

TOWN OF ALTONA
BY-LAW 1768/2019

Being a by-law to regulate the proceedings and conduct of the Council and the committees thereof.

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.

THEREFORE BE IT RESOLVED that the Council of the Town of Altona, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred as "The Town of Altona Procedures By-law".

1.1 The following rules and regulations shall be observed in Council, and in all committees thereof.

DEFINITIONS

2.0 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 S.M. 1996 c.58.
- c) "Chair" means the person presiding at the meeting of Council or committee.
- d) "Committee" means a committee or other body established under the Town of Altona Organizational By-law, but does not include a Committee of the Whole or a Local Urban District Committee.
- e) "Committee of the Whole" means a committee of all members present at a Council meeting sitting as a committee.
- f) "Council" means the duly elected Mayor and Councillors of the Town of Altona.

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- g) "Council Meeting" means a regular meeting, Committee of the Whole meeting or special meeting of the Council but does not include a public hearing held by the Council.
- h) "In Camera" means in private or to the exclusion of the public.
- i) "Members" means, when referring to the Council, the Councillors and the Mayor.
- j) "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, The First Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other day declared a holiday by the Provincial or Federal Government.
- k) "C.A.O" is the Chief Administrative Officer of the Town of Altona or the individual so designated.

SUSPENSION

- 3.0 Any rule contained in this by-law may be suspended by a vote of the majority of the members present, except in cases where the Act or by this by-law, some other vote is required.

COUNCIL INAUGURAL MEETING

- 4.0 Following a general election, the Mayor must call the Inaugural Meeting of Council within fifteen (15) days, and the meeting shall be held in the Town of Altona Council Chambers located in the Altona Civic Centre at 111 Centre Avenue East, Altona, Manitoba.
- 4.1 Council must at its Inaugural Meeting review the Procedures and Organizational by-laws.

QUORUM

- 5.0 A majority of the members of Council constitutes a quorum. A quorum of Council for the Town of Altona shall be four (4) members.
- 5.1 If a position on Council is vacant, the quorum will be the majority of the

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remaining members of Council provided that the minimum number for a quorum cannot be less than 3 members.

- 5.2 Lack of quorum - If no quorum is present within thirty (30) minutes after the time scheduled for a meeting, the Council shall stand adjourned, and the C.A.O. shall enter into the minutes the names of the members present at the meeting.

COMMUNICATION FACILITY

- 6.0 Council meetings may be conducted electronically, such as over the phone or through video-conferencing. This provides an option to Councils to accommodate Council members who, due to work or other responsibilities, are unable to attend the meeting in person. The Municipal Act requires that a meeting conducted electronically must allow members of Council to hear and speak to each other and enable the public to hear Council's discussions.
- 6.1 Members of Council participating in a meeting of Council by means of a communication facility are deemed to be present at the meeting.

AGENDA

- 7.0 A draft agenda of each regular meeting of Council, as prepared by the C.A.O., together with copies of supporting materials shall be available to the members of Council at least forty-eight (48) hours preceding the meeting of Council.
- 7.1 All items to be placed on the agenda of the next regular meeting of Council must be provided to the C.A.O. at least six (6) days prior to the scheduled time of the regular meeting.
- 7.2 Items may be added to 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 of Council. Such items may receive decisions at that Council meeting but shall be passed unanimously accompanied with a recorded vote.
- 7.3 In preparing the Council agenda, the C.A.O. shall state the business for consideration in accordance with the following order of business:

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- a) Call the meeting to order
- b) Adoption of the agenda
- c) Confirmation of the minutes
- d) Reception of delegations
- e) Listing of hearings
- f) Reports of committees
- g) Communications
- h) Unfinished business
- i) New business
- j) Adjournment

7.4 Notwithstanding the provisions under 7.3, it shall always be in order for the Council to vary the order in which business on the agenda shall be dealt with by a majority vote of the members present.

