

BY-LAW NO. 11-22

- of -

THE RURAL MUNICIPALITY OF SPRINGFIELD

Being a By-Law to govern the organization of The Rural Municipality of Springfield and the Council 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 term of office.

THEREFORE BE IT RESOLVED that the council of The Rural Municipality of Springfield, in open meeting assembled, enacts as follows:

TITLE

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

ROLE OF COUNCIL MEMBERS

2.0 The **Head of Council** or the **Reeve** is responsible for:

- a) Providing strong leadership to the council, staff, and the community,
- b) Attending and conducting meetings in accordance with by-laws and policies of the Municipality,
- c) For carrying out the powers, duties and functions expressly given to the office of Reeve under the Municipal Act or any other Acts or by-laws of the Municipality,
- d) Is an officer of the corporation,
- e) Leading and supporting Administration through the establishment of clear policies and the policy making process,
- f) Providing direction and support to council through the development and use of by-laws, policies and procedures to guide the organization,
- g) Leading the corporation in the development of future programs, policies, and new directions for the Municipality,
- h) Ensuring that the proper reporting systems are in place,
- i) Communicating with the public and media to:
 - i) Convey the decisions of council
 - ii) Convey important information from council
 - iii) Commit to investigate their concerns
 - iv) Develop with the CAO a clear process for follow-up
- j) Establishing and maintaining high standards of local governance,
- k) Staying informed, keeping up-to-date, involved, and available,
- l) Following established policies and procedures,
- m) Understanding options, reconciling conflict, and leading the development of systems and services within the organization and the community,
- n) Acting as an ex-officio member of all standing committees and other committees as designated by council.

- 2.1 The **Deputy Reeve** is responsible for:
- a) In the absence of the Reeve, he/she acts as the Head of Council and has all the powers and responsibilities of that office,
 - b) Is an officer of the corporation,
 - c) In the absence of the Reeve, chairs all council meetings and acts as an ex-officio member of Standing Committees and other committees designated by council,
 - d) At the meeting on the third Tuesday in November in each year, the council must by resolution, establish the position of Deputy Reeve. The appointment of the Deputy Reeve shall be according to one of the following methods:
 - i) Selection and appointment by the Reeve for a one year term, or
 - ii) Majority selection by vote of council for a 1-year term.

- 2.2 **Councillors** are responsible for:
- a) Developing, implementing and evaluating the policies and programs of the municipality,
 - b) Establishing corporate direction and providing leadership to the community,
 - c) Leading and supporting Administration with high standards for strong local governance,
 - d) Staying informed, keeping up-to-date, being involved, and available,
 - e) Following established policies and procedures,
 - f) Carrying out the powers, duties and functions expressly given to the council under the Municipal Act or any other Acts or by-laws of the Municipality,
 - g) Serving on such Committees and Boards as designated by council and acting on behalf of council.

GENERAL DUTIES OF COUNCIL 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 interest 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 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.

GENERAL DUTIES OF COMMITTEE OF THE WHOLE

4.0 The Committee of the Whole (C.O.W.) shall generally meet as follows:

Prior to the first Council meeting of the month to discuss:

Public Works matters including but not limited to:

- a) municipal land, infrastructure, open space, buildings, and equipment; including
- b) their acquisition, maintenance, major repair or replacement plan and/or disposal plan.
- c) Municipal roads and their opening, closing, altering, diverting, repair and
- d) maintenance, street lighting, signage, etc.
- e) Land drainage management
- f) Open space and green space management
- g) by November of each year develop a list of projects, works and matters it
- h) considers essential to be carried out during the year, together with detailed costs
- i) insects and weed control; and

Water and Waste matters including but not limited to:

- a) operations and maintenance of the utilities including the treatment and distribution of water, and collection and treatment of sewage, septic tank waste,
- b) utility customer billings and collections, connections, etc.
- c) solid waste collection and disposal, as well as environmental regulation and reduction programs.
- d) by November of each year develop a list of projects, works, and matters it considers essential to be carried out during the year for the welfare of the municipality, together with a detailed estimated cost of same.

Prior to the second Council meeting of the month to discuss:

Legislative, Finance and Personnel matters including but not limited to:

- a) review 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.
- b) financial plans and reports, by-laws, legal documentation, reports, recommendation, draft policies, etc. for consideration and approval.
- c) personnel policies related to employee benefits, hiring practices, job descriptions/evaluations, HR Management etc.
- d) long term building maintenance and repair programs and strategies.
- e) municipal general land assembly, land leases, and beautification programs.

Protective Service matters including but not limited to:

- a) public health and welfare, environmental development; including public wells, public washrooms, cemeteries, and municipal assistance programs.
- b) public safety including new regulations, recommendations, protective, preventative and enforcement issues, risk management, etc.
- c) all matters relating to the law enforcement and policing by the RCMP, the Public Safety Office, the Fire Department, Animal Control and Emergency Planning and Preparedness; including operating and capital budgets, staffing, training, and any new areas of concern or change in service.
- d) destruction of pests
- e) to develop a public building inspection program and public education and awareness programs.
- f) matters relating to public safety, vandalism, emergency communication systems and make recommendations as to enforcement options and/or alternatives.
- g) by November of each year develop a list of projects, works, and matters it considers essential to be carried out during the year for the welfare of the municipality, together with a detailed estimated cost of same.

