



**TOWN OF MORRIS
BY-LAW NO. 01/20**

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.

NOW THEREFORE the council of the Town of Morris, in open session duly assembled; enacts as follows:

1.0 TITLE

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

2.0 COMPOSITION

2.1 The Council of the Town of Morris is comprised of:
a) The Head of Council; and
b) Six Councilors

3.0 ROLE OF COUNCIL

3.1 The responsibilities of Council are determined by the legislative framework of the ***Manitoba Municipal Act***. In this By-Law, the view of Council is founded on the principal that the members are stewards of the organization. As such, they have a responsibility to oversee the conduct of the organization, to monitor management and to endeavor to ensure that all major policy issues affecting the affairs of the organization are given consideration. In normal circumstances, the Council shall not intrude on the prerogatives and responsibilities of management and day-to-day management functions should not be performed by Council.

3.2 Council is responsible for:

- 3.2.1.1 developing and evaluating the policies and programs of the municipality;
- 3.2.1.2 ensuring that the powers, duties and functions of the municipality are appropriately carried out; and
- 3.2.1.3 carrying out the powers, duties and functions expressly given to the council under this or any other Act.

4.0 HEAD OF COUNCIL

4.1 The Head of Council for the Town of Morris is to have the title of Mayor.

4.2 At the first regular Council meeting after election, the Council must consider the recommendation for appointment of a Councilor to Deputy Mayor as submitted by the head of Council. The appointment of Deputy Mayor must be approved by resolution of Council. The Deputy Mayor shall act in place of the Mayor when he/she is unable to carry out the powers, duties and functions of Mayor.

4.2.1 Term for the Deputy Mayor is at the discretion of the Mayor, but shall not be less than one (1) year, and with no term of appointment extending past the last meeting of Council in an election year.

4.3 In addition to performing the duties of a member of Council, the Mayor has a duty;

- 4.3.1 to preside when in attendance at a Council meeting, except where the Procedure By-Law or this or any other Act otherwise provides;
- 4.3.2 to provide leadership and direction to the Council; and
- 4.3.3 to perform any other duty or function assigned to a Mayor by this By-law, or by the Municipal Act, or any other Act.

5.0 GENERAL DUTIES OF MEMBERS

5.1 Each member of Council has the following duties:

- 5.1.1 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;
- 5.1.2 to participate generally in developing and evaluating the policies and programs of the municipality;
- 5.1.3 to participate in meetings of the council and of council committees and other bodies to which the member is appointed by the council;
- 5.1.4 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;
- 5.1.5 to recuse themselves from discussion and voting on any matter that represents a real or perceived conflict of interest;
- 5.1.6 to perform any other duty or function imposed on the member by council or this or any other Act.

6.0 COMMITTEES

6.1 The general duties of committees shall be as follows:

- 6.1.1 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.
- 6.1.2 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.
- 6.1.3 To consider and report respectively on any and all matters referred to them by council.

6.2 The following committees are hereby established as the Standing Committees of council:

- 6.2.1 Committee as a Whole

6.3 The following committees are hereby established as Subcommittees of Committee as a Whole:

- 6.3.1 Economic Development and Housing Committee
- 6.3.2 Transportation and Infrastructure Committee
- 6.3.3 Morris Multiplex Committee

6.4 Committee as a Whole

6.4.1 A Committee as a Whole is composed of the entire Council sitting as a legislative study committee. The Committee shall review matters that require Council's attention and make recommendations related to those matters.

6.4.2 Council members will be assigned areas of responsibility as a part of Committee as a Whole. Each area of responsibility will have both a primary and secondary member of Council assigned to it;

6.4.3 Areas of responsibility will be assigned on a two (2) year term basis by the Mayor;

6.4.4 The areas of responsibility for Committee as a Whole are:

- Finance
- Recreation and Health
- Social Services
- Protective Services
- Personnel
- By-Laws, Policies, and Procedures

In addition, all matters requiring discussion and Council review from the subcommittees listed in 6.3 shall also report during Committee as a Whole.

6.5 A Special Committee of Council may be appointed by resolution of council at any time during a regular or special meeting specifying the business to be dealt with by the committee, and the time frame that the committee shall exist.

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

7.0 YOUTH MEMBER

7.1 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.

7.2 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.

7.3 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.

7.4 The term of office for a youth member is to be established with the appointment but shall not exceed 1 year.

8.0 BOARD OF REVISION

8.1 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.

9.0 SIGNING AUTHORITY

9.1 Agreements and cheques and other negotiable instruments must be signed or authorized by

- 9.1.1 the Mayor, and the Deputy Mayor or other designated member of Council, and
- 9.1.2 the Chief Administrative officer

10.0 REPEAL

10.1 THAT By-Law 01/19 be repealed upon the passing of this By-Law.

DONE AND PASSED as a by-law of The Town of Morris this 26th day of March 2020.

Mayor

Chief Administrative Officer

Read a first time this 27th day of February, 2020.
Read a second time this 26th day of March, 2020.
Read a third time this 26th day of March, 2020.