

RURAL MUNICIPALITY OF MORRIS
By-Law No. 1655/09

Being a by-law to govern the organization of The Rural Municipality of Morris 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 term of office.

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

TITLE

1.0 This by-law may be referred to as "The Rural Municipality of Morris 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 this By-law, or the Municipal Act, 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 evaluating the policies and programs of the municipality;
- c) to participate in meetings of the council and of the 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 By-law or any Provincial 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 to the Council such action as may be deemed 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 Committee of council:

- a) Finance Committee
- b) Personnel Committee
- c) Protection Committee
- d) Roads Committee
- e) Utilities Committee
- f) Waste, Weed & Pest Control Committee
- g) Water & Soil Management Committee
- h) Economic Development, Land Use & Compliance Committee
- i) Equipment & Building Maintenance Committee

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

a) Finance Committee

- 1) To supervise all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds.
- 2) To supervise all accounts, expenditures and outlay and 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 CAO until the same has been authorized by the Legislative and Finance 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.

The committee set the following procedure for regular accounts payable:

- 1) Invoices are received at the municipal office.
- 2) Public Works invoices are reviewed and initialed by the foreman.
- 3) The chair or a member of the Finance Committee reviews and initials all accounts.
- 4) Council will approve all cheques by resolution.
- 5) A regular accounts payable will have a cut-off period of 1 week before the regular council meeting so that the cheque listing can be included in the Councillor's agenda package.

The committee also set the following procedure for quick-cheques:

- 1) The accounts are received in the office.
- 2) Public works accounts are reviewed and initialed by the Public Works Foreman.
- 3) All accounts are reviewed and initialed by the chairman or a member of the Finance Committee.
- 4) These accounts have previously been approved by Council. This would include items like payroll, utilities or accounts approved by a previous resolution.
- 5) Cheques would be approved by Council at the next regular meeting.

Procedure for Budget

- 1) Finance Committee obtains recommendations or requests from all Council members and committees by approximately February 15th.
- 2) The Finance Committee reviews the year-end financial statements and prepares a draft budget by approximately March 1st.
- 3) The C.A.O. calculates the mill rates and presents the draft financial plan to the committee of the whole for review. The committee of the whole adjusts and finalizes the financial plan by March 15th.
- 4) The C.A.O. makes the necessary adjustments and advertises the financial plan for the public hearing.

At the public hearing, Council approves the financial plan and gives first reading to the tax levy by-law.

b) Personnel Committee

- 1) To consider salary and wage negotiations.
- 2) To consider requests for benefits.
- 3) To assist with interviewing of new employees
- 4) To review and draft personnel policy.
- 5) To review and draft job descriptions.
- 6) To review and consider grievances of employees.

- c) Protection Committee
 - 1) To consider and report on all matters relating to the Rosenort, Lowe Farm and Sperling Volunteer Fire Departments.
 - 2) To consider and report on all matters relating to the Animal Control Officer.
 - 3) To consider and report on all matters relating to the police services in the R.M. of Morris.

- d) Roads Committee
 - 1) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
 - 2) 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.

- e) Utilities Committee
 - 1) To consider and report on all matters relating to the installation and maintenance of the rural water system.
 - 2) To consider and report on all matters related to the operation of all utility systems.
 - 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.

- f) Waste, Weed & Pest Control Committee
 - 1) To consider and report on all matters relating to the Rosenort, Lowe Farm and Sperling landfills.
 - 2) To consider and report on all matters relating to weed control in the R.M. of Morris.
 - 3) To consider and report on all matters relating to the spraying for mosquitoes and grasshoppers.
 - 4) To consider and report on all matters related to recycling.
 - 5) 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.

- g) Water & Soil Management Committee
 - 1) To consider and report on all matters related to drainage, including private, municipal, provincial and federal.
 - 2) To consider and report on all matters related to soil quality and conservation districts.
 - 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.

- h) Economic Development, Land Use and Compliance Committee
 - 1) To consider and report on all matters relating to economic development, including but not limited to manufacturing, retail, business expansion and revitalization, and housing.
 - 2) 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.
 - 3) To consider and report on all matters relating to livestock management, including but not limited to the issuance of conditional use permits, performance bonds and refunds and manure management.
 - 4) 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.

- 5) Procedures for a livestock conditional use are as follows:
- a. The applicant applies for conditional use together with the fee.
 - b. The C.A.O. determines:
 - i. Zoning, and the number of animal units that are allowed.
 - ii. If it is for over 300 animal units, the C.A.O. requests a technical review
 - iii. Any lagoon would require an automatic environmental review.
 - iv. The C.A.O. would advertise the conditional use hearing if needed.
 - v. The conditional use board would hold a hearing.
 - vi. The conditional use board would approve or deny the conditional use.

If the conditional was approved, the building inspector would issue a building permit, and collect the performance bond, before construction starts.

- i) Equipment & Building Maintenance Committee
- 1) To consider and report on all matters relating to municipal land and buildings, including their acquisition, maintenance and disposal.
 - 2) 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.
 - 3) To consider and report on all matters relating to municipal equipment, including their acquisition, maintenance and disposal.
 - 4) 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.

- 4.3 The head of council is an ex-officio member of only those Standing Committees of council established in accordance with section 4.1 of this by-law.
- 4.4 At the organizational 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, including naming of a chairperson, must be approved by resolution of council.
- 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 Morris 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 any 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 Morris is to have the title of Mayor.
- 5.1 At the organizational meeting of council in each year, 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.
- 5.2 In addition to performing the duties of a member of a council, the Mayor has a duty
- a) to preside when in attendance at a council meeting, except where the procedures by-law or any Provincial 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 any Act.

YOUTH MEMBER

- 6.0 The council of The Rural Municipality of Morris 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 and must be a resident of The Rural Municipality of Morris.
- 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

- 7.0 At the organizational meeting in each year, council shall, by resolution, appoint a Board of Revision to hear assessment appeals during the year.


SIGNING AUTHORITY

- 8.0 Agreements and cheques and other negotiable instruments must be signed or authorized by
- a) the head of council, or the deputy head of council, and
 - b) the chief administrative officer or the assistant chief administrative officer.

DONE AND PASSED as a by-law of The Rural Municipality of Morris at 207 Main Street North, Morris in the Province of Manitoba this 13th day of January, 2010.



Herm Martens
Mayor



Ernest G. Buhler, C.M.M.A.
Chief Administrative Officer

Read a first time this 10th day of December, 2009.
Read a second time this 13th day of January, 2010.
Read a third time this 13th day of January, 2010.