

THE RURAL MUNICIPALITY OF PRAIRIE LAKES

BY-LAW NO. 1, 2026

BEING A BYLAW TO GOVERN THE ORGANIZATION OF THE RURAL MUNICIPALITY (R.M.) OF PRAIRIE LAKES 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 R.M. of Prairie Lakes, in open meeting assembled, enacts as follows:

TITLE

- 1.0 This By-Law may be referred to as “The Rural Municipality of Prairie Lakes Organizational By-Law.”

ROLE OF COUNCIL

- 2.0 **Council is responsible:**
- a) for developing and evaluating the policies and programs of the municipality;
 - b) to ensure that the powers, duties and functions of the municipality are appropriately carried out;
 - c) for carrying out the powers, duties and functions expressly given to the Council under this or any other *Act*; and
 - d) Adopting a “Code of Conduct” for the members of the Municipal Council.

GENERAL DUTIES OF MEMBERS

- 3.0 **Each member of the 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 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 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*;
 - f) To act in accordance with the Municipal Code of Conduct.

COMMITTEES

- 4.0 **The general duties of the Committees shall be as follows:**
- a) to report from time to time at a regular meeting of Council 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 or recommendations that are adopted by Council;
 - c) to consider and report respectively on all matters referred to them by Council.

- 4.1 The following Committee is hereby established as a Standing Committee of Council:

- a) Personnel Committee

- 4.2 A Committee of the Whole is hereby established for the following:

- a) Finance
- b) Policy
- c) Protective Services
- d) Transportation Services (Machinery Replacement and Service, Gravel)
- e) Landfill Site
- f) Cemetery (Hillside)
- g) Water and Sewer infrastructure (Belmont and Dunrea)
- h) Recreation and Cultural Services
 - i. Strathcona Memorial Park
 - ii. Happyland Campground

4.3 The special duties of the Standing Committee, in addition to the general duties listed in Clause 4.0, shall be as follows:

- 1) To consider salary and wage negotiations;
- 2) To consider requests for benefits;
- 3) To assist with interviewing new employees in key management positions (CAO, ACOA, Public Works leadership, etc.);
- 4) To review personnel policies;
- 5) To review job descriptions;
- 6) To review and consider grievances of employees

4.4 The special duties of the Committee of the Whole, in addition to the general duties listed under Clause 4.0, shall be as follows:

a) Legislative and General Government

i. Finance Committee:

- 1) To review all contracts, orders, reports, recommendations, and proceedings involving the expenditure of municipal funds and to establish policies where necessary.
- 2) To review 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 By-Law or resolution of Council, shall be paid by the Chief Administrative Officer until the same has been authorized by the Finance Committee and approved by Council.
- 3) To annually review and recommend to Council the types, rates, and conditions of payments to be made to or on behalf of the 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.

b) Protective Services Committee

- i. To develop a revised fire department structure to improve efficiency.
- ii. To liaison with Fire Chiefs regarding operations.
- iii. To update the community emergency plan as required and to work with others to prepare for disasters, i.e. floods, major power failures, fires etc.
- iv. To ensure Emergency Plan is reviewed on a regular basis.
- v. To consider all matters related to animal control and bylaw enforcement.

c) Transportation Services

Machinery Replacement and Service

- i. To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance, and disposal.
- ii. To consider and report on all matters relating to municipal roads, gravel and paved, and their opening, closing, altering, diverting, and maintenance.
- iii. To consider all matters relating to drainage concerns within the Municipality.

- iv. To recommend to Council at the beginning of each year such projects, work and purchases consider essential to be conducted during the year, together with their detailed costs.

