

**THE RURAL MUNICIPALITY OF
WHITEMOUTH**

BY-LAW NO. 697/20

**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 Rural Municipality of Whitemouth (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:

1. TITLE

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

2. ROLE OF COUNCIL

Council is responsible for:

- 2.1 developing and evaluating the policies and programs of the Municipality;
- 2.2 ensuring that the powers, duties and functions of the Municipality are appropriately carried out; and
- 2.3 carrying out the powers, duties and functions expressly given to the Council under this or any other Act.

3. GENERAL DUTIES OF MEMBERS

Each Member of a Council has the following duties:

- 3.1 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;
- 3.2 to participate generally in developing and evaluating the policies and programs of the Municipality;
- 3.3 to participate in meetings of the Council and of Council Standing Committees and other bodies to which the Member is appointed by the Council;
- 3.4 to keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) and that the Standing Committee decides to keep confidential until the matter is discussed at a meeting of the Council or of a Standing Committee conducted in public;
- 3.5 to perform any other duty or function imposed on the Member by the Council or this or any other Act.

4. STANDING COMMITTEES

4.1 The general duties of Standing Committees shall be as follows:

- 4.1.1 to report from time to time on all matters connected with the duties imposed on the Standing Committee and to recommend such action as may be deemed necessary;
- 4.1.2 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; and
- 4.1.3 to consider and report respectively on any and all matters referred to them by Council.

4.2 The following Standing Committees are hereby established as Standing Committees of Council:

- 4.2.1 Accounts Payable Committee,
- 4.2.2 Fire Management Committee,
- 4.2.3 Whitemouth Handi Van Committee,
- 4.2.4 Public Works Committee, and
- 4.2.5 Emergency Response Team Committee.

- 4.3 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows.
 - 4.3.1 Accounts Payable Committee shall 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 Accounts Payable Committee and approved by Council.
 - 4.3.2 Fire Management Committee shall consider and report on all matters relating to the Rural Municipality of Whitemouth Fire Department.
 - 4.3.4 Whitemouth Handi-Van Committee shall consider all matters and make recommendations to Council in the operation of the Whitemouth Handi-Van including Handi-Van personnel, and report on all initiatives to Council.
 - 4.3.5 Public Works Committee shall:
 - 4.3.5.1 consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal;
 - 4.3.5.2 consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance; and
 - 4.3.5.3 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.
 - 4.3.6 Emergency Response Team Committee shall consider all matters relating to the Emergency Response Team, make recommendations to Council, and report on all initiatives relating to the Emergency Response Team.
- 4.4 The Head of Council is a Member of all Standing Committees in accordance with the Municipal Act (Section 107(2)).
- 4.5 At the first regular Council meeting in November of each year, the Council must consider the recommendations for appointments to Standing Committees submitted by the Head of Council. All appointments to Standing Committees, including naming of a Chairperson, must be approved by resolution of Council.
- 4.6 Regular meetings of the Standing Committees may be held as determined by each Standing Committee. Approved and signed minutes of every Standing Committee meeting must be copied to the Chief Administrative Officer and all Members of Council.
- 4.7 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.
- 4.8 The Reeve or any Member of Council not a Member of the Standing 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.
- 4.9 A Special Committee of Council may be appointed by resolution of Council at any time specifying the business to be dealt with by the Special Committee.
- 4.10 An appointment to any Committee of Council may be repealed only by a resolution of the Council.

5. HEAD OF COUNCIL

- 5.1 The Head of Council for The Rural Municipality of Whitemouth is to have the title of Reeve.
- 5.2 At the first regular meeting of Council in November each year, the Council must consider the recommendation for appointing a Member of Council 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 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
 - 5.3.1 to preside when in attendance at a Council meeting, except where the procedures bylaw or this or any other Act otherwise provides;
 - 5.3.2 to provide leadership and direction to the Council; and
 - 5.3.3 to perform any other duty or function assigned to a Reeve or by this or any other Act.

6. YOUTH MEMBER

- 6.1 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.
- 6.2 A Youth Member must be less than 18 years of age or enrolled as a full-time student at the Whitemouth School and must be a resident of The Rural Municipality of Whitemouth.
- 6.3 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.
- 6.4 The term of office for a Youth Member is to be established with the appointment but shall not exceed 1 year.

7. BOARD OF REVISION

- 7.1 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.
- 7.2 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.

8. APPOINTMENTS TO OTHER BOARDS AND COMMITTEES

- At the first regular Council meeting in November of each year, the Council must consider the recommendations for appointments to other Boards and Committees submitted by the Head of Council. All appointments to these boards and committees must be approved by resolution of Council and can only be repealed by resolution of Council. Appointments shall be made to the following Boards and Committees:
- 8.1 Whiteshell Laboratories Community Regeneration Partnership Committee,
 - 8.2 Carmine Shiner Committee,
 - 8.3 Clinical Teaching Unit Committee,
 - 8.4 Community Futures Winnipeg River Board,
 - 8.5 Eastman Tourism Board,
 - 8.6 North Eastman Community Health Committee
 - 8.7 Whitemouth District Health Center Foundation Board,


- 8.8 Whitemouth Library Board,
- 8.9 Whitemouth Municipal Museum Society Board,
- 8.10 Eastman Regional Municipal Committee,
- 8.11 Whitemouth Childcare Centre Committee
- 8.12 Whitemouth Reynolds North Whiteshell Waste Management Board,
- 8.13 Whitemouth River Valley Community Development Board,
- 8.14 Whitemouth River Recreation Commission Board, and
- 8.15 Eastman Vocational Training Centre Board.

9. SIGNING AUTHORITY

- 9.1 Agreements and cheques and other negotiable instruments must be signed or authorized by
 - 9.1.1 The Head of Council, or the Deputy Head of Council; and
 - 9.1.2 The Chief Administrative Officer or the Assistant Chief Administrative Officer.

By-Law No. 636/15 is hereby repealed.

DONE, PASSED, and ENACTED as a by-law of The Rural Municipality of Whitemouth in the Province of Manitoba, this day of , A.D. 2020.



Reeve



Chief Administrative Officer

Read a first time this 11th day of February, A.D., 2020
 Read a second time this 25th day of February, A.D., 2020
 Read a third time this 25th day of February, A.D., 2020