

CITY OF ST. THOMAS

BY-LAW NO. 118 - 2025

A by-law to Provide Rules Governing the Order and Proceedings of the Council of the Corporation of the City of St. Thomas, the Conduct of its Members and the Calling of Meetings.

WHEREAS the Municipal Act, 2001, S.O. 2001 requires municipalities to pass a procedure by-law governing the calling, place and proceedings of meetings;

AND WHEREAS it is necessary and expedient that there should be rules governing the order and procedure of the Council and its Committees:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS FOLLOWS:

1. INTERPRETATION/DEFINITIONS

In this By-law:

“Agenda” means the document issued in accordance with this by-law that sets out the order of business for a meeting.

“Chair” means the person presiding over a meeting.

“Civic or Public Holiday” means those dates listed as “Paid Holidays” in the current Collective Agreement between the Corporation of the City of St. Thomas and the Canadian Union of Public Employees, Local 841 and the current by-law to establish salaries and benefits for certain Non-Union employees of the City of St. Thomas.

“Clerk” means the City Clerk of the Corporation of the City of St. Thomas and includes the Deputy City Clerk or anyone designated by the Clerk to carry out duties of the Clerk.

“Code of Conduct” means the Code of Conduct for Members of Council and its Boards and Committees.

“Closed Session” means a meeting or portion thereof, closed to the public in accordance with this by-law and Section 239 of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

“Committee of the Whole” means all Council members of the City of St. Thomas, sitting as Committee of the Whole for the purpose of facilitating open discussion and debate.

“Committee” means a Committee of Council which has been duly appointed to deal with specific administrative matters and provides advice to Council.

“Council” means the Council of the Corporation of the City of St. Thomas, comprised of the Mayor and eight Councillors.

“Councillor” means a member of Council duly elected or appointed to represent the electors of the City of St. Thomas, including the Head of Council.

“Electronic Participation” means that a Council and Committee member can participate on-line using platforms that provide simultaneous video and audio technology.

“Ex-officio” means that, by virtue of their position, a Council or Committee member has the right to participate fully in a Committee or Sub-Committee, respectively, and to vote, unless prohibited by law.

“Head of Council” means the Mayor of the Corporation of the City of St. Thomas.

“Improper Conduct” means conduct which creates any distraction or obstruction to the deliberations or actions of Council or its Committees during any meeting.

“Inaugural Meeting” means the first meeting of Council after a regular election, being the beginning of a term of office of Council.

“Majority” means, for the purposes of voting, more than half of the members of Council, a Committee or Sub-Committee present and eligible to vote.

“Mayor” means the Head of Council and is ex-officio a member of all Committees.

“Meeting” means any regular, special or other meeting of Council or a Committee, where a quorum of members is present and members discuss or otherwise deal with any matter in a way that materially advances the business of decision-making of Council or a Committee.

“Notice of Motion” means an advance notice to Council members on a matter which Council will be asked to take a position.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, as amended.

“Point of Order” means the raising of a question by a member with the view of calling attention to any departure from the Standing Orders or the customary modes of proceeding in debate or in the conduct of Council’s business.

“Quorum” means a majority of members that comprise Council or a Committee.

“Recorded Vote” means the recording of the name and vote in the minutes of every Councillor or Committee Member, including the Head of Council or Chair on a matter.

“Regular Meeting” means a scheduled meeting held in accordance with this by-law and the approved calendar of meetings.

“Rules of Procedure” means the applicable procedural rules and rules of conduct contained in or referred to in this by-law.

“Special Meeting” means a meeting not scheduled in accordance with this by-law and the approved calendar of meetings.

“Standing Committee” means a committee established by Council to address matters which Council has deemed appropriate for the Committee to consider and as contained in Schedules “B” to “E” in this by-law and is comprised of all Councillors.

“Time” means Eastern Standard Time, except that Eastern Daylight Time shall govern, when in effect.

2. GENERAL

- 2.1 The Mayor is the Head of Council and shall preside at all meetings of Council.
- 2.2 Council may, by by-law or resolution, appoint a member of Council to act in the place of the Head of Council when the Head of Council is absent or refuses to act or the office is vacant, and while so acting, such member has all the powers and duties of the Head of Council with respect to the role of presiding at meetings.
- 2.3 No person, except members of Council or officers or authorized staff, shall be allowed to come within the Council bar during the sittings of Council, without the permission of the Head of Council or Chair.