REGULAR MEETING

8.0 Regular meetings of Council shall be held on the second (2nd) and fourth (4th) Tuesday of each month in the Council Chambers of the Town of Altona at the hour of 5:30 P.M.

8.1 All meetings of Council shall be Chaired by the Mayor, or in their absence, by the Deputy Mayor. If the Mayor or Deputy Mayor is not present at the time scheduled for a meeting, the Council may appoint one of its members to Chair the meeting.

8.2 Council may by resolution vary the date and time of a regular meeting as circumstances may require.

8.3 If the day fixed for a regular meeting of Council is a general holiday, the meeting shall be held on the date as chosen by Council as varied under clause 8.2.

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- 8.4 Notice of any change of day or time of a regular meeting of Council must be posted in the municipal office at least three (3) days before the regularly scheduled date of the meeting.
- 8.5 At the hour set for a meeting to commence, and providing that a quorum is present, the Mayor shall take the Chair and shall call the meeting to order.
- 8.6 The Council shall observe a curfew whereby the item on the agenda under discussion at 8:55 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 quarter hour (15 minutes) extension is allowed.
- 8.7 Council shall hold its meetings openly and no person shall be excluded, except for improper conduct.
- 8.8 Despite clause 8.7 of this by-law, Council or 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

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under clause 36(1)(e) of The Ombudsman Act.

- 8.9 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.

SPECIAL MEETINGS OF COUNCIL

- 9.0 A special meeting of Council of the Town of Altona may be called at any time by the Mayor and must be called by the Mayor.
- 9.1 If the Mayor receives a written request from at least two members of Council stating the purpose, the Mayor must call a meeting of Council. A copy of which must be served to the C.A.O. Should the Mayor not call a special meeting within forty-eight (48) hours of receiving written request by two members of Council, the C.A.O. must call the meeting in accordance with section 9.2 of this by-law.
- 9.2 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 twenty-four (24) hours before the scheduled time of the meeting.
- 9.3 Should the Mayor be unavailable, the Deputy Mayor may call a special meeting only if requested in writing by 2 members in accordance with clause 9.1.
- 9.4 Any member of Council may waive the right to be given notice by giving written notice to the C.A.O. and having done so shall be deemed to have been given notice of a special meeting of Council.
- 9.5 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.

COMMITTEE OF THE WHOLE MEETINGS

- 10.0 Committee of the Whole meetings shall be held on the second (2nd) and fourth (4th) Tuesday of each month in the Council Chambers of the Town of Altona at the hour of 3:30 P.M.
- 10.1 Committee of the Whole meetings shall be limited to a maximum length of

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two (2) hours to allow for the regular meeting of Council to begin in accordance with clause 8.0. Committee of the Whole may decide to extend the time, subject to clause 8.6, and reconvene the Committee of the Whole meeting following adjournment of the regular meeting of Council.

10.2 Agendas for Committee of the Whole meetings shall consist of the following:

- a) Call the meeting to order
- b) Adoption of the agenda
- c) Confirmation of the minutes
- d) Business arising from the minutes
- e) Reception of delegations
- f) C.A.O. report
- g) Works & Operations Committee meeting
- h) Community & Social Development Committee meeting
- i) Finance & Administration Committee meeting
- j) New Business
- k) Correspondence
- l) Adjournment

10.3 All meetings of Standing Committees shall be chaired by the Committee Chair or, in their absence, by the Alternate Chair of that Committee, or in their absence by the Deputy Mayor.

10.4 In all other respects, Committee of the Whole meetings shall be conducted in accordance with Part 8 of this by-law.

DELEGATIONS

11.0 Delegations will be received at the Regular Meetings of Council and Committee of the Whole.

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- 11.1 The Chair may limit the time taken by a delegation to fifteen (15) minutes. The delegation must appoint a spokesperson.
- 11.2 To allow members of Council to prepare for delegations, all presenters shall register with the C.A.O. at least forty-eight (48) hours before the Council meeting or Committee of the Whole meeting and advise the C.A.O. of the topic and scope of the presentation.
- 11.3 There shall not be a limit to the number of delegations included on the agenda of a Council meeting or the agenda of a Committee meeting, but the C.A.O. is granted authority to schedule delegations as deemed appropriate.