Recreation, Cultural and Community matters including but not limited to:

- a) funding for recreation and cultural program for local organizations as well as prepare or support applications for funding to the province.
- b) recreational and cultural needs within the municipality; including libraries, museums, parks and playgrounds, and other recreational facilities such as arenas, complexes, and halls.
- c) seniors, public transportation, and the elderly persons housing facilities.
- d) by November of each year develop a list of projects, works, and matters it considers essential to be carried out during the year for the welfare of the municipality, together with a detailed estimated cost of same.

Prior to the third Council meeting of the month to discuss:

Economic Development and Planning matters including but not limited to:

- a) economic needs and programs including; regional and industrial development, incentive programs, business improvement programs, CDC, and tourism.
- b) applications for funding for development programs and public receptions.
- c) planning and zoning, building inspections matters.
- d) by November of each year develop a list of projects, works, and matters it considers essential to be carried out during the year for the welfare of the municipality, together with a detailed estimated cost of same.

- 4.1 The Committee of the Whole consists of all members of council, CAO and other staff as required.

GENERAL DUTIES OF APPOINTMENTS TO OTHER COMMUNITY COMMITTEES AND BOARDS

5.0 Council appointments

- a) Members of council shall be appointed by resolution to Community Committees or Boards, and this appointment should be at the November council meeting wherever possible, and the appointment shall last for one year.
- b) Members of council may ask to have alternate appointments made as well, to ensure the regular flow of information between council and committees and boards.
- c) Each member of council appointed to a Community Committee or Board shall act as the representative of Council.
- d) Such appointed members shall be responsible to report back to council from time to time and keep council advised of all important decisions,
- e) Appointment to an executive position on a committee or subcommittee should first require the approval of Council.
- f) Such appointed members shall also be responsible to report to the Committee or Board any position or decision made by council that affects the Committee or Board, and also vote if required as council has directed.
- g) Appointed members are responsible to stay informed, keep up to date on matters, and attend meetings regularly.
- h) Appointed members, where possible and when necessary, shall lead the Committee or Board in a direction consistent with their mandate.
- i) Appointed members shall encourage and recommend the development of written policies, procedures, programs and processes where possible.

5.1 Citizen Appointments to Community Committees and Boards

- a) Council may appoint Citizen Members to serve on Community Committees or Boards to give council greater access to resources and expertise than may otherwise be available.
- b) Citizen members shall be appointed annually by resolution of council and such appointment shall be in writing both to the Citizen and to the Committee or Board. Wherever possible, this appointment should be made during the November council meeting, each year.
- c) Citizen members shall be appointed for a minimum of one year but the appointment may be renewed each year by mutual agreement between the citizen and council.
- d) Citizen members shall be provided with an outline of their duties and responsibilities, and are expected from time to time to inform the council of any important issues and decisions that may impact the Rural Municipality of Springfield.
- e) Citizen members are to be encouraged to steer the committees or boards towards developing written policies and procedures, and to focus on projects and programs that are within the mandate of that organization.

YOUTH MEMBER

- 6.0 The council of The Rural Municipality of Springfield, 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 17 years of age, be enrolled as a full time student and a resident of the Rural Municipality of Springfield and attending a school division with lands in the Rural Municipality of Springfield.
- 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.
- 6.3 The term of office for a youth member is to be established with the appointment but shall not exceed 1 year.

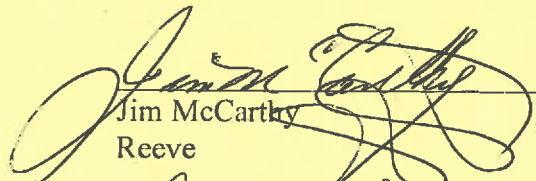
BOARD OF REVISION

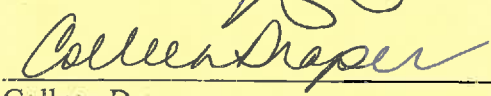
- 8.1 At the regular council meeting on the third Tuesday in November in each year, council shall by resolution, appoint a Board of Revision to hear assessment appeals during the year.
- 8.2 The Board of Revision shall consist of a minimum number of three persons whose members may consist of all councillors, a combination of councillors and citizen members or all citizen members.

SIGNING AUTHORITY

- 9.0 By-laws, agreements and cheques and other legal or negotiable instruments must be signed or authorized by two signatures but one must be from each of the following:
- a) One member of council; either the Reeve or a member of council who has been designated by resolution of council as a signatory of the Municipality, and
 - b) One member of the Administration; either the Chief Administrative Officer, Chief Financial Officer or a member of the staff who has been designated by resolution of council as a signatory of the Municipality.

DONE AND PASSED as a by-law of The Rural Municipality of Springfield assembled in Oakbank, in Manitoba, this 18th day of October, A.D. 2011


Jim McCarthy
Reeve


Colleen Draper
Asst. Chief Administrative Officer

READ a first time this 4th day of October, A.D. 2011
READ a second time this 18th day of October, A.D. 2011
READ a third time this 18th day of October, A.D. 2011