

# **R.M. of ELLICE - ARCHIE**

## **BY-LAW #01-2021**

### **ORGANIZATIONAL BY-LAW**

BEING a by-law to govern the organization of the Rural Municipality of Ellice - Archie and the committees thereof.

WHEREAS Section 148(1) of the Municipal Act provides that a Council must establish a by-law and organization structure for the municipality and review the by-law at least once during its terms of office.

#### **TITLE**

- 1.0 Its by-law may be referred to as “The Rural Municipality of Ellice - Archie Organizational By-Law.”

#### **ROLE OF COUNCIL**

- 2.0 Council is responsible
- (a) for developing and evaluating the policies and program of the municipality;
  - (b) for ensuring that the powers, duties and function 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 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.

#### **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 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 of 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 Committees of Council: see Schedule “A”.
- 4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:
- 4.3 Each Standing Committee shall be composed of two members of council; unless otherwise stated.
- 4.4 The Reeve is a member of all committees.
- 4.5 At the first regular council meeting in each year, the council must consider the recommendation so appointments to Standing Committees and other bodies of council submitted by the Reeve. All appointments to Standing committees and other bodies of council, including naming of chairperson, must be approved by resolution of council.

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- 4.6 Regular meetings of the Standing committees may be held as determined by each Standing Committee.
- 4.7 Special meetings of Standing Committees may be called by the chairperson or by two members of the committee in the same manner as provide in the Rural Municipality of Ellice – Archie Procedures By-Law.
- 4.8 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 discussion.
- 4.9 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.
- 4.10 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 Ellice - Archie is to have the title of Reeve.
- 5.1 At the first regular meeting of council is each year, council must by resolution, appoint a Councillor as Deputy Reeve, who shall act in place of the Reeve when he is unable to carry out the powers, duties and functions of the reeve.
- 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 of this or any other Act otherwise provides;
  - (b) To provide leadership and direction the council; and
  - (c) To perform any other duty or function assigned to a reeve or by this or any other Act.

**BOARD OF REVISION**


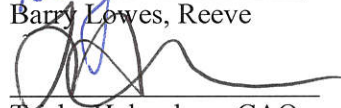
- 6.1 At the first regular council meeting in each year, council shall be resolution appoint a Board of Revision to hear assessment appeals during this year.
- 6.2 The Board of Revision shall consist of the 8 members of council. The council shall appoint a member of The Board of Revision to service as presiding officer of the Board.

**SIGNING AUTHORITY**

- 7.0 Agreements and cheques and other negotiable instrument must be signed or authorized by
- (a) Reeve of Council, or the Deputy Reeve of Council and
  - (b) Chief Administrative Officer and/or Assistant CAO.

By-Law #01-2020 is hereby repealed.

DONE AND PASSED as a by-law of The Rural Municipality of Ellice - Archie at McAuley in the Province of Manitoba this 12<sup>th</sup> day of February, 2021.

  
Barry Lowes, Reeve  
  
Trisha Huberdeau, CAO

Read a first time this 8th day of January, 2021.  
Read a second time this 12<sup>th</sup> day of February, 2021.  
Read a third time this 12<sup>th</sup> day of February, 2021.

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Schedule "A"		
2021 COMMITTEES & MEMBERS-AT-LARGE		
<u>Council Committees</u>		
Deputy Reeve		Melissa Pateman
Gravel		Angelo Fouillard, Gab Huberdeau
Employee / Workplace Health & Safety		Melissa Pateman, Marla Dyke, Cheryl Kleemola, Gab Huberdeau
Fire Protection		Gab Huberdeau, Marla Dyke
Emergency Measures		Marla Dyke, Angelo Fouillard
AWWD (SD: Silver Creek)		Barry Lowes
AWWD (SD: Assinboine River)		Gab Huberdeau
AWWD (SD: Arrow River)		Cheryl Kleemola
Mid West Planning		Barry Lowes, Gab Huberdeau .. Alternate: Melissa Pateman
(Parkland & Border Regional) Library		Marla Dyke (Parkland) Cheryl Kleemola (Border Regional)
Veterinary Board		Gab Huberdeau, Barry Lowes
Nuisance Ground Committee		Gab Huberdeau, Cheryl Kleemola
Lagoon Committee		JP Chartier, Angelo Fouillard, Devon Gurniak, Cheryl Kleemola
Equipment Replacement Committee		Melissa Pateman, Angelo Fouillard, Gab Huberdeau
AMBM (MB Association of Biligual Municipalities)		JP Chartier, Angelo Fouillard
Southeast Municipal Healthcare Corporation		Melissa Pateman
RCMP		JP Chartier, Angelo Fouillard, Cheryl Kleemola
<b>2020 APPOINTMENTS</b>		
<u>Members-at-Large</u>		<i>Note: Members-at-Large paid at a rate of \$50 / meeting plus mileage if not provided by committee</i>
Regional Library		Darlene Byers
Regional Employment Ctr (Russell)		Brenda Lowes
AWWD (SD: Silver Creek)		Barry Lowes
AWWD (SD: Assinboine River)		Gab Huberdeau / Eric Pateman
AWWD (SD: Arrow River)		Cheryl Kleemola
<u>Annual Appointments</u>		
Building Inspector		Mid-West PD ( Brad Roth, Czarina Conde)
Fire Inspector		Mid-West PD ( Brad Roth, Czarina Conde)
Weed Inspector		Allan Webb
Fire Chief		Charles Barkley & Owen Jessop
By-Law Enforcement Officer		vacant
Senior Elections Official		Connie Tanguay
Solicitors		Sims & Co.
Auditors		Sensus
Emergency Measures Coordinator		Ginger Carefoot
FIPPA		Trisha Huberdeau
CDEM		Mario Tanguay
<i>as at January 1st, 2021</i>		