

**TOWN OF MORRIS**  
**BY-LAW NO. 05/03**

**BEING A BY-LAW TO GOVERN THE ORGANIZATION OF THE TOWN OF MORRIS 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 Morris, in open meeting assembled, enacts as follows:

**TITLE**

1.0 This by-law may be referred to as “The Town of Morris Organizational By-Law.”

**ROLE OF COUNCIL**

- 2.0 Council is responsible
- a) for developing and evaluating the policies, programs and planning 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 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 council or this or any other Act.
  - f) may authorize an expenditure of up to \$500.00 for Town purposes at his or her discretion and without prior approval for emergency purposes.

**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.
  - d) To prepare costs for the annual budget planning session.
- 4.1 The following committees are hereby established as the Standing Committees of council:
- a) Finance Committee
  - b) Personnel Committee
  - c) Protective Services Committee (EMO, Fire, Police)
  - d) Public Works (Public Works, Lights, Sidewalks, Water & Sewer, Landfill)
  - e) Economic Development Services Committee
  - g) Recreation and Culture Committee (Boulevards, Cemetery, Recycling, Pool)
  - h) Housing
  - i) Big “M” Centre

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

- a) Finance 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 and 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 CAO until the same has been authorized by the Finance Committee and approved by council. Review accounts payable and receivable and make recommendations to council quarterly.
  - 3) 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.
  - 4) To consider most functional and least taxes in directing expenditures.
  - 5) Check and approve / disapprove monthly statements, planning, and budget and bring to Council for final approval.
  - 6) Recommend means of financing potential large projects, budget process.
  - 7) To approve municipal spending
  - 8) Monitor grants, taxes, fines
- b) Personnel Committee
  - 1) Recommend hiring of employees, monitor, evaluate, and maintain positive work environment for employees.
  - 2) To work with employees of the Town to ensure a strong relationship and to deal with any concerns of council and employees.
  - 3) To assist with interviewing of new employees.
  - 4) To review and draft personnel policy.
  - 5) To review and draft job descriptions.
  - 6) Communicate with all employees, listen to concerns and problems, organize staff development, keep council informed and work liaison between staff and council. Hold periodic meetings with staff.
  - 7) To review and address issues of professional development and employee job satisfaction.
  - 8) Establishing responsibilities and chains of command for employees.
  - 9) Ensure that employees are not exposing Town to Liability (ie: invalid drivers license).
- c) Protective Services Committee
  - 1) To ensure that emergency services meet the needs of tomorrow.
  - 2) To ensure safety needs are being met in the community through close contact with the Ambulance/EMO/RCMP/Fire.
- d) Transportation Services Committee
  - 1) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
  - 2) Provide direction on an ongoing basis for the seasonal priorities and recommend project priorities.
  - 3) To provide and or repair infrastructure at the best price.
  - 4) Oversee street construction and maintenance; prioritize urgency of repairs and projects.
  - 5) Communicate closely with public works department to ensure Town operated equipment and property is well maintained, functioning, as it should be.
  - 6) Prioritize sidewalks for renewal or removal.
  - 7) To provide safe, well-maintained sidewalks.
  - 8) To maintain and monitor existing sidewalks and create a 5 year plan to determine long-term needs.
  - 9) To provide garbage pick-up and for Town residents.
  - 10) To provide adequate disposal of refuse products and to educate public about need to recycle.

- 11) To work with the R.M. of Morris on waste disposal site.
  - 12) Identify and monitor pumping quantities and repair of infrastructure that is in place.
  - 13) To provide quality water at a reasonable rate.
  - 14) Ongoing maintenance; identify problem areas; water distribution
  - 15) Consider and recommend replacement/maintenance of infrastructure.
  - 16) Improvements of infrastructure.
  - 17) Ensure existing future needs are met, both supply & quality of water.
  - 18) The processing and distribution of water and the general upkeep and maintenance of the infrastructure for pipelines and sewer line stations.
- e) **Economic Development Committee**
- 1) To actively promote and seek out economic development for the Town.
  - 2) Work closely with EDO to identify opportunities, local economic issues, develop strategies, short and long-term plans, increase tax base.
  - 3) Stimulate business to continue expansion of and attract appropriate complimentary business for Morris.
  - 4) To encourage job creation strategies within the Town.
- f) **Recreation, Culture and Health Committee**
- 1) To encourage all applications for recreation and culture grants by organizations.
  - 2) To review the need for recreation within the municipality.
  - 3) To consider and report on matters respecting libraries and other cultural services.
  - 4) To provide guidance to the Recreation board to direct thee spending and long-term needs.
  - 5) To provide recreation that recognizes the ages, sex and needs of Morris residents.
  - 6) To provide / enhance green areas; work with recreation officer.
  - 7) Recommend ways/means of beautification/green space use.
  - 8) To work towards the establishment and development of recreational facilities in the Town of Morris.
  - 9) To consider public appearance of Town and have a prioritized long-term work plan.
  - 10) To encourage development of potential tourism.
  - 11) To prioritize and make recommendations for boulevard renewal and enhancement.
- g) **Housing Committee**
- 1) Ensure that the appropriate agencies are working in harmony to provide adequate variety in housing needs.
  - 2) To encourage construction of all kinds of housing useful to town and area.
  - 3) Identify needs; bring solutions or options to council, Morris Manor Board.
  - 4) Study housing needs of community; recommend ways and means of developing solutions to needs.
  - 5) To examine town housing needs and to try to meet needs by bringing in housing.
  - 6) Ensure housing needs are met in Morris. Develop strategies to attract, evaluate needs.

- 4.3 Each Standing Committee shall be composed of a minimum of two members of council.
- 4.4 The head of council is a member of all those Standing Committees of council established in accordance with section 4.1 of this by-law.
- 4.5 At the first regular council meeting in each year, the council must consider the recommendation as presented by the head of council for appointments to Standing Committees and other bodies of council. All appointments to Standing Committees and other bodies of council, including naming of a chairperson, must be approved by resolution of council.

- 4.6 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 provided in The Town of Morris 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 Town of Morris is to have the title of Mayor.
- 5.1 At the first regular meeting of council in each year, 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 by this or any other Act.

### **YOUTH MEMBER**

- 6.0 The council of the Town of Morris, 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 Morris School and must be a resident of The Town of Morris.
- 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**

- 7.1.1 The Board of Revision shall consist of all members of The Town of Morris council with the Mayor serving 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

DONE AND PASSED as a by-law of The Town of Morris at 233 Main Street in the Province of Manitoba this 8<sup>th</sup> day of April, 2003.

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Mayor

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Chief Administrative Officer

Read a first time this 11<sup>th</sup> day of February A.D. 2003.  
Read a second time this 11<sup>th</sup> day of March A.D. 2003.  
Read a third time this 8<sup>th</sup> day of April A.D. 2003.