

THE RURAL MUNICIPALITY OF PRAIRIE LAKES

BY-LAW NO. 2, 2024

BEING A BY-LAW OF THE RURAL MUNICIPALITY OF PRAIRIE LAKES TO ESTABLISH A COMMITTEE TO OPERATE THE PRAIRIE LAKES REC COMPLEX BUILDING.

WHEREAS Sections 232(1) of *The Municipal Act*, L.M. 1996 provides:

“A council may pass by-laws for municipal purposes respecting the following matters:

- (b) people, activities and things in, on or near a public place or a place open to the public, including parks, municipal roads, recreation centres, restaurants, facilities, retail stores, malls, and private clubs and facilities that are exempt from municipal taxation;”

AND WHEREAS it’s been deemed necessary and expedient that a Prairie Lakes Rec Complex Committee be established for the village of Dunrea with rules governing Committee meetings and how they function;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Rural Municipality of Prairie Lakes, in open meeting assembled, enacts as follows:

Part A – General

1. Definitions

Committee	Prairie Lakes Rec Complex Committee
Prairie Lakes Rec Complex	The Prairie Lakes Rec Complex located at 110 Rea Street, Dunrea, MB Lot 2, Plan 63432 SE 20-5-17W Title No: 2981661 BDN
Chair	The person presiding at the meeting
Vice-Chair	Appointed by the Committee to deputize for the Chair
Municipality	The Rural Municipality of Prairie Lakes
Council	The Council of the Rural Municipality of Prairie Lakes
Delegation	A person attending a meeting of the Committee who has requested the right to speak
Meeting	A meeting of the Committee
Motion	A formal proposal put forward by a Committee member (for example, by stating "I move that..." which may then be seconded and voted on)
Motion to Postpone	A motion to postpone consideration of an item indefinitely or until a certain time or the happening of a specified event
Quorum	The minimum number of members required to be present at a meeting to conduct business
Treasurer	The Treasurer appointed by the Committee
Secretary	The Secretary appointed by the Committee
Bookings Clerk	The Bookings Clerk appointed by the Committee
Members At Large	Committee Members appointed by the Committee

2. Mandate and Responsibilities

- 2.1 The Prairie Lakes Rec Complex Committee will be responsible for the operation of the Prairie Lakes Rec Complex, including bookings for use of the facilities by a third party;
- 2.2 All operating costs remain the responsibility of the Committee except for liability, building and contents insurance;
- 2.3 Capital costs remain the responsibility of the Committee using proceeds from Prairie Lakes Rec Complex rentals, fund raising activities, grants, etc;
- 2.4 The Municipality may provide an operating grant, on application, in each fiscal year;
- 2.5 To allow for proper care and accountability required for insurance coverage, Municipal Workplace Health and Safety Procedures and Safe Working Practices, will be adopted;
- 2.6 The Municipality continues to own the property/building;
- 2.7 The Committee will request permission from Council when contemplating upgrades and/or structural alterations to the premises. The Chief Administrative Officer will function as a liaison;
- 2.8 The Committee will have its own bank account for the operation of the respective premises.

Part B – Rules Governing Meetings and Officers

3. Rules of Procedure

- 3.1 The rules in this by-law are to be observed in all meetings of the Committee;
- 3.2 The rules of procedure are to be interpreted in a manner that promotes the following fundamental principles:
 - a. the protection of basic rights by recognizing the right of the majority to decide, the minority to be heard, and individuals to have the opportunity to participate;
 - b. the maintenance of decorum, with all participants being treated with courtesy and respect;
 - c. all members have the right to information to help make decisions;
 - d. all members have a right to an efficient meeting;
 - e. all members have equal rights, privileges and obligations; and
 - f. in the event of conflict, facilitating a reasonable compromise.
- 3.3 A motion to waive the procedures contained in Part B of this bylaw requires a vote of two thirds of the entire Committee to pass;
- 3.4 Unless this by-law specifies otherwise, a matter passes when a majority of members present vote for it;
- 3.5 The public has the right to participate in the decision-making process of the Committee by attending meetings, writing to the committee, by submitting a public petition, or by making a public presentation;

Committee

4. Appointment

4.1 The Committee shall be appointed initially by members of the voting public at a Public Meeting for the following terms:

- Chairperson: Two Year Term
- Vice-Chair: Two Year Term
- Secretary: Two Year Term
- Treasurer: Two Year Term
- Bookings: One Year Term
- Two Members At Large: One Year Term

and thereafter by the Committee.

4.2 Recommendations/requests for appointment/re-appointment shall be in writing, to the Secretary to and to be brought forward to the Chairperson and Committee for consideration;

4.3. Appointments will be approved by resolution;

4.4 Members are to serve (unless in exceptional circumstances) until successors are appointed;

4.5 Resignations become official once received by motion by the Committee.

Duties of Officers

5. The Chair shall:

- a. chair all meetings of the Committee, follow the agenda, and decide on whether motions are in order;
- b. rule on all procedural matters and maintain decorum;
- c. ensure motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of the minutes;
- d. have general supervision of the affairs of the Committee;
- e. along with the Treasurer, sign all minutes and execute any documents, contracts or agreements;
- f. perform any other duties, which the Committee may, from time to time, assign;
- g. be the public representative of, and spokesperson for, the Committee.

6. The Vice-Chair shall:

- a. exercise any or all the duties of the Chair in the absence of the Chair or if the Chair is unable for any reason to perform those duties; and
- b. perform any other duties that the Committee may, from time to time, assign.

