



Municipality of Norfolk Treherne

ORGANIZATIONAL BY-LAW

By-Law No. 86-2022

Being a by-law to govern the organization of The Municipality of Norfolk Treherne 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 Municipality of Norfolk Treherne, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as "The Municipality of Norfolk Treherne 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 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 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 Committees established by Council shall be categorized under the following headings:
- a) Personnel and Administration;
 - b) Works and Operations; and
 - c) Protective Services.
- 4.2 The duties of the committees established by Council, in addition to the general duties as described in 4.0, as well as the composition of the committee shall be as follows:
- a) The PERSONNEL AND ADMINISTRATION COMMITTEE shall be composed of one member of Council, the CAO and two unionized staff members, with the Council member acting as the Chairperson. The committee shall be responsible for:
 - 1) Performing the functions of the Joint Committee as per the Collective Agreement Article 5.
 - 2) Establishing and reviewing employee policies
 - b) The WORKS AND OPERATIONS COMMITTEE shall be composed of two members of Council, the CAO and two unionized staff members, with one member of council acting as the Chairperson. The committee shall be responsible for:
 - 1) Reviewing all matters related to roads, streets, water, sewer, recycling, waste management, drainage and public works equipment.
 - 2) Preparing annual budgets.
 - c) The PROTECTIVE SERVICES COMMITTEE shall be composed of two members of Council, the CAO, Treherne Fire Chief, Rathwell Fire Chief and a representative of the RCMP, with one member of Council acting as Chairperson. The committee shall be responsible for:
 - 1) Review all matters related to fire protection and police services.
 - 2) Prepare annual budgets.
- 4.3 Committees are not limited to the items listed above and may decide to consider other matters unless prohibited.
- 4.4 Appointments to committees established by Council shall be made by resolution and shall name the Chairperson.
- 4.5 Regular meetings of the committee shall be held as determined by the Committee.

- 4.6 Other council and staff members may be invited to attend committee meetings at the discretion of the committee.
- 4.7 The CAO shall ensure that an agenda is prepared for all committee meetings and that meeting notes are take and distributed.
- 4.8 The committee Chairperson shall ensure than all matters discussed are presented to Council.
- 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 Council may choose to appoint one or more of its members to other committees and shall do so by resolution. These appointments shall remain in effect until repealed by resolution of the committee ceases to exist.

HEAD OF COUNCIL

- 5.0 The head of council for the Municipality of Norfolk Treherne is to have the title of Reeve.
- 5.1 At the first regular meeting of council in each year, council must by resolution, appoint a councillor as Deputy Reeve, who shall act in place of the Reeve when the Reeve 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 a council, the Reeve has a duty
 - 3) to preside when in attendance at a council meeting, except where the procedures by-law or this or any other Act otherwise provides;
 - 4) to provide leadership and direction to the council; and
 - 5) to perform any other duty or function assigned to a reeve or by this or any other Act.

YOUTH MEMBER

- 6.0 The council of The Municipality of Norfolk Treherne, 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 at Prairie Spirit School Division and must be a resident of The Municipality of Norfolk Treherne.

- 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 Each year, council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 7.1 The Board of Revision shall consist of all of council with the Reeve presiding as Chairperson and the CAO as the Secretary.

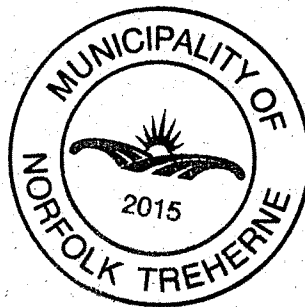
SIGNING AUTHORITY

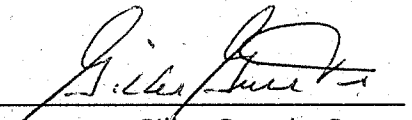
- 8.0 Agreements and cheques and other negotiable instruments must be signed or authorized by
- a) the Reeve or Deputy Reeve; and
 - b) the Chief Administrative Officer or the Financial Assistant.

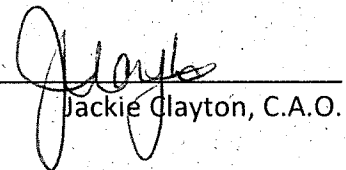
REPEAL PREVIOUS BY-LAW

- 9.0 THAT By-Law No. 71-2021 be rescinded.

DONE AND PASSED as a by-law of The Municipality of Norfolk Treherne at Treherne in the Province of Manitoba this 29th day of November, 2022.




Gilles Guertin, Reeve


Jackie Clayton, C.A.O.

Read a first time this 8th day of November, 2022.

Read a second time this 29th day of November, 2022.

Read a third time and passed this 29th day of November, 2022.