection is registered by a majority of members of Council present.
86. The Chair of the Public Hearing may require any person, other than a member of Council, who is in the opinion of the Chair conducting themselves in a disorderly or improper conduct, to leave the Public Hearing and if that person fails to do so, may cause that person to be removed, unless an objection is registered by a majority of members of Council present.
87. If a Public Hearing is adjourned, the Council shall provide a public notice of the date, time and place of the continuation of the hearing, unless information is announced at the adjournment of the hearing.

#### **By-Laws and Resolutions**

88. Council may act only by resolution or by-law.
89. No motion shall be debated or put forward unless it is in writing and is seconded, excepting only a motion to adjourn which need not be in writing.

90. Every proposed by-law must be given three separate readings, and each reading must be put to a separate vote.
91. Council may not give a proposed by-law more than two readings at the same Council meeting.
92. After first reading only the title or an identifying number must be read at each reading of a proposed by-law.
93. Each member 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 by-law before the by-law receives first reading.
94. Each member present at the meeting at which third reading is to take place must, before the proposed by-law receives third reading, be given, or have had, the opportunity to review the full text of the proposed by-law and any amendment passed after first reading.

#### **Head of Council Taking Part in Debate**

95. The Chair may participate in a debate unless an objection is raised by a majority of the members present. The Chair must speak in the appropriate order the same as any other member of Council.

#### **Conduct**

96. The Chair shall maintain order and decorum at all times including the Question Period item of the Agenda. The Chair shall decide the questions of order subject to an appeal to the Council. The decision of the Chair shall be final unless reversed by a vote of the majority of the members present.
97. Every member before speaking shall address the Chair.
98. When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
99. When the Chair is called on to decide a point of order or practice, they shall do so without comment unless requested to do so.
100. When the Chair is putting a question, no member shall leave their chair.
101. Discussion shall be limited to the question in debate.  
The Chair has the right:
  - a) to limit a member of Council for time spent on an issue; and

- b) to limit total time spent on any issue by Council as a whole, subject to an objection being registered, by resolution, by a majority of members of Council present.
102. A motion to adjourn takes precedence over all others and may be moved at any time, but the question cannot be received after another question is actually put and while Council is engaged in voting.
103. Immediately before putting the question, the chair shall have the privilege of summarizing the debate but no new matter shall be introduced.
104. Where any person, including a member of Council is in the opinion of the Chair conducting themselves in a disorderly or improper manner, the Chair may require that person to leave the meeting and if that person fails to do so, may cause that person to be removed unless an objection is registered by a majority of members of Council present.
105. Persons in the Council Chambers are not permitted to display signs or placards or to engage in conversation or other behaviours which may disrupt Council proceedings.
106. Where the number of delegates exceeds the room available at a meeting or hearing of Council, Council may recess the meeting or hearing to relocate to a larger area.
107. The public and media may audio/video tape meeting proceedings including public hearings providing that arrangements are made with the City Manager at least twenty-four (24) hours prior to the meeting or public hearing.
108. A member must keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) of the Act until the matter is discussed at a Council meeting conducted in public.
109. A member who breaches the requirement of confidentiality under Section 106 becomes disqualified from Council.

#### **Point of Order**

110. A member of Council may raise a point of order when they believe that a rule has been violated by a motion or any speech by another member of Council.
111. Upon being requested by the Chair to state their point of order, the objecting Member will give a clear and succinct account of the point at issue and shall not deal with or raise other matters.

- 112. The Chair may request the advice of Council on the point of order but the Chair will decide the point of order raised.
- 113. The decision of the Chair may be appealed to the Council by the member of Council raising the point of order.
- 114. Upon the decision of the Chair being appealed, the Chair will give the terms of this decision and the point of appeal, and put the question to Council.
- 115. The question shall be decided by a majority vote of Council members present without a debate.

**Routine**

- 116. All points of order and procedure not resolved by rules provided in this by-law shall be resolved:
  - a) first, by reference to Roberts Rules of Order; and
  - b) second, by a majority decision of Council
- 117. The City Manager is authorized to handle all routine business for The City of Thompson after a general election, and before the new Council is sworn in.
- 118. The Organizational and Procedural By-Law of Council will be reviewed a minimum once per term.

**Coming into force**

- 119. This By-Law shall come into full force and effect on the day following the date of final passage.
- 120. That By-Law Number 1924-2015 is hereby repealed.

DONE AND PASSED as a By-Law of the City of Thompson in the Province of Manitoba this 5<sup>th</sup> day of October, A.D. 2015.

\_\_\_\_\_  
Penny Byer  
Deputy Mayor

\_\_\_\_\_  
Gary Ceppetelli  
City Manager

Read a first time on this 21<sup>st</sup> day of September , A.D. 2015  
Read a second time on this 5<sup>th</sup> day of October , A.D. 2015  
Read a third time this 5<sup>th</sup> day of October , A.D. 2015