

BY-LAW #17/23

OF THE

THE RURAL MUNICIPALITY OF ROCKWOOD

Being a By-Law of the Rural Municipality of Rockwood to govern the organization of the Rural Municipality of Rockwood 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 council's term of office;

AND WHEREAS Section 148 (2) of The Municipal Act provides that an Organizational By-law must provide for the following:

- a) the establishment of Council committees, other than committees of local urban districts, and other bodies of the council, including their duties and functions;
- b) the appointment of a deputy head of council to act in place of the head of Council when he or she is unable to carry out the powers, duties and functions of the head; and
- c) the manner of appointment of persons to council committees and other bodies.

NOW THEREFORE the Council of the Rural Municipality of Rockwood, in council duly assembled, hereby enacts as follows:

1.0 TITLE

1.1 This By-Law may be referred to as "The Rural Municipality of Rockwood Organizational By-Law".

2.0 DEFINITIONS

Except where the context otherwise requires, where used in this By-Law;

- 2.1
- a) "**Act**" shall mean the Municipal Act, S.M. 1996 c.58 or any other relative Act of the Province of Manitoba.
 - b) "**Ad Hoc Committee**" shall mean a Committee formed for a specific task or objective and is dissolved after the completion of the task or achievement of the objective.
 - c) "**Committee of the Whole**" shall mean all members present at a meeting of the Council sitting as a Committee.
 - d) "**Council**" shall mean the Reeve and Councillors of the Rural Municipality of Rockwood elected pursuant to the provisions of The Municipal Act.
 - e) "**Head of Council**" shall mean the Reeve, or Deputy Reeve or Acting Member of council as the case may be.
 - f) "**Municipality**" shall mean the Rural Municipality of Rockwood.
 - g) "**Reeve**" shall mean the person elected as the Head of Council.
 - h) "**Procedure By-Law**" shall mean By-Law #10/18 of the Rural Municipality of Rockwood and any amendments thereto.

3.0 FIRST REGULAR MEETING OF COUNCIL

3.1 The first regular meeting of Council in each year for the purposes of this By-Law shall be held in November.

4.0 ROLE OF COUNCIL

4.1 The responsibilities of Council are determined by the legislative framework of The Municipal Act. In this By-Law, the objective of Council is founded on the principle that the members of Council are stewards of the organization and, as such, the members of Council have a responsibility to consider and adopt policy to direct the affairs of the organization, to oversee the conduct of the organization, and to monitor the management of the organization. In normal circumstances, the day to day management functions of the organization should not be performed by Council or members of Council.

4.2 Council is responsible for:

- a) considering and adopting the policies and programs of the Municipality;
- b) ensuring that the powers, duties and functions of the Municipality are appropriately carried out; and
- c) carrying out the powers, duties and functions expressly given to the council under *The Municipal Act* or any other Act.

5.0 GENERAL DUTIES OF MEMBERS OF COUNCIL

5.1 Each member of Council has the following duties;

- a) to consider the well-being and interest 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, or matters that may be derogative to the Municipality;
- b) to participate generally in developing and considering the policies and programs of the Municipality;
- c) to participate in Council meetings and meetings of the Committee of the Whole, and other meetings of committee or other bodies to which he/she has been appointed to by the Council;
- d) to keep in confidence a matter that is discussed at a meeting closed to the public under Subsection 152 (3) of the Act, and that the Council or Council 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 under the Act; and
- f) to keep himself/herself reasonably informed of the programs and projects relevant to the portfolio that he/she has been appointed to by Council.

6.0 HEAD OF COUNCIL

6.1 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 Procedure By-Law or this or any other Act otherwise prohibits;
- b) to provide leadership and direction to the council; and
- c) to perform any other duty or function assigned by this or any other Act;

6.2 At least once during its term of office, Council must, by resolution, appoint a Councillor as Deputy Reeve, who shall act in place of the Reeve when he/she is unable to carry out the powers, duties and functions of the Reeve.

