

THE RURAL MUNICIPALITY OF WHITEMOUTH

BY-LAW NO. 636/15

BEING A BY-LAW OF THE RURAL MUNICIPALITY OF WHITEMOUTH TO GOVERN THE ORGANIZATION OF THE RURAL MUNICIPALITY OF WHITEMOUTH 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 Rural Municipality of Whitemouth, in open meeting assembled, enacts as follows:

TITLE

- 1.0 This by-law may be referred to as "The Rural Municipality of Whitemouth Organizational By-Law".

ROLE OF COUNCIL

- 2.0 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 the council under this or any other Act.

GENERAL DUTIES OF MEMBERS

- 3.0 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 council or this or any other Act.

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 of recommendations that are adopted by council.
 - (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:
- (a) Finance Committee
 - (b) Human Resources Committee
 - (c) Protective Services Committee
 - (d) Public Works Committee
 - (e) Environmental Health Services Committee
 - (f) Economic Development Services Committee
 - (g) Recreation and Culture Committee
- 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 provide general direction to management regarding all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds.
 - (2) To authorize 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 Legislative and

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 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) Human Resources Committee
- (1) To consider salary and wage negotiations.
 - (2) To consider requests for benefits.
 - (3) To assist with interviewing of new employees.
 - (4) To review and draft personnel policy.
 - (5) To review and draft job descriptions.
 - (6) To review and consider grievances of employees.
 - (7) To dismiss employees
- (c) Protective Services Committee
- (1) To consider and report on all matters relating to the Whitemouth District Volunteer Fire Department, the Emergency Measures, and Animal and Pest Control.
- (d) Public Works Committee
- (1) To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal.
 - (2) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
 - (3) To recommend to council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed costs.
 - (4) Public Utilities
- (e) Environmental Health Services Committee
- (1) To consider and report on all matters relating to the Whitemouth-Reynolds-North Whiteshell Waste Management Facility;
 - (2) To consider and report on all matters relating to municipal wells.
- (f) Economic Development Services Committee
- (1) To consider and report on all matters relating to the Whitemouth Reynolds Planning District.
 - (2) To consider and report on all matters relating to Tourism and Economic Development.
- (g) Recreation and Culture Committee
- (1) To review the needs for recreation within the municipality.
 - (2) To consider and report on matters respecting libraries, museums and other cultural services.
- 4.3 The head of council is a member of all committees in accordance with the Municipal Act (Section 107(2)).
- 4.4 At the first regular council meeting in November of 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 to Standing Committees and other bodies of council, including naming of a chairperson, must be approved by resolution of council.
- 4.5 Regular meetings of the Standing Committees may be held as determined by each Standing Committee. Approved and signed minutes of every committee meeting must be copied to the Chief Administrative Officer and all members of Council.
- 4.6 Special meetings of Standing Committees may be called by two members of the committee in the same manner as provided in The Rural Municipality of Whitemouth's Procedures By-Law.
- 4.7 The Reeve or 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 discussions.

- 4.8 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.
- 4.9 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 Rural Municipality of Whitemouth is to have the title of Reeve.
- 5.1 At the first regular meeting of council in November each year, the council must consider the recommendation for appointing a councillor as Deputy Reeve, as submitted by the Reeve. The appointment of Deputy Reeve must be approved by resolution of council. The Deputy Reeve shall act in place of the Reeve when he is unable to carry out the powers, duties and functions of the Reeve.
- 5.2 In addition to performing the duties of a member of a council, the Reeve has a duty
- (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; and
 - (c) to perform any other duty or function assigned to a reeve or by this or any other Act.

YOUTH MEMBER

- 6.0 The council of The Rural Municipality of Whitemouth, 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 and must be a resident of The Rural Municipality of Whitemouth.
- 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

- 7.0 At the first regular council meeting in November of each year, council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 7.1 The Board of Revision shall consist of not less than three members, some or all of whom may be members of the council. The council shall appoint a member of The Board of Revision to serve 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 head of council, or the deputy head of council; and
 - (b) the chief administrative officer or the assistant administrator.

By-Law No. 616/13 is hereby repealed.

DONE AND PASSED as a by-law of The Rural Municipality of Whitemouth in the Province of Manitoba, this 10th day of June, A.D. 2015.



Reeve



Chief Administrative Officer

Read a first time this 9th day of June, A.D., 2015
Read a second time this 10th day of June, A.D., 2015
Read a third time this 10th day of June, A.D., 2015