- 2.4 Any standing rule, order of Council or provision of this by-law may be suspended by resolution of Council provided the majority of members of Council vote in favour thereof.
- 2.5 All meetings shall be open to the public and no person shall be excluded therefrom, except for improper conduct and except for those parts of meetings which may be closed to the public under the Municipal Act, 2001, S.O. 2001, c.25, as amended or any other Act.
- 2.6 Persons addressing Council or its committees or observing a meeting of Council or its committees shall conduct themselves with decorum and shall obey the rules of the Head of Council or Chair in the conduct of the meeting. Without limiting the generality of the foregoing, the required level of decorum shall include the following rules:
- a) All persons present in the meeting shall use polite and respectful language, and shall refrain from the use of any language or the making of any gesture that is disrespectful or offensive;
 - b) All persons shall refrain from wearing clothing that bears offensive language or graphics that are, or could be seen by others, as profane, racist, sexist or discriminatory in nature;
 - c) All persons invited to address Council or its committees shall speak only on the subject in debate and shall not speak on any other subject;
 - d) No person shall display any sign, banner or placard in the room, other than:
 - i. Materials that, in the opinion of the Head of Council or Chair, are legitimate audio-visual aids necessary in connection with any presentation to be made to Council or its committees; or
 - ii. Decorative, commemorative, or other materials erected by or on behalf of Council by authorized agents or employees of the City;
 - e) Unless addressing Council, all persons shall remain seated during the meeting;
 - f) No person shall applaud participants in debate or engage in conversation or behavior that may disrupt the proceedings of the meeting;
 - g) No person shall bring into the meeting room any cellular telephone or electronic device that is not silenced or turned off;
 - h) No person shall bring into the meeting room any camera or other recording device unless the meeting is open to the public and the set up and operation of said device in no way interferes with or disrupts the proceedings of the meeting.

Any person who contravenes any provision of this section may be expelled from the meeting by the Head of Council or Chair.

3. MEETINGS

3.1 Inaugural Meeting

- a) The first meeting of Council shall be held in the Council Chambers of St. Thomas City Hall at 545 Talbot Street and electronically on the third Monday in November at 5:00 p.m., unless such day be a civic or public holiday in which event Council shall meet on the next following day not being a civic or public holiday, at the same place and at the same time.

- b) The inaugural meeting agenda shall include Declarations of Office in accordance with the provisions of the Municipal Act and the announcement by the Clerk of the results of the preceding regular elections to the Council.
- c) The inaugural meeting agenda may include an Address by the Mayor and ceremonial address(es) by special guest(s).

3.2 Location of Meetings

- a) All regular meetings of Council shall be held in the Council Chambers of St. Thomas City Hall at 545 Talbot Street and electronically or at such other place as the Head of Council may from time to time determine.
- b) A member of Council may participate electronically in a meeting that is both open and closed to the public and will be counted in determining whether or not a quorum of members is present at any point in time. Members participating electronically must have their camera turned on.

3.3 Date and Time of Regular Meetings

- a) Council meetings shall be held three times per month on the first, second and third Monday of the month unless otherwise indicated and shall be held according to the approved calendar of meetings. A meeting calendar will be presented to Council prior to the end of the previous year detailing the dates for all Regular Council meetings.
- b) In the event the day designated for holding a Regular Council meeting falls on a civic or public holiday or on a day when City Hall is closed for business, Council shall meet on the next following day not being a civic or public holiday.
- c) All regular meetings of Council shall commence at 5:00 p.m., or as approved by Council.
- d) Council may in any year hold only two meetings during the month of January and one meeting during the months of July and August, or as approved by Council.

3.4 Notice of Meetings

- a) Notice shall not be required to be given of regular meetings of Council unless the day of meeting be other than that provided by this by-law. The electronic posting of the agenda to the City's website shall be considered as adequate notice of such regular meetings.
- b) The agenda shall be distributed electronically to Council on the Wednesday preceding the day of the Council meeting. Agendas shall be made available to the general public by electronic posting on the City's website on the Friday preceding the day of the Council meeting and could be made available in other formats upon request.

3.5 Special Meetings

- a) The Head of Council may at any time summon a special meeting, and upon receipt of a petition from the majority of the members of Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition.
- b) If there is no by-law or resolution fixing the place of meeting, a special meeting shall be held in the Council Chambers of St. Thomas City Hall at 545 Talbot Street and electronically where possible.

3.6 Commencement of Meetings

- a) As soon as there is a quorum present after the time set for the start of the meeting, the Head of Council shall call the meeting to order.
- b) In the event that a quorum is not present after the designated start time of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- c) In the absence of the Head of Council, or if their office is vacant, or if they refuse to act, Council may, from among the members, appoint a Chair by a duly moved and seconded motion, who, during such absence or vacancy or refusal to act, has all the powers of the Head of Council with respect to the role of presiding at meetings.
- d) Members of Council must notify the Clerk when the member is aware that they will be absent from any Council or Committee of Council meeting.
- e) The Clerk shall record in the minutes those members who were present and those members absent.
- f) If a quorum ceases to be present during the course of a meeting, proceedings stop and the Head of Council or Chair must adjourn the meeting to a later date.