VOTING

- 12.0 A member has one vote each time a vote is held at a Council meeting at which the member is present.
- 12.1 The minutes of a meeting at which Council 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 any abstention.
- 12.2 The C.A.O. must record in the minutes the name of any member who exercises his right to abstain from voting on any resolution.
- 12.3 If an equal number of members vote for and against a resolution or by-law, the resolution or by-law is defeated.
- 12.4 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.
- 12.5 When Council reconsiders and reverses a decision, the minutes must show the original decision and the decision made on reconsideration.

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- 12.6 Any member of Council may, prior to the taking of a vote on any question put, require a recorded vote to be taken. The C.A.O. 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 HEARING

- 13.0 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; or
 - c.) is required under The Municipal Council Conflict of Interest Act to withdraw from the hearing.
- 13.1 The Chair of the public hearing has the right to limit the time taken by a person to fifteen (15) minutes, after which Council may wish to ask questions of the person. All questions must be channeled through the Chair of the hearing.
- 13.2 The Chair of the public hearing may decline to hear further presentations, questions or objections where he/she is satisfied that the matter has been addressed at the public hearing.
- 13.3 The Chair of the public hearing may decide which presenters will be heard, if he/she is satisfied that presentations are the same or similar.
- 13.4 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.
- 13.5 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

- 14.0 Council may act only by resolution or by-law.

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- 14.1 No motion shall be debated or put unless it is in writing and is seconded, excepting only a motion to adjourn which need not be in writing.
- 14.2 Every proposed by-law must be given three separate readings, and each reading must be put to a separate vote.
- 14.3 Council may not give a proposed by-law more than two readings at the same Council meeting.
- 14.4 Only the title or an identifying number must be read at each reading of a proposed by-law.
- 14.5 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.
- 14.6 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

- 15.0 If the Chair desires to present or second a motion, or participate in the debate, they must leave the chair, and call upon one of the members to fill their place until they resume the chair.

CONDUCT

- 16.0 Every member previous to their speaking shall address the Chair.
- 16.1 When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
- 16.2 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.
- 16.3 When the Chair is putting a question, no member shall leave their chair.
- 16.4 Discussion shall be limited to the question in debate.

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- 16.5 No member shall speak to the question or in reply for longer than five (5) minutes without approval of Council.
- 16.6 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.
- 16.7 Immediately before putting the question, the Chair shall have the privilege of summarizing the debate, but no new matter shall be introduced.
- 16.8 Where, at a Council meeting, any person other than 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.
- 16.9 Where at a Council meeting a member of the Council is conducting themselves in a disorderly or improper manner, the Council may, by a resolution passed by the majority of the other members present, require the member to leave the meeting, and if the member fails to do so, may cause the member to be removed.
- 16.10 Persons in the Council Chambers are not permitted to display signs or placards, to applaud participants in debate or to engage in conversation or other behaviors which may disrupt Council proceedings.
- 16.11 Council may limit the number of persons allowed in the Council Chambers.
- 16.12 The public and media may audio/video tape meeting proceedings including public hearings providing that arrangements are made with the C.A.O. at least forty-eight (48) hours prior to the meeting or public hearing.
- 16.13 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.

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16.14 A member who breaches the requirement of confidentiality under clause 16.13 becomes disqualified from Council.

17.0 All points of order and procedure not resolved by rules provided in this by-law shall be resolved by a majority decision of Council.


REPEAL

18.0 By-law No. 1705/2013 and subsequent amendments are hereby repealed.

DONE AND PASSED as a by-law of the Town of Altona at Altona in the Province of Manitoba this 22nd day of January, 2019.



Mayor



Chief Administrative Officer

Read a first time this 8th day of January, 2019.

Read a second time this 22nd day of January, 2019.

Read a third time this 22nd day of January, 2019.