



Rural Municipality of Dufferin

By-Law No. 2015

Being a by-law of the Rural Municipality of Dufferin 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;

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
 - b. Infrastructure and Operations
 - Drainage & Wetlands
 - Redboine Watershed District
 - Red River Basin South Chapter
 - Boyne Valley Water Initiative(Treherne Dam)
 - Boyne River Watershed
 - Tobacco Creek Model Watershed Community Committee
 - Public Works
 - Municipal roads and equipment
 - Recycling & Waste Disposal Services
 - Utility
 - Municipal Distribution System
 - Pembina Valley Water Cooperative
 - Weed Control
 - Rural Area Weed Control
 - Mowing Program
 - Public & Environmental Health & Welfare
 - Carman Community Health Centre Board
 - Healthy Communities, Carman & Dufferin
 - Cemetery Board
 - Dufferin Safety Committee
 - St. Claude Veterinary Services District Board
 - c. Community and Social Development
 - Memorial Hall/Greenwood Cemetery
 - Recreation Services
 - Carman/Dufferin/Grey Planning District
 - Boyne Regional Library
 - Dufferin Historical Society
 - Carman Dufferin Municipal Heritage Advisory Committee
 - Dufferin Agricultural Society
 - Carman & Community Seniors Resource Council
 - Carman Active Living Centre
 - Roseisle Community Group
 - Graysville Community Group
 - Carman & Community Chamber of Commerce
 - Carman Dufferin Airport Commission
 - Carman Community Pathway to Active Living Committee
 - Safe Communities Carman Dufferin
 - Carman Family Resource
 - d. Protective Services
 - Carman/Dufferin Fire Department
 - Carman Dufferin Emergency Management Team
 - RCMP

- e. Executive Committee
- f. Economic Development Committee
- g. Networking and Social Media Committee
- h. Recreational Services Committee
- i. Workplace Health and Safety Committee

- 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
- d) Protective Services Committee
- e) Executive Committee
- f) Economic Development Committee
- g) Municipal Services Committee
- h) Recreational Services Committee
- i) Workplace Health and Safety Committee

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

(a) **Finance and Administration Committee**

- (1) To supervise all contracts, orders, reports, recommendations, policies, and proceedings involving the expenditure of municipal funds.
- (2) To supervise all accounts, expenditures and outlay all sums payable under contract before any 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 Chief Administrative Officer until the same has been authorized by the Finance and Administration Committee and approved by Council.
- (3) To annually review and recommend to Council the types, rates, and conditions of payments to be made to or on behalf of members of the Council and Council committees, 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 and to consider requests for benefits.
 - (5) To assist with interviewing of new employees.
 - (6) To review and draft Personnel Policy and Job Descriptions.
 - (7) To review and consider grievances of employees.
 - (8) To review all applications for grants from organizations for consideration in the annual financial plan.
 - (9) **Asset Management Committee** - The primary objective of this committee is to work towards developing the Asset Management Policy, Plan and Strategy. The make up of the committee will be two members of Council from the RM of Dufferin and the management team. The jointly owned asset with the Town of Carman will be discussed at Protect Services and Recreation Services Committee.
- (b) **Infrastructure and Operations Committee**
- (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 recommend to Council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed cost.
 - (4) To ensure the proper provision of water, sewage, drainage, and waste disposal services.
 - (5) To ensure a recycling program is available for all ratepayers.
- (c) **Community and Social Development Committee**
- (1) To consider and report on matters respecting libraries and other cultural services.
 - (2) To consider all matters related to health and welfare services.
- (d) **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 make up of the committee will be three members of Council from the Town of Carman and RM of Dufferin.
- (1) 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
 - (2) 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.
 - (3) To consider and report on all matters relating to the Carman Dufferin Fire Inspector and to work cooperatively with the said Fire Inspector.
 - (4) Liaison between the two municipalities and the Royal Canadian Mounted Police.

- (5) To consider and report on all matters relating to By-law Enforcement Officer and to work cooperatively with the said By-law Enforcement Officer.
- (6) The Chair of this committee shall be rotated every two (2) years between the two municipalities.
- (7) To consider and report on all matters relating to the Carman Dufferin Workplace Safety Committee.

