

RURAL MUNICIPALITY OF DUFFERIN

By-Law No. 1757

Being a by-law to govern the organization of the Rural Municipality of Dufferin 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 once during its term of office;

HOW THEREFORE BE IT RESOLVED that the Council of the Rural Municipality of Dufferin, in open session enacts as follows:

TITLE

1.0 This by-law may be referred to as "The Rural Municipality of Dufferin Organizational By-law."

ROLE OF COUNCIL

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

GENERAL DUTIES OF MEMBERS

- 3.0 Each member of a council has the following duties:
- a) to consider the well-being and interests of the municipality as a whole and to bring to the council's attention anything that would promote the well-being or interests of the municipality;
 - 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 the 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) 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 this or any other act.

COMMITTEES

4.0 The general duties of committees shall be as follows:

- a) To report from time to time on all matters connected with the duties imposed on the committee and to recommend such action as may be necessary.
- b) To prepare and introduce to council all such by-laws as may be necessary to give effect to the reports of recommendations that are adopted by council.
- c) To consider and report respectively on any and all matters referred to them by council.

4.1 The following committees are hereby established as the Standing Committees of council:

- a) Legislative Finance and Personnel
- b) Public Works and Utilities
- c) Water Management and Conservation
- d) Economic Development
- e) Public and Environmental Health and Welfare
- f) Protective Services
- g) Recreation and Cultural Services.

4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:

Legislative, Finance and Personnel

- 1) To supervise all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds.
- 2) To supervise all accounts, expenditures and outlay and all sums payable under contract before monies are paid and 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 CAO until the same has been authorized by the Legislative and Finance Committee and approved by council.
- 3) To annually review and recommend to council the types, rates and conditions of committees, such as compensation and for expenses incurred while attending to municipal business, and for any other purpose relating to municipal business that the council considers appropriate.
- 4) To consider salary and wage negotiations.
- 5) To consider requests for benefits.
- 6) To assist with interviewing of new employees.
- 7) To review and draft personnel policy.
- 8) To review and draft job descriptions
- 9) To review and consider grievances of employees.

Public Works and Utilities

- 1) To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal.
- 2) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
- 3) To consider and report on all matters relating to the rural water line system.
- 4) To consider and report on all matters relating to the mowing program of the municipality and the noxious weed program of the municipality.
- 5) To recommend to council at the beginning of each year such public works and utilities projects as it considers essential to be carried out during the year, together with the detailed cost.

Water Management and Conservation

- 1) To consider and report on all matters relating to drainage, water and soil conservation and management.
- 2) To assure that a member of this committee attends and represents the municipality at the meetings of the North West Red Water Management Assoc., Stephenfield Lake/Boyne River Advisory Committee, LaSalle Redboine Conservation District and all other groups that pertain to drainage, water and soil conservation.

Economic Development:

- 1) All matters relating to economic development services of the municipality.
- 2) All matters relating to the development plan and zoning by-law of the municipality.
- 3) Attend the meetings of the Pembina Valley Development Corporation.

Protective Services:

- 1) All matters related to fire, ambulance, police services, 9-1-1 and emergency measures services.
- 2) All matters related to veterinary services.

Public and Environmental Health and Welfare Services:

- 1) All matters relating to health services including the Carman and Community Clinic Board.
- 2) All matters related to social welfare.
- 3) All matters related to waste management including garbage and waste management and recycling programs.

Recreation and Cultural Services:

- 1) To represent the municipality on the Carman Dufferin Recreation Commission Board and the Boyne Recreation District Commission.
- 2) To represent the municipality on the Memorial Hall Board, Greenwood Cemetery Board and the Boyne Regional Library Board.
- 3) All matters related to museums, historical societies and heritage committees.
- 4) All matters related to community centers and halls, swimming pools, skating rinks and arenas, parks and playgrounds and all other cultural and recreational facilities and services.

4.3 Each Standing Committee shall be composed of a member or members of Council appointed annually by a resolution of Council at the 1st regular meeting in each year.

4.4 The head of council is a member of all committees.

4.5 At the first regular council meeting in each year, the council must consider the recommendations for appointments to Standing Committees and other bodies of council submitted by the head of the council. All appointments to Standing Committees and other bodies of Council including naming of a chairperson, must be approved by resolution of Council.

4.6 Regular meetings of the Standing Committees may be held as determined by each standing Committee.

4.7 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 the Rural Municipality of Dufferin Procedures By-law.

4.8 Any member of council not a member of a committee has the right to attend committee meetings but shall not be allowed to vote. With the permission of the majority of the members of the committee, a visiting member of council may be allowed to take part in discussions.

4.9 A special committee of council may be appointed by resolution of Council at any time specifying the business to be dealt with by the committee.

4.10 An appointment to any committee of council may be repealed only by a resolution of the council.

HEAD OF COUNCIL

5.0 The head of council for the Rural Municipality of Dufferin is to have the title of Reeve.

5.1 At the first regular meeting of council in each year, council must by resolution appoint a councillor as Deputy Reeve, who shall act in place of the reeve when he is unable to carry out the powers, duties and functions of the reeve.

- 5.2 In addition to performing the duties of a member of council, the reeve has a duty
- a) to preside when in attendance at a council meeting, except where the procedures by-law or this 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 a reeve by the Municipal Act or any other Act of the legislature.

BOARD OF REVISION

7.1 Prior to the Board of Revision, council shall, by resolution, appoint a Board to hear assessment appeals during the year.

7.2 The Board of Revision shall consist of the members of the Rural Municipality of Dufferin council. The council shall appoint a member of the Board of Revision to serve as presiding officer of the Board.

SIGNING AUTHORITY

- 8.0 Agreements and cheques and other negotiable instruments must be signed by
- a) the head of council, or the deputy head of council, and
 - b) the chief administrative officer or the assistant chief administrative officer.

By-law No. 1707 is hereby repealed.

DONE AND PASSED as a by-law of the Rural Municipality of Dufferin at Carman in the Province of Manitoba this the 2nd day of Dec, A.D., 2002.



Doug Sisson, Reeve



Linda C. Baleja, Chief Administrative Officer

Read a first time the 5th day of November A.D., 2002.

Read a second time this the 12th day of November A.D., 2002.

Read a third time this the 2nd day of Dec A.D., 2002.