

Gilbert Plains Municipality By-law No. 2021-01

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

TITLE

1.0 This by-law may be referred to as the Gilbert Plains Municipality 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 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 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 on all matters connected with the duties imposed on the committee and to recommend such action as may be deemed necessary.
- b) To consider and introduce to council all such resolutions 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:

- a) Communications, Policy and By-Law Review Committee
- b) Finance and Human Resources Committee
- c) Infrastructure Committee
- d) Recreation and Economic Development Committee
- e) Recreation, Cultural and Economic Development External Committee(s)
 - G3 Water Co-op
 - Dauphin Veterinary District
 - Grand-Plains Handivan
 - Intermountain Watershed District
 - Riding Mountain Liaison (+Biosphere)
 - Mountainview Planning District
 - Parkland Regional Library

- 4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:
- a) Communications, Policy and By-Law Review Committee
 - 1) Review and merge rural and urban zoning by-laws
 - 2) Review and update all policies and by-laws
 - 3) Develop any new policies and by-laws
 - 4) Work with by-law enforcement in standardizing by-laws
 - 5) Monitor website, Facebook and other outlets for transparency
 - b) Finance and Human Resources Committee
 - 1) Budget for the Municipality as a whole including Recreation
 - 2) Property tax review, levies, mill rates and options
 - 3) Project planning, funding and grant opportunities and applications
 - 4) Capital purchase planning and funding (asset management)
 - 5) CAO annual performance
 - 6) Union negotiations.
 - 7) Staff Training/licensing requirements and succession planning
 - 8) Safety policy compliance
 - c) Infrastructure
 - 1) Drainage and ditches
 - 2) Roads and streets
 - 3) Sewer and Water
 - 4) Sidewalks
 - 5) Waste Disposal Site
 - 6) Five to Ten Year Infrastructure Plan (updated annually prior to budget planning)
 - d) Recreation and Economic Development
 - 1) Cell phone service action plan and petition
 - 2) Recreation Restructuring
 - 3) Heritage and culture programs (liaison with at large committees)
 - 4) Economic development opportunities and strategies
 - 5) Development agreements, programs, incentives and policies required
 - 6) Seniors housing development
 - 7) Volunteerism
 - 8) Funding and Grant Opportunities
- 4.3 The head of council is a member 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, 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 held as determined by each Standing Committee.
- 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 Gilbert Plains Municipality 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 councilor 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 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.

YOUTH MEMBER

- 6.0 The council of the Gilbert Plains Municipality, 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 18 years of age or enrolled as a full-time student at the Gilbert Plains Collegiate and must be a resident of the Gilbert Plains Municipality.
- 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

- 7.1 At the first regular council meeting in each year, council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 7.2 The Board of Revision shall consist of Council as a Whole of the Gilbert Plains Municipality. The council shall appoint a member of The Board of Revision to serve as presiding officer of the Board.

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 (CAO) or the Assistant Chief Administrative Officer (CAAO) when appointed by resolution in the absence of the CAO.

DONE AND PASSED BY THE COUNCIL OF THE GILBERT PLAINS MUNICIPALITY THIS 26 DAY OF January, 2021, AD.

Blake Price,
Reeve

Amber Fisher,
Chief Administrative Officer

Read this first time this 12 day of January, 2021
Read this second time this 26 day of January, 2021
Read this third time this 26 day of January, 2021

Certified a true and correct copy of By-law No. 2021-01, being a by-law of the Gilbert Plains Municipality passed the 26 day of January, 2021.

Chief Administrative Officer Gilbert Plains Municipality