

**BY-LAW NO. 23-06**

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**THE RURAL MUNICIPALITY OF SPRINGFIELD**

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

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**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**

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 The Municipal Act or any other Acts or by-laws of the municipality.

**GENERAL DUTIES OF 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 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 by The Municipal Act or any other Acts or by-laws of the municipality.

## **HEAD OF COUNCIL**

- 4.0 The head of council for the Rural Municipality of Springfield is to have the title of Mayor.
- 4.1 On or about the third Tuesday in November, annually, council must by resolution, appoint a councillor as Deputy Mayor who shall act in place of the Mayor when the Mayor is unable to carry out the powers, duties and functions of the Mayor.
- 4.2 In addition to performing the duties of a member of council, the Mayor has a duty
  - a) To preside when in attendance at a council meeting, except where the procedures by-law, The Municipal Act 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 Mayor or by The Municipal Act or any other Act.

## **COMMITTEE OF THE WHOLE**

- 5.0 The Committee of the Whole (C.O.W.) shall generally meet on the 2<sup>nd</sup> Tuesday of each month in the Rural Municipality of Springfield council chambers commencing at 1:00 p.m.
- 5.1 The Committee of the Whole consists of all members of Council, the CAO and senior staff as required.
- 5.2 The Municipality will audio tape all Committee of the Whole meetings, except for Closed meeting (In Camera) sessions, and will make available to the public within 2 days (48 hours), notwithstanding any unforeseen circumstances.

## **GENERAL DUTIES OF COMMITTEE OF THE WHOLE**

- 6.0 The general duties of the Committee of the Whole shall be as follows:

### **6.1 PUBLIC WORKS**

Public Works matters including but not limited to:

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

## 6.2 WATER AND WASTEWATER

Water and Wastewater 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; and
- 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.

## 6.3 LEGISLATIVE, FINANCE AND PERSONNEL

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; and
- e) municipal general land assembly, land leases, and beautification programs.

## 6.4 PROTECTIVE SERVICES

Protective Service matters including but not limited to:

- a) public health and welfare, environmental development; including public wells, public washrooms, and cemeteries.
- b) public safety including new regulations, recommendations, protective, preventative and enforcement issues, risk management, etc.
- c) all matters relating to 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-law enforcement issues; and
- h) 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.

## 6.5 COMMUNITY SERVICES

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

- a) funding for recreation and cultural programs 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 elderly persons housing; and
- 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.

## 6.6 ECONOMIC DEVELOPMENT AND PLANNING MATTERS

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; and
- e) By-law enforcement issues.

## **GENERAL DUTIES OF APPOINTMENTS TO OTHER COMMUNITY COMMITTEES AND BOARDS**

### 7.0 Council appointments

- a) On or about the third Tuesday of November, members of council shall be appointed by resolution to Community Committees or Boards, for a one-year term.
- b) Members of council may ask to have alternate appointments made to ensure the regular flow of information between council and committees and boards occurs.
- c) Each member of council appointed to a Community Committee or Board shall act as the representative of council.
- d) Each member of council 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 direction 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 and keep up to date on matters and attend meetings regularly.
- h) Appointed members, where possible and when necessary, shall lead the

Committee of the Board in a direction consistent with the mandate of that organization.

- i) Appointed members shall encourage and recommend the development of written policies, procedures, programs and processes where possible.

#### 7.1 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) An advertisement for Committee and Board position appointments and vacancies will be placed on the municipal website and in the local paper prior to the expiration date of the term of office.
- c) 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.
- d) 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.
- e) 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.
- f) 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**

- 8.0 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.
- 8.1 A youth member must be between the ages of 14 and 18, be enrolled as a full-time student, be a resident of the Rural Municipality of Springfield and be attending a school within the Rural Municipality of Springfield.
- 8.2 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 deliberations that are closed to the public.
- 8.3 The term of office for a youth member shall run from September to June, and shall be for a minimum of one term, but the appointment may be renewed each year by resolution of council unless any other suitable candidate applies.

## BOARD OF REVISION

- 9.0 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.
- 9.1 The Board of Revision shall consist of a minimum number of three people whose members may consist of all councillors, a combination of councillors and citizen members, or all citizen members.

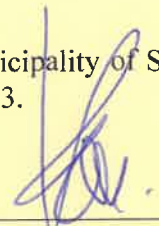
## SIGNING AUTHORITY

- 10.0 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 Mayor 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, Finance Manager or a member of the staff who has been designated by resolution of council as a signatory of the Municipality.

## BY-LAWS REPEALED

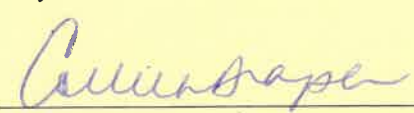
- 11.0 By-law 19-01 of the Rural Municipality of Springfield is hereby repealed upon the coming into effect of this by-law.

DONE AND PASSED as a by-law of The Rural Municipality of Springfield assembled in Oakbank, in Manitoba, this 6<sup>th</sup> day of June, A.D. 2023.



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Patrick Therrien  
Mayor



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Colleen Draper  
Chief Administrative Officer

READ a first time this 16<sup>th</sup> day of, May, A.D. 2023  
READ a second time this 6<sup>th</sup> day of, June, A.D. 2023  
READ a third time this 6<sup>th</sup> day of, June A.D. 2023