7.0 COMMITTEES

7.1 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-law or policies as the case may be to give effect to the reports of recommendation that are adopted by Council; and
- c) to consider and report respectively on any matters referred to them by Council.

7.2 COMMITTEE OF THE WHOLE OF COUNCIL

7.2.1 The Committee of the Whole of Council is composed of the entire Council sitting as a Committee to consider the affairs of the Municipality.

7.2.2 The Committee of the Whole shall not take any official action while sitting in Committee.

7.2.3 The rules for the conduct of Council pursuant to the Procedure By-law shall be observed in the Committee of the Whole as far as may be applicable, except the rules limiting the number of times of speaking to a matter.

7.2.4 Meetings of the Committee of the Whole may be closed to the public pursuant to Subsection 152 (3) of the Act.

7.3 COMMITTEES OF COUNCIL

7.3.1 A Committee of Council may be appointed by Resolution of Council at any time specifying the business to be dealt with by the Committee.

7.3.2 Each Committee of Council shall be composed of a minimum of two (2) members of Council. Exception to this shall be where the Committee consists of Council as a Whole.

7.3.3 The Head of Council shall be an ex-officio, non-voting member of all Council Committees where the Head of Council has not been appointed by resolution as a Committee member to a specific Committee(s).

7.3.4 Any member of Council not a member of a Committee of Council has the right to attend a Committee meeting 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 the discussions of the Committee.

7.3.5 An appointment to a Committee of Council may be repealed only by a resolution of Council.

8.0 COUNCIL PORTFOLIOS

8.1 In order to facilitate Council involvement in the various areas of the Municipality's operations, the Council shall, by Resolution, at least once during its term of Office, appoint a minimum of two (2) Council members or Council as a Whole to serve and to act as the primary contact for each of the following operational areas:

Committees of Council shall be responsible for:

a) Finance:

- Finance
- Fiscal Services
- General Land Assembly
- General Government Services

- b) Public Works & Infrastructure:
 - Works & Operations
(engineering, equipment, workshop operation, roads, sidewalks, boulevards, ditches and drainage, street lighting)
 - Weed Control
 - Garbage Collection
 - Landfill / Transfer Site Operations
 - Recycling
 - Parks & Playgrounds
- c) Protective Services:
 - Protective Services (Fire, Police, etc.)
 - Emergency Services (EMO, Ambulance, etc.)
- d) Personnel:
 - Personnel
- e) Utilities:
 - Municipal Water & Sewer System / Services
- f) Policy:
 - Policy Development
- g) Recreation:
 - Recreation

8.2 The Council appointments to the above portfolios shall become Schedule “A” to Policy 2023-08, Organizational Structure, of the Rural Municipality of Rockwood Policy and Procedures Manual. These portfolios may change from year to year, as recommended by the Reeve and approved by Council.

8.3 The Chief Administrative Officer and respective Department Manager shall strive to provide additional information beyond that normally provided to the Council as a Whole, and to keep the Chair of the Portfolio abreast of developments, trends, conditions and issues in the various operational areas of the Municipality.

9.0 **OTHER BODIES**

9.1 The following committees, boards and other bodies are established by by-law and/or Agreement for the performance of duties, responsibilities and functions of various municipal purposes and entities. Council members and citizen representation shall be appointed to these other bodies pursuant to Policy 2023-09, Boards and Committee Appointments, of the Municipality’s Policy and Procedures Manual. Appointments shall be by resolution of Council and shall be made at least once during its term of Council.

