

# THE RURAL MUNICIPALITY OF PRAIRIE LAKES

## BY-LAW NO. 1, 2024

BEING A BYLAW OF THE RURAL MUNICIPALITY OF PRAIRIE LAKES TO GOVERN THE ORGANIZATION OF THE R.M. OF PRAIRIE LAKES 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 R.M. of Prairie Lakes, in open meeting assembled, enacts as follows:

### TITLE

- 1.0 This By-Law may be referred to as “The Rural Municipality of Prairie Lakes 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 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 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 the 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 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 or recommendations that are adopted by Council;
- c) to consider and report respectively on all matters referred to them by Council.

4.1 The following Committees and each Committee's specific duties are hereby established as the Standing Committees of Council:

a) **Legislative and General Government Committee**

i. **Finance Committee: Council as a Whole**

- 1) To review all contracts, orders, reports, recommendations, and proceedings involving the expenditure of municipal funds.
- 2) To review 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 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.
- 3) To annually review and recommend to Council the types, rates, and conditions of payments to be made to or on behalf of the 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.

ii. Local Urban District of Belmont: Allan Madden / **Andrew Gillingham, Councillor**

iii. Local Urban District of Ninette: Jaylene Evans / Leanne Treloar / **Glen Johnston, Councillor**

b) **Personnel Committee: Chief Administrative Officer (CAO) / Council as a Whole**

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

c) **Policy Committee: Council as a Whole**

d) **Grants Committee: (EDO/Rec – Officer *Vacant*) / CAO (or designate) / Council as a Whole**

e) **Protective Services Committee**

Ninette/Dunrea/Belmont Fire Service: **CAO / Council as a Whole**

- **The Fire Chief/Deputy Fire Chief/Fire Captain may address the Council at any given regular Council meeting with prior arrangements being made with the CAO to schedule a delegation. The CAO will advise the Fire attendant if their request should proceed to a Council meeting for approval. Example of Council delegation: Capital Fire Equipment purchases.**

Fire Guardian: **Dunrea Fire Station**

Fire Chief: Gerry Paradis Indemnity \$600.00/Yr.

Deputy Fire Chief: Jim Morrison Indemnity \$300.00/Yr.

Fire Captain: Kevin Cuvelier Indemnity \$150.00/Yr.

Fire Captain: Harlen Andrews Indemnity \$150.00/Yr.

Fire Secretary: **Vacant (to be filled by FD)** Indemnity \$150.00/Yr.

Fire Guardian:	<b>Ninette Fire Station</b>	
Fire Chief:	Craig Kozak	Indemnity \$600.00/Yr.
Deputy Fire Chief:	Glen Braun	Indemnity \$300.00/Yr.
	Daniel Simpson	Indemnity \$300.00/Yr.
Fire Captains:	Mac Dubyts	Indemnity \$150.00/Yr.
	Duke Garabed	Indemnity \$150.00/Yr.
Fire Secretary:	Kendra Simpson	Indemnity \$150.00/Yr.

Fire Guardian: **Belmont Fire Station**

Fire Chief:	Rodney Durham	Indemnity \$600.00/Yr.
Deputy Fire Chief:	Dennis Pryke	Indemnity \$300.00/Yr.
Fire Captain1:	Jeffrey Boles	Indemnity \$150.00/Yr.
Fire Captain2:	Henry Wiebe	Indemnity \$150.00/Yr.
Fire Secretary-Treasurer:	Suzanne Draper-Spring	Indemnity \$150.00/Yr.

**Fire Department Committee – CAO (or Designate) / Darren Seymour / Council as a Whole**

f) **Transportation Services Committee**

Machinery Replacement and Service Committee: **Council as a Whole**

Road Commissioner: **Councillor of respective ward**

Work Supervisor: **Municipal Public Works Foreman**

Gravel Committee: **Council of the Whole**

- 1) To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance, and disposal.
- 2) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting, and maintenance.
- 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 conducted during the year, together with their detailed costs.

g) **Environmental Health Services Committee**

Dunrea Waste Disposal Site

Belmont Waste Disposal Site and Recycling Facility

**Landfill Site Committee – Council as a whole / CAO or Designate / Foreman**

Ninette Cemetery (*Committee of Ratepayers*)

Dunrea Cemetery (*Committee of Ratepayers*)

Margaret Cemetery (*Committee of Ratepayers*)

Dunlop Cemetery (*Committee of Ratepayers*)

Hillside Cemetery: **Council of the Whole (the only registered Municipal Cemetery.)**

Hilton Cemetery (*Hilton Cemetery Committee*)

Neelin Cemetery (*Neelin Cemetery Trustees*)

Senior's Independent Services: **Myra Jonsson**

Age Friendly Mb.: **EDO/Rec (Officer-Vacant) / Andrew Gillingham / Leanne**

**Treloar**

h) **Water and Sewer Utility Infrastructure Lines Committee: Council of the Whole (except for facilities within an L.U.D. per section 118(1) of the Municipal Act.)**

