



## CITY OF DAUPHIN

### BYLAW 02/2019

## BEING A BYLAW TO GOVERN THE ORGANIZATION OF THE CITY OF DAUPHIN AND THE COMMITTEES THEREOF

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WHEREAS Section 148(1) of *The Municipal Act* provides that a Council must establish by bylaw an organization structure for the municipality and review the bylaw at least once during its term of office;

THEREFORE BE IT RESOLVED that the Council of the City of Dauphin, in open meeting assembled, enacts as follows:

#### TITLE

1.0 This bylaw may be referred to as the “Organizational Bylaw.”

#### ROLE OF COUNCIL

2.0 A 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 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 welfare and interests of the Municipality as a whole and to bring to Council’s attention anything that would promote the welfare or interests of the Municipality;
- b) in consultation with Senior Management, establish goals for the organization;
- c) determine and evaluate goals, objectives, policies, and programs;
- d) review the goals on a regular basis;
- e) attend all meetings of Council and Committees as required;
- f) review information and make well-informed decisions;

- g) attend all outside Board Meetings and report to Council as required;
- h) adopt Policy for Council Members' Code of Conduct and conduct themselves accordingly;
- i) review, approve, and monitor budgets and other financial matters;
- j) declare Conflicts of Interest in accordance with the Act;
- k) follow the chain of command in obtaining information regarding the operations of the organization and interacting with employees;
- l) refrain from becoming involved in actual administration of the organization;
- m) ensure that the functions and duties of the organization are appropriately carried out;
- n) keep in confidence matters discussed in private at a Council Meeting or Committee Meeting until discussed at a meeting held in public;
- o) understand that decisions must be made by Council as a whole; and
- p) any other duty or function imposed as determined by Council or Legislation.

#### 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 bylaws as may be necessary to give effect to the reports of recommendations that are adopted by Council; and
- 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** and closed in accordance with Section 152(3)(b) of *The Municipal Act*:

- a) Planning and Priorities Committee
- b) Employee Relations Committee
- c) Protective Services Committee
- d) Audit and Finance Committee
- e) Environmental Stewardship Committee
- f) Property Standards Task Force Committee

4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows in accordance with their specific Terms of Reference:

- a) **Planning and Priorities Committee**
  - i) To review requests for policy or bylaw changes referred by Council.
  - ii) To determine and recommend new policies or bylaws.
  - iii) To review, research, and recommend policies and/or bylaws referred to the Committee by other internal standing Committees.
  - iv) To review all material presented to Council or raised by Council, as per the *Act* mentioned above, and make recommendations back to Council for resolution at a Council Meeting.
  - v) To review material presented from Administration or the public that must remain confidential as per as per *The Municipal Act* section 152(3)(b).
  
- b) **Employee Relations Committee:**
  - i) Review and recommend to Council all policies with respect to the Human Resources Management Programs of the Corporation.
  - ii) Review and recommend to Council all Staff Training Programs as proposed by Management with the Collective Agreements.
  - iii) To act as the Grievance Committee of the Council with respect to provisions contained within the Collective Agreements.
  - iv) To act as the Negotiation Committee of the Council with the Canadian Union of Public Employees (CUPE) Locals and as per Policy – Resolution of Issues.
  - v) To recommend to Council the proposals for negotiations and the final contents of the Collective Agreements.
  - vi) To address common concerns with the Collective Agreements between the City of Dauphin and CUPE Locals.
  - vii) To review all vacant management positions with respect to the need for the position description and the qualifications for the position.
  - viii) To negotiate with out-of-scope personnel salaries, benefits, and terms of employment.
  - ix) Any other matter referred to the Committee by Council.
  
- c) **Protective Services Committee:**
  - i) Review and recommend to Council on matters relating to the operations of the following Departments:
    - Engineering
    - Fire
    - Police
    - Emergency Measures
    - Animal Control
    - Bylaw Enforcement
  - ii) Review and recommend to Council the regular organizational evaluation and recommendations as completed by the Department Head Management Team.
  - iii) Review, research, and recommend changes from items referred to Committee by Council.
  - iv) Review, research, and recommend any organizational or management changes to Council for approval.
  - v) Evaluate computer hardware and software upgrades and review any changes to computer integration plan.

