



## Rural Municipality of Dufferin By-Law No. 1922

### Being a by-law to govern the organization and the committees of the Rural Municipality of Dufferin.

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;

NOW 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 evaluation 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 evaluation the policies and programs of the municipality.
  - c) to participate in meetings of the council and of the council committees
  - d) to participate in meetings of other bodies to which the member is appointed by the council, in a supportive roll and not to assume the position of chairperson
  - 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 of this or any other act.
  - f) to sit as a Committee of the Whole;
    - 1) The general duties of the Committee of the Whole 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 and recommendations that are adopted by council.
      - c. to consider and report respectively on any and all matters referred to them by council.
    - 2) The following Committee of the Whole duties are comprised of;
      - a. Finance and Administration
        - Supervision and recommendation on any expenditure of any and all Municipal Funds.
        - Budget review and recommendations.

- Development of Policy and its implementation.
- Personnel matters – policies, salaries, benefits, grievances.
- Economic Development
- Building Committee
- b. Infrastructure and Operations
  - Drainage & Wetlands
  - Public Works
  - Utility
  - Weed Control
  - Public & Environmental Health & Welfare
- 3) Regular meetings of the Committee of the Whole may be held as determined by the Reeve.

## 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 and 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) Finance and Administration Committee
  - b) Infrastructure and Operations Committee
  - c) Community Development Committee
- 4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:

### Executive Committee

The Executive Committee is the Reeve, Deputy Reeve and Chief Administrative Officer.

### Finance and Administration Committee

Including, but not limited to:

1. Supervision and recommendation on any expenditure of any and all Municipal Funds.
2. Budget review and recommendations.
3. Development of Policy and its implementation.
4. Personnel matters – policies, salaries, benefits, grievances.
5. Economic Development
6. Building Committee
  - Carman/Dufferin Planning District

### Infrastructure & Operations Committee

Including, but not limited to:

1. Drainage & Wetlands
  - La Salle Redboine Conservation District
  - Red River Basin South Chapter
  - Boyne Valley Water Initiative(Treherne Dam)
  - Boyne River Watershed
  - Tobacco Creek Model Watershed Community Committee
2. Public Works
  - Municipal roads and equipment
  - Recycling & Waste Disposal Services

3. Utility
  - Municipal Distribution System
  - Pembina Valley Water Cooperative
4. Weed Control
  - Rural Area Weed Control
  - Mowing Program
5. Public & Environmental Health & Welfare
  - Carman Community Health Centre Board
  - Healthy Communities, Carman & Dufferin
  - Cemetery Board
  - Dufferin Safety Committee
  - St. Claude Vet Clinic

6. Carman/Dufferin Fire Department  
Protective Services Committee

The primary objective of this committee is to work cooperatively with representatives of the Town of Carman to organize and operate the following:

- To consider and report on all matters relating to the Carman Dufferin Fire Department and all aspects of its operation and to work cooperatively with the fire department and the Town of Carman.
- To consider and report on all matters relating to the Carman Dufferin Emergency Plan and the Emergency Coordinator and to work cooperatively with the said Coordinator and the Town of Carman.
- To consider and report on all matters relating to the Carman Dufferin Fire Inspector and the Town of Carman
- Liaison between the two municipalities and the Royal Canadian Mounted Police.
- To consider and report on all matters relating to By-law Enforcement Officer and to work cooperatively with the said By-law Enforcement Officer and the Town of Carman.

The Chair of the Protective Services Committee shall be rotated every two (2) years between the two municipalities.

Community Development Committees

Including, but not limited to:

- Carman Dufferin Recreation Commission
- Memorial Hall
- Boyne Regional Library
- Dufferin Historical Society
- Carman Dufferin Heritage Committee
- Dufferin Agricultural Society
- Carman & Community Seniors Resource Council
- Carman Active Living Centre
- Roseisle Community Group
- Carman & Community Seniors Resource Council
- Dufferin Ag Society
- Roseisle Community Group
- Carman & Community Chamber of Commerce
- Carman Dufferin Airport Commission
- Carman Pathway Committee
- Safe Communities Carman Dufferin
- Carman Family Resource

- 4.3 Each Standing Committee shall be composed of a member or members of Council appointed annually by a resolution of Council at the November re-organizational Council Meeting.

- 4.4 The Reeve is a member of all committees.
- 4.5 Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
- 4.6 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.
- 4.7 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.
- 4.8 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.
- 4.9 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 other provides;
  - b) to provide leadership and direction to the Council, and
  - c) to perform any other duty or function assigned to the Head of Council by the Municipal Act or any other Act of the Legislature.

#### YOUTH MEMBER

- 6.0 The council of the Rural Municipality of Dufferin may, by resolution, appoint a person with the title "Youth Member" to sit with the council and to participate in council deliberations.
- 6.1 A youth member must be less than 18 years of age or enrolled as a full time student.
- 6.2 A youth member is not permitted to move or second any resolution nor is the youth member counted for the purpose of deciding a vote of the council. A youth member is not allowed to participate in committee of the whole deliberations that are closed to the public.

#### BOARD OF REVISION

- 7.0 Prior to the Board of Revision, council shall, by resolution, appoint a Board to hear assessment appeals during the year.
- 7.1 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, cheques and other negotiable instruments must be signed by
- a) the Reeve or the Deputy-Reeve of Council, and
  - b) the Chief Administrative Officer or the Assistant Chief Administrative Officer or the Administrative Assistant.

THAT By-law No. 1904 is hereby repealed.

**DONE AND PASSED** as a by-law of the Rural Municipality of Dufferin at Carman, Manitoba this the 21<sup>st</sup> day of January, 2014.



Reeve



Chief Administrative Officer

Read a first time the 10<sup>th</sup> day of December, 2013

Read a second time the 21<sup>st</sup> day of January, 2014

Read a third time the 21<sup>st</sup> day of January, 2014