3.7 Closed Meetings of Council

- a) Council meetings, or portions thereof, may be held in closed session in accordance with Section 239 of the Municipal Act, 2001, S.O. 2001, c.25, as amended.
- b) The closed session of the Council meeting will take place following completion of the Regular Agenda items, prior to By-laws.

4 ORDER OF BUSINESS FOR REGULAR COUNCIL MEETINGS

4.1 An Agenda shall be prepared, with the following Order of Business:

Land Acknowledgement Statement
Disclosures of Interest
Adoption of the Minutes
Presentations
Committee of the Whole (Consideration of Business Items)
Reports of Committees
Communications
Unfinished Business
New Business
Public Notice
Notices of Motion
Closed Session
Open Session
By-laws
Adjournment

4.2 The business shall in all cases, be undertaken in the order in which it stands upon the agenda.

4.3 Wherever possible, the second meeting of the month shall focus on public meetings, strategic planning, presentations, and updates from committee members.

5 LAND ACKNOWLEDGEMENT STATEMENT

- 5.1 The following land acknowledgement statement shall be printed on all regular meeting agendas:

We acknowledge that the land on which we meet is the traditional territory of the Haudenosaunee, Anishinabek, Attiwonderonk (Neutral) and Mississauga peoples and is now home to many diverse First Nations, Inuit and Métis peoples.

We also recognize that this land is now home to the Munsee-Delaware Nation, Chippewas of the Thames First Nation and Oneida Nation of the Thames.

This land was settled through Treaty 2, the McKee Purchase Treaty of 1790, and we, as beneficiaries of the treaty recognize our collective responsibilities to the land and water.

6 DISCLOSURES OF INTEREST

- 6.1 Members of Council and Committees must identify and disclose any pecuniary interest as defined by the Municipal Conflict of Interest Act, R.S.O.1990, C. M.50, as amended on any item or matter before Council or the Committee and undertake the actions required under the legislation, including:
- a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) Submit a disclosure form in writing;
 - c) Not take part in the discussion of, or vote on any question in respect of the matter;
 - d) Not attempt in any way whether before, during, or after the meeting to influence the voting on any such question.
- 6.3 Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration. Members who are attending electronically shall fully disconnect and leave the electronic meeting.
- 6.4 Where the interest of a member has not been disclosed by reason of absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, attended by the member after the particular meeting.
- 6.5 The particulars of any disclosure of pecuniary interest made by members of Council and Committees of Council shall be recorded in the minutes of the particular meeting.

7 ADOPTION OF THE MINUTES

- 7.1 A motion to confirm the minutes of the previous meeting(s) shall be presented. Once confirmed, the minutes shall be signed by the Mayor and Clerk.

8 PRESENTATIONS

- 8.1 Presentations shall be restricted to the following:
- a) Civic Recognition or Award Presentation as previously approved by Council;
 - b) Presentation by City staff or consultants retained by the City;

- c) Presentation by affiliated committees, boards or agencies, as authorized by a majority of Council;
 - d) Presentations from senior levels of government or other municipal governments;
 - e) Presentations regarding matters of significance to the City, as authorized by a majority of Council;
 - f) Presentations arising from a written communication previously referred for a staff report.
- 8.2 Presentation materials shall be submitted by 12:00 p.m. of the Tuesday preceding the day of the Council meeting.
- 8.3 Presentations arising from a written communication previously referred for a staff report and presentations regarding matters of significance to the City arising from a written presentation request previously supported by Council shall be limited to ten minutes in length.
- 8.4 Presentations may also take place in conjunction with a staff report under the appropriate standing committee.

9 COMMITTEE OF THE WHOLE

- 9.1 Items of unfinished business shall be monitored by the City Manager.
- 9.2 Items that have not yet been disposed of shall be dealt with under the appropriate Standing Committee when they return to Council.

10 REPORTS FROM COMMITTEES

- 10.1 Reports of Committees shall be submitted by the Chair or Council representative for inclusion on the agenda.
- 10.2 On a quarterly basis, brief verbal updates can be provided by members of council about business taking place on Committees to which they are appointed.

11 COMMUNICATIONS

11.1 General Rules for all Communications

- a) Every item of correspondence intended to be presented to Council shall be legible, not contain any obscene or defamatory allegations, impertinent or improper matter, shall be signed by the author(s), and contain sufficient contact information.
- b) Correspondence may be submitted in electronic or hard copy format.
- c) The information contained in correspondence constitutes public information and will become part of the public record.
- d) No item shall be placed on an agenda which is inconsistent with the Ontario Human Rights Code or the Code of Conduct for Members of Council and its Boards and Committees.
- e) No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of Council or its committees. The Head of Council, and/or Chair, in consultation with the Clerk, shall determine any issues regarding jurisdiction.