- South Interlake Planning District Board - two (2) members of Council
one (1) alternate
- South Interlake Regional Library - one (1) member of Council
- one (1) citizen member
- Rockwood-Rosser Weed Control District Board - two (2) members of Council
- Community Futures - North East Interlake - one (1) member

Winnipeg Metropolitan Region Committee (Municipal Officials)	-	Reeve one (1) alternate
Stonewall-Rockwood Fire Department Committee	-	two (2) members of Council
Stony Mountain Fire Department Committee	-	two (2) members of Council
Teulon-Rockwood Fire Department Committee	-	two (2) members of Council
Stonewall & District Handi-Van Committee	-	one (1) members of Council one (1) alternate
Teulon & District Handi-Van Committee	-	one (1) member of Council one (1) citizen member
Rockwood-Woodlands By-Law Enforcement / Animal Control Board	-	two (2) members of Council one (1) alternate
Teulon-Rockwood Waste Disposal Committee	-	two (2) members of Council
Environmental Waste Committee	-	two (2) members of Council
Eastern Interlake Conservation District (EIDC)		
- Grassmere Creek EIDC	-	one (1) member of Council one (1) citizen member
- Netley Creek / Wavey Creek EIDC	-	one (1) member of Council one (1) citizen member
- Netley-Grassmere-Willow Creek Integrated Watershed Management Plan Project Team Member	-	one (1) member of Council
Stony Mountain Recreation Centre Committee	-	one (1) member of Council
Stony Mountain Community Association	-	one (1) member of Council
Association of Rural Municipalities – Capital Region - (A.R.M.)	-	two (2) members of Council
Rockwood Quarry District Advisory Committee	-	two (2) members of Council one (1) citizen member
Interlake Municipal Rec Association	-	one (1) member of Council
Teulon-Rockwood Foundation Community Health Committee	-	two (2) members of Council
Rockwood-Stonewall Parks Committee	-	two (2) members of Council
Economic Development Committee	-	two (2) members of Council
Red River Basin Committee	-	one (1) member of Council
Stony Mountain Institute Advisory Committee	-	two (2) members of Council
Grosse Isle Townsite Sub-Committee	-	two (2) members of Council
Operating Advisory Committee – Magellan	-	one (1) member of Council Three (3) citizen members

- Rockwood-Stonewall Recreation Committee - two (2) members of Council
- Interlake Tourism Association (1) - one (1) member of Council

10.0 **BOARD OF REVISION**

10.1 The Board of Revision shall consist of the members of the Rural Municipality of Rockwood Council. The Reeve shall serve as presiding officer of the Board. The Chief Administrative Officer or his/her designate shall serve as the Secretary to the Board.

11.0 **SIGNING AUTHORITY**



11.1 Agreements and cheques and other negotiable instruments of the Municipality must be signed or authorized by the Reeve or the Deputy Reeve and the Chief Administrative Officer or the Manager of Finance.

11.2 All licenses for the Municipality must be signed by the Chief Administrative Officer.

12. That By-Law #12/22 is hereby repealed.

DONE AND PASSED in Council assembled at the Council Chambers of the Rural Municipality of Rockwood, at Stonewall, in the Province of Manitoba this 13th day of December, A.D., 2023.

THE RURAL MUNICIPALITY OF ROCKWOOD

 J. WESLEY TABLIN, REEVE

 CHRIS LUELLEMAN, CAO

GIVEN First Reading this 8th day of November, A.D., 2023.
 GIVEN Second Reading this 13th day of December, A.D., 2023.
 GIVEN Third Reading this 13th day of December, A.D., 2023.



The Rural Municipality of Rockwood
POLICY, PROCEDURES AND STANDARDS
POLICY NUMBER: 2023-08

Reference: Organization Structure	Department: Standing Committees
Subject: Standing Committees – Council Portfolios	Policy No: 2023-08
Authority: Council	No. of Pages: 2
Revised: November 8, 2023	Effective Date: November 8, 2023

BACKGROUND/INTENT: To develop guidelines for the annual appointments to the Standing Committees (Council Portfolios) of the Rural Municipality of Rockwood.

POLICY/PROCEDURES:

1. The Reeve shall, annually, prior to the first regular meeting of Council each year, review the list of appointments to the Standing Committees and make recommendations to Council for appointments to the Standing Committees for the next one year period.
2. The list of Standing Committees shall, after adopted by council at the first regular meeting of Council each year, be attached hereto as Schedule “A” to Policy No. 2023-08.