(e) Executive Committee

The primary objective of this committee is to work cooperatively with the Executive Committee of the Town of Carman on any matters that relate to and benefit the two municipal organizations. The committee will bring recommendations forward to each municipal government for consideration and review.

- (1) To develop and bring forward any joint agreements to be considered by the Councils of the two municipalities.

(f) Economic Development Committee

The primary object of this committee is to consider and report on all matters relating to the Carman Economic Development Committee and all aspects of its operation and to work cooperative with the Town of Carman. The make up of the committee will be two members of Council from the Town of Carman and RM of Dufferin.

- (1) To consider, report and provide direction on all matters relating to the Economic Development Officer and to work cooperatively with the said Economic Development Officer.
- (2) To supervise and advise on economic development related initiatives.
- (3) To ensure promotion of the community as a development and tourism destination takes place.
- (4) To be support and resource for Carman Dufferin Planning District.
- (5) The Chair of this committee shall be rotated every two (2) years between the two municipalities.

(g) Networking and Social Media Committee

The primary object of this department is to have the Coordinator of Municipal Services working cooperatively with the two municipalities, receiving direction and support from the Executive Committee. The make up of the committee will be one member of Council from the Town of Carman and RM of Dufferin, the Coordinator of Municipal Services, one representative from each department of both municipalities.

- (1) To develop and maintain a municipal website for the two municipalities and departments thereof.
- (2) To work with the Networking and Social Media Committee to develop a Networking & Social Media Policy to establish protocols, criteria, and courses of action for selecting, implementing, and monitoring acceptable social media sites and tools.
- (3) To administer the Joint Promotional funds for the two municipalities.

(4) The Chair of this committee shall be rotated every two (2) years between the two municipalities.

(h) Recreational Services Committee

The primary object of this committee is to consider and report on all matters relating to Recreational Services for the two municipalities and all aspects of its operation and to work cooperatively with the Town of Carman to provide these services. The make up of the committee will be three members of Council from the Town of Carman and RM of Dufferin.

(1) To ensure adequate provision of leisure program services and the property scheduling of recreation facilities.

(2) To consider and report to the two councils on all matters relating to the Recreation Services and facilities.

(3) To provide and upkeep Greenwood Cemetery for the greater community.

(4) To ensure the upkeep and operation of the Memorial Hall and Community Hall for the use by the municipalities and the greater community.

(5) To consider and report to the two councils on all matters relating to the Recreation and Cultural Services and facilities.

(6) The Chair of this committee shall be rotated every two (2) years between the two municipalities.

(i) Workplace Health and Safety Committee

The primary object of this committee is to develop policies and procedures to provide a safe work environment for the employees of the town. This will be a committee that encompasses the town employees, RM of Dufferin employees and the Carman Dufferin Fire Department. The make up of the committee will be two members of Council from the Town of Carman and RM of Dufferin, the Coordinator of Public Safety, one representative from each department of both municipalities and two members from the fire department.

(1) To develop and review Safe Work Procedures

(2) To complete quarterly workplace inspections and reports for all departments of the municipalities.

(3) To ensure the Safe Work Procedure binders are kept updated in all departments.

(4) To ensure all employees receive the necessary training to ensure they are kept safe at the workplace.

(5) The Chair of this committee shall be rotated every two (2) years between the two municipalities.

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 Head of Council is an ex-officio member of all standing committees.

4.5 At the first regular Council meeting following a municipal election, the Council must consider the recommendations for appointments to Standing Committees and other bodies of Council submitted by the Head of 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 The first named person on each committee is the Chairperson of the Committee. This Chairperson shall remain in place until changed by the Head of Council.
- 4.7 Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
- 4.8 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.
- 4.9 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.
- 4.10 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.
- 4.11 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 Utility Supervisor.

THAT By-law No. 2011 is hereby repealed.

DONE AND PASSED as a by-law of the Rural Municipality of Dufferin at Carman, Manitoba this 17th day of January, 2023.


Reeve Cor Lodder


CAO Sharla Murray, CMMA

Read a first time this 13th day of December, 2022.

Read a second time this 17th day of January, 2023.

Read a third time this 17th day of January, 2023.