- f) A motion directing administration to undertake certain action with respect to any item of communication shall be in order provided it is moved and seconded.

11.2 Resolutions for Endorsement

- a) Correspondence pertaining to Council endorsement of resolutions affecting provincial legislation will be sent to the originating requester, the local Member of Provincial Parliament and the Ministry of Municipal Affairs and Housing. Correspondence pertaining to Council endorsement of resolutions affecting federal legislation will be referred to the originating requester and the local Member of Parliament.
- b) Council may direct that additional action on a resolution take place where in the opinion of Council the local circumstances warrant a local initiative or support for said resolution.

11.3 Proclamations, Flag Raisings and Lighting of the Jumbo Monument

- a) Council of the City of St. Thomas recognizes the symbolic gesture of endorsing special days, weeks or months in support of various community efforts and causes.
- b) Requests for proclamations, flag raisings and lighting of the Jumbo Monument shall be made in writing by submitting a Proclamation, Flag Raising and Jumbo Lighting Request Form, available on the City's website.
- c) Council shall not hear presentations related to proclamation requests.

12 NEW BUSINESS

- 12.1 Items of New Business shall include: motions of which prior notice have been given and motions of a routine nature.

13 PUBLIC NOTICE

- 13.1 Where notice is required to be provided pursuant to the Public Notice Policy, such notice shall be provided in the time frame identified in the Policy or in the applicable Act or its regulations, and if required, notice shall be listed on the Council Agenda under the heading Public Notice.

14 NOTICES OF MOTION

- 14.1 Notice shall be given at a previous meeting of Council to:

- (a) Amend, repeal, or alter this by-law.
- (b) Introduce any measure or change in Council's established policy.

15 BY-LAWS

- 15.1 The proposed by-law description shall be listed on the Regular Agenda.
- 15.2 A motion duly moved and seconded is required to introduce the by-laws for first and second reading and consideration by Council in Committee of the Whole.
- 15.3 Questions of order relating to by-laws shall be dealt with by the Head of Council.
- 15.4 When by-laws are under discussion in Committee of the Whole, the introducer of the by-laws, as identified on the Agenda shall take the Chair.

- 15.5 A member may request debate and/or amendments to any of the by-laws in Committee of the Whole.
- 15.6 The proceedings in Committee of the Whole, including any amendments shall be reported by the Chair to Council, as soon as the Committee rises.
- 15.7 After discussion and/or debate, a motion duly moved and seconded to move the by-laws back to Council for third and final reading shall be in order.
- 15.8 Once the by-laws have been adopted, the by-laws shall be numbered, dated and signed by the Mayor or Chair and the Clerk, and the corporate seal shall be affixed to every by-law duly passed.

16 ADJOURNMENT

- 16.1 Council shall adjourn by the hour of 9:00 p.m., if in session at that hour. A meeting can be extended until 10:00 p.m. by a majority vote.

17 DUTIES OF THE HEAD OF COUNCIL OR CHAIR

- 17.1 The Head of Council shall preside at all meetings of Council and in their absence, a Chair shall be appointed.

- 17.2 The Head of Council or Chair shall:

- a) As soon after the hour of meeting with a quorum present, take the chair and call the members to order;
- b) Receive and submit, in the proper manner, all motions presented by the members of Council;
- c) Put to vote all questions, which are moved and seconded, or necessarily arise in the course of the proceedings, and announce the result;
- d) Decline to put to vote motions which infringe the rules of procedure;
- e) Restrain the members, when engaged in debate, within the rules of order;
- f) Enforce on all occasions the observance of order and decorum among the members;
- g) Authenticate, by signature, all by-laws, agreements and minutes of Council;
- h) Inform Council, when necessary or when referred to for the purpose, in a point of order or usage;
- i) Represent and support Council;
- j) Adjourn the meeting when the business is concluded;
- k) Expel or exclude any person from any meeting for improper conduct at the meeting;
- l) Adjourn the meeting in the case of grave disorder arising in the meeting.

18 CONDUCT OF COUNCIL MEMBERS

- 18.1 Council members shall:

- a) Act in accordance with their oath of elected office;

- b) Discharge with integrity all duties owed to Council, the City of St. Thomas and the public;
- c) Serve their constituents in a conscientious and diligent manner;
- d) Speak respectfully of the reigning sovereign, members of the Royal Family, the Lieutenant Governor, the Head of the Government of Canada and the Province of Ontario;
- e) Treat the Head of Council, Chair, other members, staff, and presenters with courtesy and respect in accordance with Council's Code of Conduct;
- f) Hold in strict confidence all information concerning matters dealt with in Closed Session. The members shall not release, make public, or in any way divulge any such information or any aspect of the Closed Session deliberations unless expressly authorized or required by law;
- g) Provide direction and request reports by resolution of a majority of Council;
- h) Be respectful of the fact that staff are expected to make recommendations to Council that reflect their professional opinions and best judgement and which are not unduly influenced by any single member of Council.

