

**MUNICIPALITY OF PEMBINA**  
**BY-LAW NO. 2025-02**

**Being a By-law to govern the organization of the Municipality of Pembina 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 Municipality of Pembina enacts as a by-law the following:

**TITLE**

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

**ROLE OF COUNCIL**

- 2.1 Council is responsible for:
- a) developing and evaluating 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 this or any other act.

**GENERAL DUTIES OF MEMBERS**

- 3.1 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 Councilor this or any other Act.

**COMMITTEES**

- 4.1 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-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; and
- 4.2 The following committees are hereby established as the standing committees of Council:
- a) Pembina Manitou, Pembina La Riviere and Pembina Darlingford Fire Depts.
  - b) L.U.D. of Darlingford
  - c) L.U.D. of La Riviere
  - d) Morden Veterinary District
  - e) Pilot Mound Veterinary District
  - f) South Central Veterinary District

- g) South Central Regional Library
- h) Community Futures Heartland
- i) South Central District Water Co-op Inc.
- j) Central Manitoba Tourism
- k) Red River Basin

- 4.3 Each standing committee shall be composed of a minimum of one member of Council and one alternate as needed.
- 4.4 The head of Council is a member of all Municipal committees.
- 4.5 All appointments to committees must be made at the December regular meeting of council in each year and must be approved by resolution of Council.
- 4.6 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.
- 4.7 An appointment to any committee of Council may be repealed only by a resolution of the Council.

#### **HEAD OF COUNCIL**

- 5.1 The head of council for the Municipality of Pembina is to have the title of Reeve.
- 5.2 At the inaugural meeting of new Council after an election, council must by resolution, appoint a councillor as Deputy Reeve, who shall act in place of the Reeve when the Reeve is unable to carry out the powers, duties and functions of the Reeve.
- 5.3 In addition to performing the duties of a member of a Council, the Reeve has a duty to:
- a) preside when in attendance at a Council meeting, except where the procedures by-law or this or any other Act otherwise provides;
  - b) provide leadership and direction to the Council;
  - c) perform any other duty or function assigned to a Reeve or by this or any other Act.

#### **BOARD OF REVISION**

- 6.1 At the first regular meeting of Council in each year, Council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 6.2 The Board of Revision shall consist of a quorum of the Municipal Council. The Reeve shall serve as Chairman of the Board of Revision and the Chief Administrative Officer shall serve as Secretary.

#### **SIGNING AUTHORITY**

- 7.1 Agreements, cheques and other negotiable instruments must be signed or authorized by the:
- a) Reeve, or the Deputy Reeve, and
  - b) Chief Administrative Officer or Chief Financial Officer

#### **BY-LAW REPEAL**

- 8.1 By-law No. 17-2022 passed on the 24<sup>th</sup> day of November, 2022 be hereby repealed.

**DONE AND PASSED** by Council of the Municipality of Pembina duly assembled in  
Manitou, in the Province of Manitoba, this 23<sup>rd</sup> day of January, 2025.

  
Glenn Shiskoski, Reeve

  
K. Bridgeman, Chief Administrative Officer

Read a first time this 9<sup>th</sup> day of January, 2025.  
Read a second time this 9<sup>th</sup> day of January, 2025.  
Read a third time this 23<sup>rd</sup> day of January, 2025.