TOWN OF MORRIS

BY-LAW 07.26

BEING A BY-LAW OF THE TOWN OF MORRIS TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND ITS COMMITTEES

WHEREAS subsection 149(1) of The Municipal Act requires Council to establish rules of procedure by By-law and to review the By-law at least once during its term of office;

NOW THEREFORE the Council of the Town of Morris, in open meeting assembled, enacts as follows:

I. TITLE AND APPLICATION

1.1 This by-law may be cited as the "Town of Morris Procedures By-law."

1.2 This by-law applies to all meetings of Council and, with necessary changes, to meetings of Council committees unless another enactment provides otherwise.

1.3 Council and its committees must govern themselves in accordance with The Municipal Act and this by-law. If this by-law conflicts with an Act or regulation, the Act or regulation prevails.

II. DEFINITIONS

"Act" means The Municipal Act, C.C.S.M. c. M225, as amended.

"CAO" means the Chief Administrative Officer of the Town or their designate.

"Chair" means the person presiding at a meeting.

"Committee" means a committee or other body established by Council but does not include an independent body merely because Council appoints a representative to it.

"Committee of the Whole" means a committee of all members present at a council meeting sitting as a committee.

"Council" means the duly elected Mayor and Councillors of the Town.

"**General Holiday"** means a general holiday recognized under the laws of Manitoba or Canada

"Electronic meeting" means a meeting conducted partially or entirely through an electronic or other communication facility.

"Member" means a member of Council or, where applicable, a member of a committee.

"Town" means the Town of Morris.

III. SUSPENSION OF RULES

3.1 A procedural rule contained in this by-law may be suspended by a majority vote of the members present, except where this by-law, the Act or another enactment requires a different vote or procedure. The rule being suspended and the reason for the suspension must be recorded in the minutes.

3.2 A suspension applies only to the matter for which it was approved and does not authorize Council to suspend a statutory requirement.

IV. FIRST MEETING AND REVIEW

4.1 Following a general election, the Mayor must call the first meeting of the new Council within the time required by the Act. The meeting will be held in the Council Chambers unless changed in accordance with this by-law.

4.2 Council must review its Procedures By-law and Organizational By-law at least once during each term of office. The review and any direction arising from it must be recorded by resolution.

V. QUORUM AND PRESIDING OFFICER

5.1 A majority of all members of Council constitutes a quorum. For a seven-member Council, quorum is four members, subject to the Act and The Municipal Council Conflict of Interest Act.

5.2 If a position on Council is vacant, quorum is a majority of the remaining members, but must not be fewer than three members.

5.3 A majority of the appointed members of a committee constitutes quorum, but quorum must not be fewer than two members.

5.4 If quorum is not present within 20 minutes after the scheduled start time, the meeting stands adjourned and the CAO must record the members present.

5.5 The Mayor chairs Council meetings. In the Mayor's absence, the Deputy Mayor chairs. If both are absent or unable to act, the members present who constitute quorum must appoint one of themselves to chair the meeting.

VI. REGULAR COUNCIL MEETINGS

6.1 Regular meetings of Council will be held on the second and fourth Thursday of each month in the Town of Morris Council Chambers, 1-380 Stampede Grounds, Morris, Manitoba at the hours as follows second Thursday 6:30pm and fourth Thursday 7:00pm

6.2 Council will not begin consideration of a new agenda item after 11:00 p.m. unless Council, by majority vote, agrees to extend the meeting.

6.3 At the conclusion of each regular meeting, Council will confirm the date, time and place of the next regular meeting. This confirmation constitutes one month's notice to those present and must be recorded in the minutes.

6.4 The Town must also post notice of each regular meeting on the Town's website and at the municipal office as soon as practicable after the meeting date is confirmed.

6.5 Council may by resolution change the day, time or place of a regular meeting. At least seven days before the changed meeting, notice stating the revised day, time and place must be posted on the Town's website and at the municipal office and provided through the Town's usual social-media channels.