POLICY #2023-08

SCHEDULE "A"

**STANDING COMMITTEES – COUNCIL PORTFOLIOS
OF THE R.M. OF ROCKWOOD**

NOVEMBER 8, 2023

FINANCE	-	COMMITTEE OF THE WHOLE Chairperson – Councillor Debbie Pansky
POLICY	-	COMMITTEE OF THE WHOLE Chairperson – Councillor Curtis McClintock Councillor Neal Wirgau
PUBLIC WORKS & INFRASTRUCTURE	-	COMMITTEE OF THE WHOLE Chairperson – Councillor Lyle Willis Alternate: Councillor Miles Tarrant
PROTECTIVE SERVICES	-	Chairperson – Councillor Debbie Pansky
UTILITIES	-	Chairperson – Councillor Lana Hintz Councillor Neal Wirgau
PERSONNEL	-	COMMITTEE OF THE WHOLE
RECREATION	-	Chairperson – Councillor Lana Hintz Councillor Curtis McClintock



The Rural Municipality of Rockwood
POLICY, PROCEDURES AND STANDARDS
POLICY NUMBER: 2023-09

Reference: Organization Structure	Department: Boards and Committees
Subject: Boards and Committees	Policy No: 2023-09
Authority: Council	No. of Pages: 4
Revised: November 8, 2023	Effective Date: November 8, 2023

BACKGROUND/INTENT: To develop guidelines for the annual appointments to the various Boards and Committees.

POLICY/PROCEDURES:

3. The Reeve shall, annually, prior to the first regular meeting of Council each year, review the list of appointments to the various Boards and Committees and make recommendations to Council for appointments to the Boards and Committees for the next one year period.
4. The list of Boards and committees shall, after adopted by council at the first regular meeting of Council each year, be attached hereto as Schedule “A” to Policy No. 2023-09, as amended from time-to-time.

POLICY #2023-09

SCHEDULE "A"

BOARD AND COMMITTEE APPOINTMENTS

NOVEMBER 8, 2023

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 16. Stony Mountain Community Association (1) | Councillor Debbie Pansky
Alternate: Neal Wirgau |
| 17. Association of Rural Municipalities - Capital Region (A.R.M.) (2) | Reeve Wes Taplin
All Councillors on a rotating basis |
| 18. Rockwood Quarry District Planning Advisory Committee (3) | Reeve Wes Taplin
Councillor Miles Tarrant
Citizen Member: Penny Thievin |
| 19. Interlake Municipal Recreation Association (IMRA) (1) | Councillor Lana Hintz
Alternate: Councillor Lyle Willis |
| 20. Teulon-Rockwood Foundation Community Health Committee(2) | Councillor Debbie Pansky
Councillor Lyle Willis |
| 21. Rockwood-Stonewall Parks Committee (2) | Reeve Wes Taplin
Councillor Curtis McClintock |
| 22. Economic Development Committee (2) | Reeve Wes Taplin
Councillor Neal Wirgau |
| 23. Stony Mountain Penitentiary Advisory Committee (2) | Councillor Curtis McClintock
Alternate: Councillor Debbie Pansky |
| 24. Red River Basin Committee (1) | Councillor Lana Hintz |
| 25. Grosse Isle Townsite Sub-Committee (2) | Reeve Wes Taplin
Councillor Curtis McClintock |
| 26. Operating Advisory Committee – Magellan (3) | Councillor Neal Wirgau
Citizen Member Kevin Molter
Citizen Member Ron Gendzelevich
Alternate Member Bill Ammeter |
| 27. Rockwood-Stonewall Recreation Committee | Councillor Debbie Pansky
Councillor Curtis McClintock |
| 28. Interlake Tourism Association (1) | Reeve Wes Taplin |