19 RULES OF CONDUCT AND DEBATE

- 19.1 No Council member shall be deemed to have precedence or seniority over any other member.
- 19.2 No Council member shall speak to a question or motion until the member has been recognized by the Head of Council or Chair. In order to be recognized, the member shall raise a hand and wait to be recognized by the Head of Council or Chair.
- 19.3 When a Council member is speaking, no other member, except for the Head of Council or Chair, shall interrupt that member, except to raise a point of order.
- 19.4 Whenever any point of order arises, it shall be immediately taken into consideration. The member raising the point may be permitted to explain.
- 19.5 When the Head of Council or Chair is called upon to decide a point of order, the point shall be stated without unnecessary comment, and the Head of Council or Chair shall state the rule or authority applicable in the case.
- 19.6 The decision of the Head of Council or Chair on a point of order shall be final, unless an appeal is made to Council, in which case the question, "shall the ruling of the Chair be sustained?" shall immediately be put to a vote and determined without debate.
- 19.7 Whenever the Head of Council or Chair is of the opinion that any motion offered to Council is contrary to the rules of Council, they shall advise the members thereof immediately and quote the rule or authorities applicable. Argument or comment shall not be permitted.
- 19.8 Council members shall not leave the member's seat or make any noise or disturbance while a vote is being taken and until a result is declared.
- 19.9 Council members shall speak only to the subject under debate.
- 19.10 Council members shall not disobey the rules of procedure or a decision of the Head of Council or Chair on a question of order, practice or interpretation of the rules of procedure.

- 19.11 If a Council member disregards the rules of order or a decision of the Head of Council or Chair and persists in such conduct after having been called to order by the Head of Council or Chair, the Head of Council or Chair may forthwith put the question that such member be ordered to leave the Council Chambers or electronically disconnect for the duration of the meeting. If, following such vote by Council, the member apologizes, Council may, by a further vote of those present, permit the member to return.
- 19.12 If the Council member called out of order does not apologize or will not leave the Council Chambers or electronically disconnect, the Head of Council or Chair shall temporarily adjourn the meeting.
- 19.13 Any member desiring to leave a meeting of Council prior to adjournment shall advise the Head of Council or Chair and any member attending electronically shall fully disconnect from the electronic meeting.
- 19.14 No member shall discuss any prior vote of Council except for the purpose of moving that such vote be rescinded.

20 MOTIONS

20.1 After a motion is read by the Clerk, moved and seconded, it shall be deemed to be in possession of the Council and may be debated. Council may withdraw the motion at any time before decision or amendment.

20.2 Any Council member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt the member who has the floor.

20.3 When a question is under consideration, no motion shall be received unless:

a) To commit.

A motion for reference to a committee, until decided, shall preclude all amendments of the main question.

b) To amend.

- i. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different subject shall not be in order. Only one amendment shall be allowed to an amendment, and any amendment more than one must be to the main question.
- ii. The paragraph to be amended shall first be read as it stands, then the words proposed to be struck out, and those to be inserted, and finally the paragraph as it would stand is so amended.
- iii. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be reduced to writing, and it shall be decided or withdrawn before the main question is put to the vote.

c) To postpone indefinitely.

d) To postpone to a certain time.

e) To adjourn.

- i. A motion to adjourn the Council or to adjourn the debate shall always be in order, but no second motion to the same effect shall be made until after some immediate proceeding shall have been had.

- ii. A motion to adjourn the Council or the debate to a certain day or adding any expression of opinion or qualification thereto shall be subject to debate.
- f) To move the previous question.

A motion for the previous question:

- i. Cannot be amended;
- ii. Cannot be proposed when there is an amendment under consideration;
- iii. When resolved in the affirmative the question is to be put forthwith without debate or amendment.

20.4 Precedence of motions and rules governing motions shall, unless otherwise indicated herein, be in accordance with Schedule "A" to this by-law.

21 VOTING PROCEDURES

21.1 Each member present in the meeting when a question or motion is put shall vote thereon openly, except a member who is disqualified from voting by any Act, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote.

21.2 The Head of Council or Chair, except where they are disqualified to vote by reason of interest or otherwise, may vote with the other members on all questions or motions, and except where otherwise expressly provided by any Act, any question on which there is an equality of votes shall be deemed to be lost.

21.3 When the question or motion under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition will be taken separately.

21.4 After the question or motion is finally put by the Head of Council or Chair, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Head of Council or Chair as to whether the question has been finally put shall be conclusive.

21.5 Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member disqualified from voting by any Act, shall announce their vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.

