



Town of Carman By-Law 2086

BEING a By-law of the Town of Carman to
Govern the organization of the Town of Carman 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 Town of Carman, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as "The Town of Carman 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 of 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 are hereby established as the Standing Committees of Council:

- (a) Community and Social Development Committee
- (c) Protective Services Committee
- (d) Executive Committee

- (e) Economic Development Committee
- (f) Recreational Services Committee
- (g) Workplace Health and Safety Committee

4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:

- (a) **Community and Social Development Committee**
 - (1) To consider and report on matters respecting community groups and organizations that has a Council member appointment.
 - (2) The following committees are included:
 - Pembina Valley Water Cooperative
 - Redboine Watershed District
 - Carman/Dufferin/Grey Planning District
 - Boyne Regional Library
 - Dufferin Historical Society



- Carman Dufferin Municipal Heritage Advisory Committee
- Dufferin Agricultural Society
- Carman & Community Seniors Resource Council
- Carman Active Living Centre
- Carman & Community Chamber of Commerce
- Carman Dufferin Airport Commission
- Carman Community Pathway to Active Living Committee
- Safe Communities Carman Dufferin
- Carman Family Resource
- Roseisle Community Group
- Graysville Community Group
- Citizens on Patrol
- Pembina Valley Local Immigration Partnership
- Boundary Trails Health Centre Foundation
- Golden Prairie Arts Council
- Carman Community Health Centre
- Carman Handi-Van
- Communities in Bloom
- Boyne River Keepers
- Carman Wellness Connections
- Red River Basin South Chapter
- Boyne Valley Water Initiative – Water Security Committee
- Pembina Valley Reeves and Mayors

(b) **Protective Services Committee**

The primary objective of this committee is to work cooperatively with representatives of the Rural Municipality of Dufferin to organize and operate the following:

- (1) To consider and report on all matters relating to the Carman Dufferin Fire Department and all aspects of its operation and to work cooperatively with the fire department
- (2) To consider and report on all matters relating to the Carman Dufferin Emergency Plan and the Emergency Coordinator and to work cooperatively with the said Coordinator.
- (3) To consider and report on all matters relating to the Carman Dufferin Fire Inspector and to work cooperatively with the said Fire Inspector.
- (4) Liaison between the two municipalities and the Royal Canadian Mounted Police.
- (5) To consider and report on all matters relating to By-law Enforcement Officer and to work cooperatively with the said By-law Enforcement Officer.
- (6) To consider and report on all matters relating to the Carman Dufferin Workplace Safety Committee.
- (7) The Chair of this committee shall be rotated every two (2) years between the two municipalities.
- (8) The committee will consist of three (3) Council members from both the Town of Carman and RM of Dufferin.

(c) **Executive Committee**

The primary objective of this committee is to work cooperatively with Executive Committee of the Rural Municipality of Dufferin to organize and operate the following:

- (1) To develop and bring forward any joint agreements that relate to and benefit the two municipal organizations to be considered by the Councils of the two municipalities.
- (2) To receive requests and make recommendations to the two municipalities regarding tax sharing funds.

(d) **Economic Development Committee**

The primary objective of this committee is to work cooperatively with the Economic Development Committee of the Rural Municipality of Dufferin to organize and operate the following:

- (1) To consider, report and provide direction on all matters relating to the Economic Development Officer and to work cooperatively with the said Economic Development Officer.
- (2) To supervise and advise on economic development related initiatives.
- (3) To ensure promotion of the community as a development and tourism destination takes place.



- (4) To be support for Carman Dufferin Planning District.
- (5) The Chair of this committee shall be rotated every two (2) years between the two municipalities.
- (6) The committee will consist of two (2) Council members from both the Town of Carman and RM of Dufferin.

(e) Recreational & Cultural Services Committee

The primary objective of this committee is to work cooperatively with Recreation and Cultural Services Committee of the Rural Municipality of Dufferin to organize and operate the following:

- (1) To communicate to citizens at all levels the importance and applicability of recreation and to encourage the use of recreation and cultural facilities as an integral part of community life.
- (2) To encourage the involvement and support of recreation in all levels of society and program and coordinate functions according to the needs of the community.
- (3) To provide and upkeep Greenwood Cemetery for the greater community.
- (4) To ensure the upkeep and operation of the Memorial Hall and Community Hall for the use by the municipalities and the greater community.
- (5) To consider and report to the two councils on all matters relating to the Recreation and Cultural Services and facilities.
- (6) The Chair of this committee shall be rotated every two (2) years between the two municipalities.
- (7) The committee will consist of two (2) Council members from both the Town of Carman and RM of Dufferin.