- vi) Any other matter referred to the Committee by Council.
  - d) **Audit and Finance Committee:**
    - i) Review and provide input and direction to administration on the contents of the City of Dauphin's annual Financial Plan.
    - ii) Review all documents forwarded to the City of Dauphin by the Corporation's external auditor.
    - iii) Meet periodically with City Management to review and scrutinize the year-to-date internal financial statements and any attached analysis.
    - iv) Any other matter referred to the Committee by Council.
  - e) **Environmental Stewardship Committee**
    - i) Review and provide input/feedback on documents prepared by administration.
    - ii) Review and provide input/feedback on documents received from external organizations that deal with issues that do or may affect the environment, including water and wastewater.
    - iii) Attend meetings and provide input into the ensuing negotiations with the external parties involved in these environmental issues.
    - iv) Attend to any issues of concern that arise with the City of Dauphin's water quality, distribution system, physical structures, and/or human resources.
    - v) Attend to any issues of concern that arise concerning the environment in the City of Dauphin.
    - vi) Any other matter referred to the Committee by Council.
  - f) **Property Standards Task Force Committee**
    - i) Review and provide input and direction to City Hall staff regarding the administration of The Property Standards Bylaw.
    - ii) Present inquiries or complaints from the public to the committee regarding properties (derelict houses, derelict vehicles, weeds, overhanging foliage, shrubs, etc.).
- 4.3 Each Standing Committee should be composed of the Head of Council and at least two Councillors with head of Council sitting as Ex-officio.
- 4.4 Regular Meetings of the Standing Committees may be held as determined by each Standing Committee.
- 4.5 **A Special Committee of Council** may be struck by resolution of Council at any time, specifying the Terms of Reference of the Special Committee. The Terms of Reference must include the issue to be resolved and when the Committee shall be dissolved.

## HEAD OF COUNCIL

- 5.0 The Head of Council for the City of Dauphin is to have the title of Mayor.
- 5.1 At the first meeting of Council in each year, Council must elect or appoint a Councillor as Deputy Mayor, who shall act in the place of the Mayor when the Mayor is unable to carry out the powers, duties, and functions of the Mayor. Nominations for Deputy Mayor must be provided to the City Manager in advance of the first meeting of Council in each year. In the event no nominations are received, the Mayor may appoint the Deputy Mayor.

- 5.2 In addition to performing the duties of a member of a Council, the Mayor has the following duties:
- a) to preside when in attendance at a Council meeting, except where the Procedures Bylaw or this or any other Act otherwise provides;
  - b) to provide leadership and direction to the Council;
  - c) to perform any other duty or function assigned to a Mayor by this or any other Act; and
  - d) may recommend the Citizen & Council Appointments for the upcoming year.

#### BOARD OF REVISION

- 6.0 At the first regular meeting in each year, Council shall by resolution - appoint a Board of Revision to hear assessment appeals during the year; appoint a member of the Board as the Chair; and appoint the Deputy City Manager as Secretary.
- 6.1 The Board of Revision shall consist of the entire Council of the City of Dauphin and two other persons appointed by Council.

#### AUTHORIZATION

- 7.0 Agreements, cheques, and other negotiable instruments must be signed or authorized by:
- a) The Mayor or the Deputy Mayor, or alternate Council Member as appointed by resolution, and
  - b) The City Manager, Deputy City Manager, or Director of Finance.

#### REPEAL

- 8.0 Bylaw 02/2015 be and is hereby repealed.

DONE AND PASSED by the Council of the City of Dauphin in regular session assembled, this 25<sup>th</sup> day of March 2019.

  
Allen Dowhan, Mayor

  
Sharla Griffiths, City Manager

READ A FIRST TIME this 28th day of January 2019.  
READ A SECOND TIME this 25th day of March 2019.  
READ A THIRD TIME this 25th day of March 2019.