21.6 A motion to reconsider requires a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered and shall be in writing. If the action approved in the motion cannot be reversed, the motion cannot be reconsidered.

21.7 A matter may be reconsidered at the same meeting provided that a member who voted with the majority on a question moves reconsideration of the matter.

21.8 A member may give notice of reconsideration of a matter at any meeting following the meeting when the matter was considered.

21.9 A motion to reconsider suspends action on the motion to which it applies until has been decided.

21.10 No discussion of the main question which is proposed for reconsideration shall be allowed until the motion to reconsider is carried.

21.11 No motion shall be reconsidered more than once.

21.12 When the same question is brought before a succeeding Council, it shall be deemed to be New Business and not a matter of reconsideration.

22 COMMITTEE OF THE WHOLE PROCEEDINGS

22.1 Whenever it shall be moved, seconded and carried that Council go into Committee of the Whole, the Head of Council or Chair shall chair the meeting. The Head of Council is Chair of Committee of the Whole, except for by-law proceedings.

22.2 When items of business so require and in accordance with Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25, meetings of the Committee of the Whole, in closed session, may be held at any meeting of Council upon motion carried by an affirmative majority vote of the members of Council present.

22.3 Such meetings of the Committee of the Whole, in closed session, shall be held at the end of the Regular Agenda, before By-laws.

23 STANDING COMMITTEES

23.1 The Standing Committees of Council shall be:

Strategic Direction and Development

Community Engagement and Services

Infrastructure and Civic Operations

Corporate Governance and Administration

23.2 The functional responsibilities of each of the Standing Committees of Council shall be those set forth in Schedules “B” to “E” respectively attached hereto and forming a part of this by-law.

24 SELECT COMMITTEES

24.1 Select Committees may be appointed for some special purpose.

24.2 When a Select Committee has completed its work and made its final report, it dissolves automatically.

25 COUNCIL APPOINTMENTS

25.1 Except as otherwise provided by law, Council following its Inaugural meeting and from time to time as may be required by law or considered necessary or appropriate in the circumstances, shall:

a) Establish such committees or other bodies as may be required by law or considered necessary or appropriate to facilitate the expeditious conduct of the business of the Council, and;

b) appoint one or more persons as the circumstances of each case require, or as the Council may decide, to every board, commission, committee or other body on which the City has membership.

25.2 Except as otherwise provided by law or resolution of Council, persons appointed by Council are appointed for the term of Council and may upon the expiration of such appointment, be eligible for reappointment to the same board, commission, committee or other body.

25.4 Council members appointed to any board, commission, committee or other body on which the City has membership shall periodically report on the progress of the body to Council under Reports of Committees.

26 DUTIES OF COMMITTEE CHAIR

26.1 The Committee Chair shall:

- a) Preside over all meetings of the Committee and adjourn the Committee meeting if no quorum is present;
- b) Direct and lead the Committee to give the matters referred to it due and sufficient consideration;
- c) Ensure that the rules of procedure are observed, including those related to motions and debate;
- d) Maintain order and decorum;
- e) Sign the minutes of the Committee upon their confirmation by the Committee and any documents which the Committee may lawfully adopt;
- f) Report to Council, or if a Sub-Committee, to the Committee appointing it, upon the progress of the business before the Committee;
- g) Maintain effective liaison with the Clerk, City Manager and Department Heads and other Committees, where appropriate, in respect of the policies, programs, legislative and administrative matters within the functional jurisdiction of their Committee;
- h) Act as the Committee's representative and spokesperson;
- i) Adjourn the meeting when the business is concluded.

26.2 The Chair except where disqualified to vote under any Act, may vote with the other members on all questions and motions submitted, and in the case of an equality of votes, the question shall be deemed to be lost.

26.3 In the absence of the Chair, one of the other Committee members shall be appointed by a duly moved and seconded motion to preside, and such Acting Chair shall discharge the duties of the Chair during the meeting or until the arrival of the Chair.

27 GENERAL RULES FOR ALL COMMITTEES

27.1 Any member of Council may be appointed, by resolution, to a Committee provided that they are in attendance at the Council meeting when appointed.

27.2 Unless otherwise named by a motion of Council, a Committee shall, at its first meeting, appoint a Chair of such Committee from among the members thereof.

27.3 The Head of Council shall be, ex-officio, a member of all Committees, and may vote on all questions or motions before the Committee and shall be counted in the formation of a quorum. The Chair of a Committee shall be ex-officio, a member of all sub-committees of such Committee and shall be counted in the formation of a quorum.

27.4 A majority of all members of a Committee shall constitute a quorum.

27.5 Council members may attend the meetings of any of its Committees, but shall not be allowed to vote, nor shall they be allowed to take part in any discussion or debate, except by the permission of the majority of members of the Committee.