(f) Workplace Health and Safety Committee

The primary object of this committee is to develop policies and procedures to provide a safe work environment for the employees of the town. This will be a committee that encompasses the town employees, RM of Dufferin employees and the Carman Dufferin Fire Department.

- (1) To develop and review Safe Work Procedures
- (2) To complete quarterly workplace inspections and reports for all departments of the municipalities.
- (3) To ensure the Safe Work Procedure binders are kept updated in all departments.
- (4) To ensure all employees receive the necessary training to ensure they are kept safe at the workplace.
- (5) The Chair of this committee shall be rotated every two (2) years between the two municipalities.
- (6) The make up of the committee will be two members of Council from both the Town of Carman and RM of Dufferin, the Coordinator of Public Safety, one representative from each department of both municipalities and two members from the fire department.

4.3 The following committees are hereby established as ad-hoc Committees of Council

- (a) Finance and Administration Committee
- (b) Works and Operation Committee

4.4 The special duties of the Ad Hoc Committees, in addition to the aforesaid general duties, shall be as follows:

(a) Finance and Administration Committee

- (1) To supervise all contracts, orders, reports, recommendations, and proceedings involving the expenditure of municipal funds.
- (2) To supervise all accounts, expenditures and outlay 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-law, or resolution of Council, shall be paid by the Chief Administrative Officer until the same has been authorized by the Finance and Administration Committee and approved by Council.
- (7) To annually review and recommend to Council the types, rates, and conditions of payments to be made to or on behalf of 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.
- (8) To consider salary and wage negotiations and to consider requests for benefits.
- (9) To review and draft Personnel Policy and Job Descriptions.



- (10) To review and consider grievances of employees.
- (11) To review all applications for grants from organizations for consideration in the annual financial plan.
- (12) Asset Management Committee - Asset Management Committee - The primary objective of this committee is to work towards developing the Asset Management Policy, Plan and Strategy. The make up of the committee will be two members of Council from the RM of Dufferin and the management team. The jointly owned assets with the Town of Carman will be discussed at Protective Services and Recreation Services Committee.

(b) Work and Operations Committee

- (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 carried out during the year, together with their detailed cost.
- (4) To ensure the proper provision of water, sewage, drainage, and waste disposal services.
- (5) To ensure a recycling program is available for all ratepayers.
- (6) To ensure the efficient operation of Carman Transfer Station.

4.5 All Standing Committees shall be composed of a minimum of two members of Council, and up to three resident electors if so desired by Council.

4.6 The Head of Council is an ex-officio member of all standing committees.

4.7 At the first regular Council meeting following a municipal election, 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, must be approved by resolution of Council.

4.7 The first named person on each committee is the Chairperson of the Committee. This Chairperson shall remain in place until changed by the Mayor.

4.8 Regular meetings of Standing Committees may be held as determined by each Standing Committee.

4.9 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 The Town of Carman Procedures By-Law.

4.10 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.

4.11 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.

4.12 An appointment to any committee of Council may be repealed only by a resolution of Council.

HEAD OF COUNCIL

5.0 The Head of Council for the Town of Carman is to have the title of Mayor.

5.1 At the first regular meeting of Council following a municipal election Council must, by resolution, appoint a Councillor as Deputy Mayor, who shall act in place of the Mayor when the Mayor is unable to carry out the powers, duties, and functions of the Mayor.

- 5.2 In addition to performing the duties of a member of a Council, the Mayor 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 Mayor or by this or any other Act.

YOUTH MEMBER

6.0 The Council of The Town of Carman, 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 in Prairie Rose School Division and must be a resident of The Town of Carman.



- 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 one year.

BOARD OF REVISION

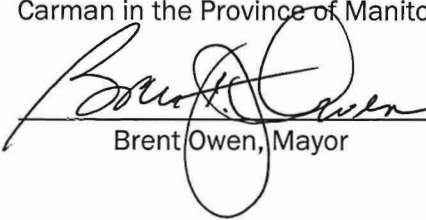
- 7.0 At the first regular Council meeting in each year Council shall, by resolution, appoint a Board of Revision to hear assessment appeals during the year.
- 7.1 The Board of Revision shall consist of members of The Town of Carman Council. The Council shall appoint a member of The Board of Revision 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 Mayor or the Deputy Mayor, and
 - (b) The Chief Administrative Officer or the Chief Financial Officer.

That By-Law No. 22/2054 be repealed.

DONE AND PASSED as a by-law of the Town of Carman in open Council duly assembled in the Town of Carman in the Province of Manitoba this 21st day of December, 2024.



Brent Owen, Mayor



Susan Stein, Chief Administrative Officer

Read a first time this 5th day of November 2024.
Read a second time this 21st day of November 2024.
Read a third time this 21st day of November 2024.