

## MUNICIPALITY OF GRASSLAND

### BY-LAW No. 08-2022

**BEING A BY-LAW TO GOVERN THE MUNICIPALITY OF GRASSLAND 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 at least once during its terms of office.

NOW THEREFORE the Council of the Municipality of Grassland, in open meeting assembled, enacts the following:

#### **TITLE**

1.0 THAT this By-Law be referred as “The Municipality of Grassland Organizational By-Law”

#### **ROLE OF COUNCIL**

2.0 Council is responsible

- a) For developing and evaluating the 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 any other Act.

#### **GENERAL DUTIES OF COUNCIL MEMBERS**

3.0 Each member of 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 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 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 that may be deemed necessary;
- b) To prepare and introduce to Council all such by-laws and policies as may be necessary;
- 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 & General Government Committees
  - i. Finance
  - ii. Local Urban District of Elgin
  - iii. Local Urban District of Minto
  - iv. Western Caucus
- b) Personnel and Policy Committees
  - i. Human Resource
  - ii. Policy
- c) Protective Services Committees
  - i. Fire Departments
  - ii. Southwest Emergency Management Group
  - iii. Southwest Flood Group
- d) Transportation Services Committee
  - i. Transportation

- e) Environmental Health Services Committees
  - i. Age Friendly/Senior Organized Services
  - ii. Cameron Lodge
  - iii. Cemeteries
  - iv. Hartney Handi Transit
  - v. Souris Health District Foundation
  
- f) Water and Sewer Utility Committee
  
- g) Economic Development Services Committees
  - i. Central Assiniboine Watershed District
  - ii. Dennis County Planning
  - iii. District #4 Weed District
  - iv. Emblem Community Development Corporation
  - v. Souris River Watershed District
  - vi. Southwest Weed District
  - vii. Elgin Aquifer
  - viii. Oak Lake Aquifer
  
- h) Recreation and Culture Committees
  - i. Centennial Centre
  - ii. Elgin Museum
  - iii. Fern Valley Recreation
  - iv. Hartney & Area Arena
  - v. HartCam Museum
  - vi. Turtle Mountain Souris Plains Heritage Association
  - vii. Western Manitoba Regional Library

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

- a) Finance Committee shall consist of the Reeve and all Councillors.
  - i. To supervise all contracts, orders, reports, recommendation and proceedings involving the expenditure of municipal funds.
  - ii. To supervise all accounts, expenditures and outlay and all sums payable under contract, before any monies are paid, and no accounts, 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 Legislative and Finance Committee and approved by council unless otherwise stated in any other by-law of the municipality.
  - iii. To annually review rates and condition 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.
  
- b) Personnel & Policy Committee shall consist of the Reeve and all Councillors.
  - i. To consider salary and wage negotiations.
  - ii. To consider requests for benefits.
  - iii. To assist with interviewing of new employees.
  - iv. To review and draft personnel policy.
  - v. To review and draft job descriptions.
  - vi. To review and consider grievances of employees.
  
- c) Protective Services Committee
  - i. Shall be responsible for the operation of Police Protection, Fire Protection, Emergency Measures. Building Inspection, Animal Control.
  - ii. The Fire Chief/Deputy Fire Chief may address the Council at any given regular Council meeting with prior arrangements being made with the C.A.O. to schedule a delegation.

- d) Transportation Services Committee shall consist of the Reeve and all Councillors
  - i. To oversee the development of the Capital Assets Inventory Management Project. Staff will then be assigned to liaise with the asset management consultant, review the work that is completed on the asset inventory every quarter and report progress to council.
  - ii. To make an annual review of road conditions and make suggestions for annual gravel plan and major road or drainage work needs.
  - iii. To meet regularly and/or at the call of the Foreman to address immediate issues.
  - iv. To research potential capital spending ideas and money saving ideas and identify new innovations to investigate.
  - v. To review quotes/tenders for major capital purchases.
  - vi. To purpose capital budget items and 5–20-year estimates based on review of TCA worksheets
  
- e) Environmental Health Services Committee
  - i. To consider and report on all matters relating to public health and welfare, including hospitalization, maintenance of indigents, homes for the aged, health services.
  - ii. To recommend at the beginning of each year a n estimate of the cost of providing such services as are within the jurisdiction of the committee throughout the year.
  
- f) Economic Development Services Committee
  - i. To report to council any economic development activity
  
- g) Recreation and Cultural Committees
  - i. To review the needs for recreation facilities within the municipality
  - ii. To consider and report on matters respecting libraries and other cultural services
  
- 4.3 Each Standing Committee shall be composed of one or two members of council. Resident electors may be a part of these committees if so approved by the committee.
  
- 4.4 The head of council is a member of only those committees to which he has been appointed in accordance with section 4.2 of this by-law.
  
- 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 council. All appointments to Standing Committees and other bodies of council, 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 the Standing Committees may be called by the chairperson or by two members of the committee in the same manner as provided in The Municipality of Grassland 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 any 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 Municipality of Grassland is to have the title of Reeve.
- 5.1 At the first regular Council meeting in each year, Council must appoint a Councillor as Deputy Reeve, who shall act in place of the Reeve when he/she 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 to:
  - a) 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 or by this By-Law, Municipal Act, or any other Act.

**YOUTH MEMBERS**

- 6.0 The Council of The Municipality of Grassland may, by resolution, appoint a person with the title “youth member” to sit with the Council and participate in council deliberations.
- 6.1 A youth member must be less than 18 years of age or enrolled as a full-time student at a school within the Southwest Horizon School Division, or Turtle Mountain School Division, and must be a resident of The Municipality of Grassland.
- 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 council. A youth member is not allowed to participate in committee of the whole deliberations that are closed to the public.
- 6.3 The term of office for a youth member is to be established with the appointment but shall not exceed one (1) year.

**BOARD OF REVISION**

- 7.0 At the first Regular Council meeting in each year, Council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 7.1 The Board of Revision shall consist of 7 (seven) members of The Municipality of Grassland. The Head of Council shall serve as presiding officer of the Board.

**SIGNING AUTHORITY**

- 8.0 Agreements and cheques and other negotiable instruments must be signed or authorized by;
  - a) The Reeve or Deputy Reeve of council, and
  - b) The Chief Administrative Officer or in the absence of the Chief Administrative Officer, the Chief Financial Officer

**REPEAL**

- 9.0 By-Law No. 1-2022 is hereby repealed.

DONE AND PASSED as a By-Law of The Municipality of Grassland at Hartney in the Province of Manitoba, this 13<sup>th</sup> day of December 2022.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Read a first time this	30th	day of	November 2022
Read a second time this	30th	day of	November 2022
Read a third time this	13th	day of	December 2022