- 27.6 Should a Chair of any Committee neglect or refuse to call a meeting of the said Committee at such times, or with such frequency, as the proper carrying out of the business assigned to the Committee requires, or undertake the business of the Committee without the knowledge or consent of its members, or contrary to their wishes, the Committee may report such neglect, refusal or action to Council or Committee who may, if they deem it advisable, remove said Chair from the Committee and appoint another member in their place, and also a new Chair of the said Committee.
- 27.7 Should any member or members of a Committee neglect or refuse to attend less than 50 percent of the scheduled meetings of their Committees in any given calendar year, the Chair shall report such neglect or refusal to Council or the Committee, who may remove the said member or members from the Committee and appoint another member or other members in their place(s); or should the Committee neglect or refuse to give due attention to all business or matters before them, Council may by resolution discharge such Committee and appoint another in its stead. In the case of Subcommittees, the Committee may by resolution discharge such Committee and appoint another in its stead.
- 27.8 No order or authority to do any matter or thing shall be recognized as emanating from any Committee, unless it is in writing, or unless it is signed by the Chair, or Acting Chair, or Secretary thereof, and refers to the minutes of the Committee under which it is issued.
- 27.9 The minutes of every Committee meeting shall be accurately recorded by the Committee Secretary. At each subsequent meeting, the minutes of the preceding meeting shall be submitted for confirmation and after they have received the approval of a majority of the members present, shall be signed by the Chair and forwarded to the City Clerk for record-keeping purposes.
- 27.10 Minutes of all Committee meetings shall be posted electronically on the City's website.
- 27.11 Notice of regular meetings of Committees shall not be required, but the electronic posting of the Committee agenda on the City's website shall constitute notice thereof.
- 27.12 The rules of Council shall be observed in Committees so far as they are applicable as they relate to disclosures of interest, agendas, minutes, conduct of members, rules of conduct and debate, motions, voting procedures, and select committees, except that no motion for the previous question shall be allowed and in respect to Select Committees, no motion for an adjournment shall be allowed. Motions relating to the matter under consideration shall be put in the order in which they are proposed. In taking the vote, the names of members shall not be recorded. The number of times speaking on any question or motion shall not be limited.
- 28 That By-laws 110-82, 7-94, 5-98, 40-98, 116-99, 150-2000, 59-2002, 131-2002, 174-2002, 160-2006, 52-2012, 140-2013, 56-2014, 2-2016, 155-2018, 23-2020, 54-2020, 18-2021, 58-2022, 83-2022 and 124-2022 be and are hereby repealed.
- 29 This by-law shall come into force on the day of its final passing.

READ a First and Second time this 20th day of October, 2025.

READ a Third time and Finally passed this 20th day of October, 2025.

Original signed by

Original signed by

Maria Konefal, City Clerk

Joe Preston, Mayor

Schedule “A” By-law 118 - 2025

Order of Precedence	Can Interrupt Speaker?	Requires a Seconder?	Debatable?	Amendable?	Vote Required?	Applies to what motions?	Can have what motions applied to it? (In addition to withdraw?)	Can be renewed at same meeting?
Privileged Motions								
1. Adjourn	No	Yes	No	No	Majority	No other motion	No other motion	Yes
2. Question of Privilege	Yes	No	No	No	No Vote	No other motion	No other motion	Yes
Subsidiary Motions								
3. Commit	No	Yes	Yes	Yes	Majority	Main, amend	Previous question	Yes
4. Previous Question (to close debate)	No	Yes	No	No	Majority	Debatable motions	No other motion	Yes
5. Amend	No	Yes	Yes	Yes	Majority	Main motion	Subsidiary reconsider	No
6. Postpone Indefinitely	No	Yes	No	No	Majority	Main motion	No other motion	No
7. Postpone to a certain time	No	Yes	No	No	Majority		No other motion	No
Main Motions								
8. General Main Motion	No	Yes	Yes	Yes	Majority subject to legal requirements	No motion	Specifically main subsidiary, object to consideration	No
9. Specific Main Motions								
a) Reconsider	No	Yes	Yes	Yes	Majority	Main, amend	Previous question postpone	No
b) Rescind	No	Yes	Yes	Yes	Majority	Main motion	All subsidiary motions	No
Incidental Motions								
10. Appeal	Yes	Yes	Yes	No	Tie or majority	Decisions of chair Any error	Reconsider, previous question, postpone	No
11. Point of Order	No	No	No	No	No vote	No motion	No other motion	No
12. Suspend Rules	No	No	No	No	Majority of all members	No motion	No other motion	No
13. Withdraw a Motion	No	No	No	No	Unanimous consent		None	Yes