6.6 If the regular meeting date falls on a general holiday or the meeting cannot reasonably proceed because of an emergency, Council may cancel or reschedule it. The Town must give as much notice as reasonably practicable using the methods in section 6.4.

VII. SPECIAL MEETINGS

7.1 The Mayor may call a special meeting at any time and must call one upon receiving a written request stating its purpose from at least two Councillors. A copy of the request must be provided to the CAO.

7.2 The Mayor must call a requested special meeting within 24 hours after receiving the request, and the meeting must take place within 48 hours after the request is received, unless all members agree to a later time.

7.3 If the Mayor does not call the meeting within 24 hours, the CAO must call it to take place within the period stated in section 7.2.

7.4 Notice of a special meeting may be oral, written or electronic and must state the purpose, date, time, place and electronic-access information, if applicable. It must be provided to every member at least 24 hours before the meeting unless the member waives notice in writing.

7.5 Only a matter stated in the notice may be transacted unless all members are present and unanimously agree by resolution to deal with another matter.

VIII. ELECTRONIC PARTICIPATION

8.1 A regular, special or committee meeting may be conducted partially or entirely through an electronic or other communication facility if the facility enables members to hear and speak to one another and enables the public to hear the members during the open portion of the meeting.

8.2 A member participating electronically is deemed present and may participate, vote and be counted for quorum.

8.3 A member wishing to participate electronically should notify the CAO as soon as practicable so access can be arranged. Prior approval of Council is not required.

8.4 The meeting notice must provide information on how the public may access an electronic meeting. Public access to the communication facility satisfies the right to be present under the Act.

8.5 If a member's connection is lost, the minutes must record the time the member ceased and resumed participation. No business may continue if quorum is lost.

8.6 Voting during electronic participation must be conducted in a manner that allows the Chair and CAO to identify each member's vote.

IX. AGENDA

9.1 The CAO must prepare the agenda for each Council meeting. The agenda and available supporting material must be provided to members at least 48 hours before a regular meeting.

9.2 A member or delegation must provide a proposed agenda item and supporting information to the CAO at least 72 hours before the meeting, unless the CAO accepts a later submission because of urgency.

9.3 Before adopting the agenda, Council may add an urgent item by majority vote if delay would materially affect the Town's interests or operations. A matter requiring statutory notice or a public hearing must not be added without satisfying those requirements.

9.4 The usual order of business is:

(a) call to order

(b) approval of absences

(c) adoption of agenda

(d) adoption of minutes

(e) delegations and public presentations

(f) correspondence

(g) seminars, education, invitations

(h) financial matters

(i) new business

(j) by-law

(k) unfinished business

(l) notice of motion

(m) in camera

(n) adjournment

9.5 Council may vary the order of business by majority vote

X. PUBLIC PARTICIPATION AND DELEGATIONS

10.1 Council meetings are open to the public except when a meeting is lawfully closed under the Act.

10.2 A person or delegation wishing to address Council must register with the CAO at least 72 hours before the meeting and identify the subject and purpose of the presentation.

10.3 The CAO may schedule delegations having regard to agenda length, urgency and whether the subject is within Council's jurisdiction. A delegation may be deferred to a later meeting where reasonably necessary.

10.4 A delegation must appoint one spokesperson and is limited to 15 minutes unless Council allows additional time. Questions and responses must be directed through the Chair.

10.5 The Chair may decline repetitive, irrelevant, abusive or improper presentations and may stop a presentation that contravenes this by-law.

10.6 Attendance at a meeting does not by itself give a person the right to speak. Council may, by majority consent, invite comments or information from a person in attendance

XI. OPEN AND CLOSED MEETINGS

11.1 Every meeting of Council or a Council committee must be conducted in public, and everyone has the right to be present, subject to the Act and the Chair's authority to address improper conduct.

11.2 Council or a committee may close a meeting only in accordance with subsection 152(3) of the Act. Before closing, the decision and general nature of the matter must be recorded in the minutes.

11.3 No resolution or by-law may be passed while a meeting is closed to the public except a resolution to reopen the meeting.