Gravel

- i. To consider and report on all matters relating to supply, preparation and stockpile of sufficient gravel for municipal requirements.

d) Waste Management (Landfill Site)

- i. To consider all matters relating to the closing of the waste disposal site and the operation of the waste transfer station
- ii. To consider all matters relating to garbage collection and recycling services.
- iii. To consider environmental practices that would be beneficial to the municipality.

e) Cemetery (Hillside)

- i. To ensure appropriate operations and maintenance of the municipal cemetery site (Hillside).
- ii. To consider grant requests from other cemeteries within the municipality.

f) Economic Development Services

- i. To consider and report on matters relating to handivan services.

g) Water and Sewer Infrastructure Lines (Belmont, Ninette and Dunrea)

- i. To consider all requirements for efficient operation of utility assets.
- ii. To consider all matters relating to the municipal wells within the municipality.
- iii. To identify utility projects to be carried out during the year, together with detailed costs.

h) Recreation and Cultural Services

- i. To review requests from local organizations for recreation and culture grants.
- ii. To consider and report on matters related to halls, rec complexes, campgrounds, playgrounds and parks, rinks and walking trails.

4.5 Each Standing Committee shall be composed of two or three members of council.

4.6 The Committee of The Whole shall be composed of all members of Council.

4.7 The Head of Council is an *ex officio* of all committees.

4.8 At the first Regular Council meeting each year, the Council must consider the recommendations for appointments to Standing Committees and other bodies of Council submitted by the Head of Council. All appointments must be approved by resolution of council.

4.9 Regular meetings of a Standing Committee may be held as determined by each Standing Committee.

4.10 Special meetings of a Standing Committee may be called by the chairperson or by two members of the committee in the same manner as provided in R.M. of Prairie Lakes Procedures By-law.

4.11 Any member of Council, not a member of the Committee, has the right to attend committee meetings but shall not vote. With the permission of the majority of the members of the Committee, a visiting member of Council may take part in any discussion.

4.12 An appointment with 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 R.M. of Prairie Lakes is to have the title of **Reeve**.
- 5.1 At the first Regular Meeting of Council in each year, Council must by resolution, appoint a Councillor as Deputy Reeve, who shall act in place of Reeve when he is unable to conduct the powers, duties and functions of the Reeve.
- 5.2 In addition to performing the duties of a Member of Council, the Reeve 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 Reeve or by this or any other *Act*.

YOUTH MEMBER

- 7.0 The Council of the Rural Municipality of Prairie Lakes may, by resolution, appoint a person with the title “youth member” to sit with the council and to participate in council deliberations.
- 7.1 A youth member must be 18 years of age or enrolled as a full time student at any school within the Prairie Spirit School Division, Turtle Mountain School Division or Southwest Horizon School Division and must be a resident of the Rural Municipality of Prairie Lakes.
- 7.2 A youth member is not permitted to move or second any resolution nor is a youth member counted for the purpose of deciding a vote of council. A youth member is not allowed to participate in committee of the whole deliberations that are closed to the public.
- 7.3 The term of office for a youth member is to be established with the appointment but shall not exceed one (1) year.

BOARD OF REVISION

- 8.0 At the first Regular Meeting each year, Council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 8.1 The Board of Revision shall consist of all members of Council. The Reeve shall be appointed as Chairperson and the Chief Administrative Officer or the Assistant Chief Administrative Officer as Secretary.
- 8.2 If a member has submitted an appeal to the Board of Revision, then the member must abstain from sitting as a member for that Board.

SIGNING AUTHORITY

- 9.0 Agreements and cheques and other negotiable instruments must be signed or authorized by;
- a) the Reeve or Deputy Reeve of council; **and**
 - b) the Chief Administrative Officer, or the Assistant Chief Administrative Officer in the absence of the Chief Administrative Officer.

The signature of the Reeve is to be reproduced for use with the computerized cheque writing program.

REPEAL

10.0 That By-Law No. 1, 2025 is hereby repealed.

PASSED AND ENACTED BY The Rural Municipality of Prairie Lakes in Council duly assembled this 10th day of February 2026

First reading: *January 13, 2026*
Second reading: *February 10, 2026*
Third reading: *February 10, 2026*

Reeve.

Chief Administrative Officer.