**Schedule “B”
By-law 118 - 2025**

Committee: Community Engagement and Services

Ambulance Services
Art Gallery
Cemeteries
Charitable Institutions, Organizations and Service Clubs
Children’s Services
Civic Awards
Civil Defense
Community Gardens
Conservation Authorities
Courts and Correctional Services Liaison
Culture Activities
Educational Services
Emergency Measures
Employment Incentive Programs
Family Services – Liaison with Family and Children’s Services
Fire Protection and Prevention
Fireworks
Flags
Funerals and Burials (Indigents)
Horton Farmers’ Market
Hospital/Health Recruitment
Library
Long Term Care Homes
Museums
Parks and Recreation Programs
Police Services
Public Health
Social Assistance
Social Housing
Special Events
St. Thomas Senior’s Centre
Taxi and Rideshare Services
Theatre/Arts
Tourism
Valleyview Home

**Schedule “C”
By-law 118 - 2025**

Committee: Corporate Governance and Administration

Corporate

Advertising
Agreements/Contracts
Appointments (by Council to various local Boards and Committees)
Accessibility
Closed Session Investigation
Code of Conduct
Conflict of Interest
Corporate Communications
Council Procedures
Courts of Revision
Development and Training
Elections
Governance
Legal Services
Municipal Freedom of Information and Protection of Privacy
Proclamations, Flag Raisings and Lighting of Public Art
Records Retention
Vital Statistics

Finance

Accounting
Audit
Banking Services
Benefits, Administration, Contracts, Agreements
Borrowing, Bonds, Debentures
Budgeting – Capital and Operating
Campaign Contributions and Expenses
Cash Management
Fees and Service Charges
Financing
Grants and Subsidies
Information Technology
Insurance
Investments
Purchasing
Reserves
Revenue
Tangible Capital Assets
Taxation, Tax Collection and Assessment
Telephone Services

Human Resources

Council Remuneration
Employee Recognition
Employment Practices and Standards
Grievances
Negotiations and Collective Bargaining
Occupational Health and Safety
Organization, Council and Administrative
Payroll Systems
Pensions – Ontario Municipal Retirement Systems (OMERS)
Human Resources Administration, Records, Policies and Services
Labour Relations
Recruitment

Any matter not specifically assigned by the Council to any other Committee

**Schedule “D”
By-law 118 - 2025**

Committee: Infrastructure and Civic Operations

Aerial Surveys
Alleys and Lanes
Animal Control and Welfare
Boundary Roads – Liaison with Surrounding Municipalities
Building Codes, Demolition, Erection, Inspection, Permits, Safety, By-law Enforcement
Bridges and Grade Separations
Conservation and Reforestation
Crossing Guards
Drainage Systems
Drinking Water / Water Supply System
Energy Conservation
Engineering Services, Design, Standards
Environmental Assessment and Protection
Erosion Control
Excavations
Fences
Filling of Lands
Flood Control
Fuel Storage
Grading of Lands
Highways, Construction, Maintenance and Operation
Highway Transport Services
Licensing, Inspection and Enforcement
Load Limits
Municipal Buildings
Municipal Infrastructure – Roads, Bridges, Sidewalks, Railroads, Street Lighting
Noise
Nuisances
Parking Control
Parking Facilities – Public
Parks and Recreation Facilities
Plumbing, Codes, Permit, Inspection
Pollution Abatement and Control, Water Reclamation
Pollution Control Plans
Property Maintenance – Municipal Property
Property Maintenance Standards
Public Works Service Centre
Railroads
Regulatory Inspection and Enforcement
Sanitary Sewer Systems
Sewage Treatment
Sidewalks, Construction, Maintenance
Signs – Public
Storm Water Management / System
Solid Waste Management
Street Lighting System
Suburban Roads
Temporary Road Closing
Traffic Control Systems, Traffic Regulation
Transit Services
Transportation Planning
Trees, Hedges
Trespassing – City Property
Utilities
Weed Control
Winter Maintenance

**Schedule “E”
By-law 118 - 2025**

Committee: Strategic Direction and Development

Age Friendly Communities
Annexation/Boundary Adjustment
Bicycle Friendly
Commercial Development
Community Improvement Programs
Community Planning
Condominiums
Economic Development – includes Liaison with Chamber of Commerce, St. Thomas
Economic Development Corporation, Downtown Development Board
Healthy Communities
Housing
Industrial Development
Land Transactions
Land Use Regulations
Municipal Heritage, Heritage Conservation District
Population, Housing and Employment Projections
Public Property – Loans and Purchases
Official Plan
Restricted Area By-laws
Severances – Liaison with Committee of Adjustment
Site Plan Control – Liaison with Site Plan Control Committee
Strategic Plan
Street Names and Numbering
St. Thomas Municipal Airport
Subdivisions
Urban Planning and Development
Variances – Liaison with Committee of Adjustment
Zoning