11.4 A member must keep confidential a matter discussed in a closed meeting where the committee decides the matter is to remain confidential, until it is discussed at a meeting conducted in public or otherwise lawfully released.

XII. MOTIONS, VOTING AND RECONSIDERATION

12.1 Council acts only by resolution or by-law.

12.2 A motion must be moved and seconded before debate. The Chair may require a motion to be submitted in writing. A motion to adjourn need not be in writing.

12.3 Each member present has one vote. A tie vote defeats the resolution or by-law.

12.4 A member present must vote unless the member is required or permitted to abstain by law. The CAO must record an abstention and the reason given where required by law.

12.5 Before the vote, any member may request a recorded vote. The minutes must record the name and vote or abstention of each member present.

12.6 The minutes of a vote on third reading of a by-law must record each member present, their vote or abstention, and any reason given for abstaining.

12.7 Council may reconsider or reverse a decision only in accordance with section 139 of the Act. The motion to reconsider must identify the decision and satisfy the notice and voting requirements of the Act.

XIII. BY-LAWS

13.1 Every proposed by-law must receive three separate readings, each put to a separate vote. A proposed by-law must not receive more than two readings at one meeting.

13.2 Members must have the opportunity to review the full text before first reading and, before third reading, the full text and any amendment passed after first reading.

13.3 Only the title or identifying number must be read at each reading.

13.4 Where a public hearing is required, it must be held before third reading.

XIV. PUBLIC HEARINGS

14.1 Members must attend public hearings as required by the Act, subject to the statutory exceptions.

14.2 The Chair may limit a presentation, question or objection to 15 minutes and require all questions to be directed through the Chair.

14.3 Council may, by majority vote, decline to hear a presentation, question or objection where it is satisfied that the matter has already been adequately addressed at the hearing, or may determine which presenters it will hear where the presentations are the same or substantially similar

14.4 If a hearing is adjourned, notice of the date, time and place of its continuation must be given in accordance with the Act unless that information is announced at the adjournment.

XV. CONDUCT

15.1 A member wishing to speak must be recognized by the Chair, address the Chair and confine remarks to the matter under consideration.

15.2 The Chair decides points of order, subject to an appeal to Council. Council's decision on an appeal is final for that meeting.

15.3 No person may interrupt proceedings, use abusive or threatening language, display disruptive signs, applaud or otherwise interfere with the orderly conduct of a meeting.

15.4 The Chair may require a member of the public engaging in improper conduct to leave and may have the person removed if they refuse.

15.5 Council may, by a majority vote of the other members present, require a member engaging in disorderly or improper conduct to leave the meeting and may have the member removed if they refuse.

15.6 Open portions of meetings may be photographed or recorded provided the activity does not interfere with the meeting or obstruct anyone's attendance. The Chair may give reasonable directions respecting the placement and use of recording equipment.

XVI. COUNCIL COMMITTEES

16.1 Committee meetings must comply with the open meeting, conduct and electronic-participation provisions of this by-law, with necessary changes.

16.2 Notice of a committee meeting stating the date, time, place and electronic access information, if applicable, must be posted on the Town's website and at the municipal office at least 48 hours before the meeting.

16.3 Unless Council establishes another schedule, committee meetings may be called by the committee Chair or CAO..

16.4 A committee may make recommendations to Council but may exercise decision making authority only where Council has lawfully delegated that authority.

XVII. REPEAL AND COMING INTO FORCE

17.1 By-law No. 03/19 , By-law 08/14 and any amendments to it are repealed.

17.2 This by-law comes into force on the day after it is passed.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

Read a first time this 23rd day of July 2026.

Read a second time this 27th day of August 2026.

Read a third time this 27th day of August 2026.

I, Arien Peterson, Chief Administrative Officer for The Town of Morris, do hereby certify that this is a true and correct copy of By-Law No. 07.26 dated August 27th, 2026 and duly passed by the Council of the Town of Morris.

Dated this 27th day of August, 2026

Arien Peterson, CMMA

Chief Administrative Officer

Town of Morris

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