**Belmont Utility Facilities: Belmont LUD**

**Ninette Utility Facilities: Ninette LUD**

**Dunrea Utility Facilities: Council as a Whole**

i) **Economic Development / Planning Services Committee**

TM Weed District No. 4: **Michael MacKay (alternate: Trent Cuvelier)**

Turtle Mtn. Vet. Services: **Armand Vallotton / (Alt. Trent Cuvelier)**

Glenboro Vet. Services: **Armand Vallotton**

Pelican-Rock Lake Planning District: **Kevin McClure / Glen Johnston (Alt. Michael MacKay)**

Tri-Lakes Development Group: **Darren Seymour (Alt. Kevin McClure)**

**Glenboro Medical Clinic: Andrew Gillingham / Armand Vallotton**

**Glenboro Marsh Committee: Andrew Gillingham / Darren Seymour**

**Assiniboine Delta Aquifer Committee: Michael MacKay / Andrew Gillingham**

**AMM Western Caucus: Two Councillors available.**

**Western Caucus Committees: Michael MacKay / Armand Vallotton**

That the following persons be hereby appointed as member representatives to the following Watershed Sub-Districts:

**Upper Pembina River sub-district:**

**Kevin McClure**

Box 1776

Killarney, MB R0K 1G0

(Councillor)

Jan 2023 – Dec 2024

Greg Speirs

Box 1053

Killarney, MB R0K 1R0

(Rate Payer)

Jan 2022 – Dec 2023

**Souris River sub-district:**

**Armand Vallotton**

Box 611

Glenboro, MB R0K 0X0

(Councillor)

Jan 2023 – Dec 2024

Gordon Taylor

2 Mulberry Crescent

Brandon, MB R7A 0Y9

(Rate Payer)

Jan 2022 – Dec 2023

**Oak Creek sub-district:**

**Michael MacKay**

Box 187

Belmont, MB R0K 0C0

(Councillor)

Jan 2023 – Dec 2024

Mr. Rodney Durham

Box 8

Belmont, Mb. R0K 0C0

(Rate Payer)

Jan 2022 – Dec 2023

j) **Recreation and Culture Committee**

Strathcona Memorial Park: **Council as a Whole**

Belmont & District Community Hall Inc.: (*Committee of Ratepayers, Indep.*)

Ninette Community Place: (*Committee of Ratepayers, Indep.*)

Prairie Lakes Recreation District: **Council as a Whole**

Terry Fox Memorial Park Committee (*Committee of Council*)

Pelican Lake Healthy Water and Fish Committee (*Committee of Council*)

Handi-Transit Services Board: **Council as a Whole**

4.2 Each Standing Committee shall be composed in accordance with Section 4.1 of this By-Law.

4.3 The head of Council is an *ex officio* of all committees.

4.4 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, including naming of a chairperson, be approved in the Organizational By-Law.

- 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 R.M. of Prairie Lakes 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 vote. With the permission of the majority of the members of the Committee, a visiting member of Council may take part in any discussion.
- 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 R.M. of Prairie Lakes is to have the title of **Reeve**.
- 5.1 At the first Regular Meeting of Council in each year, Council must appoint a Councillor as Deputy Reeve, who shall act in place of the Reeve when he is unable to conduct the powers, duties and functions of the Reeve.

#### **Deputy Reeve: Armand Vallotton**

- 5.2 In addition to performing the duties of a Member of Council, the Reeve has a duty:
- a) to 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 or any other Act.

#### MEETINGS

- 6.0 Minutes of the Regular Meeting: To be published in "The Gazette."

#### YOUTH MEMBER

- 7.0 The Council of the Rural Municipality of Prairie Lakes may, by resolution, appoint a person with the title "youth member" to sit with the council and to participate in council deliberations.
- 7.1 A youth member must be 18 years of age or enrolled as a full time student at any school within the Prairie Spirit School Division, Turtle Mountain School Division or Southwest Horizon School Division and must be a resident of the Rural Municipality of Prairie Lakes.
- 7.2 A youth member is not permitted to move or second any resolution nor is a 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.
- 7.3 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

- 8.0 At the first Regular Meeting in each year, Council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 8.1 The Board of Revision shall consist of the Council of the R.M. of Prairie Lakes. The Reeve shall be a member of the Board of Revision to serve as presiding officer of the Board with the Chief Administrative Officer or the Assistant Chief Administrative Officer as Secretary.

## SIGNING AUTHORITY

- 9.0 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
  - c) the ACAO, or Financial Officers (with authority) in the absence of the Chief Administrative Officer.

The signature of the Reeve is to be reproduced for use with the computerized cheque writing program.

## 10.0 **REPEAL**

### a) **Repeal of By-Laws**

By-Law No. 7, 2022 is hereby repealed.

## 11.0 **Coming Into Force**

This By-Law shall come into full force and effect on the day after being passed by Council.

PASSED AND ENACTED BY The Rural Municipality of Prairie Lakes in Council duly assembled this 12<sup>th</sup> day of March, 2024.

First reading: *February 13, 2024*

Second reading: *March 12, 2024*

Third reading: *March 12, 2024*

\_\_\_\_\_  
Reeve.

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Chief Administrative Officer.