7. The Secretary shall:

- a. give notice of each meeting of the Committee together with an agenda of the matters to be considered;
- b. take minutes of each meeting of the Committee and shall ensure the minutes of every Committee meeting are made without note or comment;
- c. keep or cause to be kept the Committee's records, including agendas, minutes, policies, reports, public submissions and other such documents;
- d. if the Committee desires, transfer records to the Municipality each year for safe keeping, proper archiving and retention;
- e. perform any other duties that the Committee may, from time to time, assign.

8. The Treasurer shall:

- a. keep and maintain the financial records and books of the Committee;
- b. maintain an inventory of all physical assets owned or leased by the Committee;
- c. ensure that the books of the Committee are audited annually;
- d. co-sign all cheques;
- e. co-sign all contracts and agreements which have a direct financial impact upon the Committee;
- f. prepare and present at least quarterly written financial updates for the Committee's review and consideration at a properly called meeting;
- f. perform any other duties that the Committee may from time to time assign.

Committee Meetings

9. Calling and Notice of Meetings

9.1 Notice of meetings of the Committee shall be posted on the building's front door or bulletin board at least 48 hours prior to a meeting;

9.2 The Committee shall hold at least four meetings per year;

9.3 Meetings of the Committee may be called by the Chair, the Vice-Chair, the Secretary or any two members of the Committee;

9.4 Committee meetings shall be held at the (name) or other such location set out in the agenda;

9.5 All members must be notified of Committee meetings at least one week in advance of the meeting date, where feasible;

9.6 The Committee may establish a select day or days in any month or months for regular meetings at an hour to be named;

9.7 The Chair may cancel or postpone a scheduled meeting of the Committee if it appears certain that quorum will not be reached or if there is insufficient business to warrant a meeting.

10. Quorum

10.1 A majority of those appointed by resolution shall constitute a quorum for a Committee Meeting;

10.2 In the event a quorum is not present 15 minutes after the time appointed for a meeting, the members present may ask the Secretary to call the roll and record the names of the members present and the meeting will then stand adjourned until the next scheduled meeting, or at the call of the Chair;

10.3 If a quorum is lost during a meeting for a period of 15 minutes, members present may ask the Secretary to record the names of those members present and the meeting will stand adjourned until the next scheduled meeting, or at the call of the Chair;

10.4 The members present may agree to proceed informally with the agenda and the Secretary shall report to the next meeting of the Committee on any proposals made at the informal gathering;

10.5 Any proposals made at the informal gathering shall be submitted to the Committee for consideration at the next regular meeting.

11. Absence of Chair

11.1 If neither the Chair nor the Vice-Chair has arrived 15 minutes after the time the meeting is to start and, if a quorum is present, one of the other members of the Committee may be appointed Acting Chair;

11.2 The Acting Chair shall preside and discharge the duties of the Chair during the meeting, or until the arrival of the Chair or Vice-Chair.

12. Agenda and Minutes

12.1 The Chair, in consultation with the Secretary, and other members of the Committee as required, shall establish the agenda for each meeting;

12.2 Committee members are entitled to submit agenda items for consideration by forwarding them to the Secretary in a timely fashion;

12.3 The Secretary shall distribute the agenda and previous meeting minutes to all Board members with the agenda;

12.4 The Secretary shall record the minutes of each meeting and present the minutes at the following meeting for adoption.

13. Minutes Shall record:

- a. the place, date and time of meeting;
- b. the names of all those present at the meeting;
- c. the correction and adoption of the minutes of the prior meeting; and
- d. all motions, decisions and other proceedings of the Board.

14. Additional Agenda items

Any communication or agenda item received before the meeting, but not in sufficient time to be included with the agenda, will be reviewed by the Chair and brought forward to the Committee for addition with a majority vote.

15. Votes

15.1 Every member, including the Chair has a vote on all motions, unless prohibited by law (for example, a declared pecuniary interest) in which case the Secretary shall record the name of the member who does not vote and reason for not voting;

15.2 The members of the Committee shall vote on any motion arising at any meeting of the Committee. All motions must be seconded prior to proceeding to a vote.

16. Conduct

16.1 Every member, prior to his/her speaking, shall address the chair;

16.2 When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first;

16.3 When the Chair is called on to decide a point of order or practice, he/she shall do so without comment unless requested to do so;

16.4 When the Chair is putting a question, no member shall leave his/her chair;

16.5 Discussion shall be limited to the question in debate.

16.6 No member shall speak to the question or in reply for longer than five (5) minutes without approval of the Committee.

16.7 A motion to adjourn takes precedence over all others and may be moved at any time, but the question cannot be received after another question is actually put and while the Committee is engaged in voting;

16.8 Immediately before putting the question, the Chair shall have the privilege of summarizing the debate, but no new matter shall be introduced;

16.9 Where a member is deemed to be in a conflict of interest the member is required under *The Municipal Council Conflict of Interest Act* to withdraw from the meeting;

16.10 Where at a Committee meeting, any person is, in the opinion of the Chair, conducting himself in a disorderly or improper manner, the Chair may require that person to leave the meeting and if that person fails to do so, may cause that person to be removed.

DONE AND PASSED by the Council of The Rural Municipality of Prairie Lakes, duly assembled, at Belmont, Manitoba, this 12th day of March, A.D. 2024.

Reeve.

Chief Administrative Officer.

First reading: *February 13, 2024*

Second reading: *March 12, 2024*

Third reading: *March 12, 2024*