

CARTWRIGHT-ROBLIN MUNICIPALITY

1-2015 Organizational

Being a by-law to establish the organizational structure of Council and 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.

NOW THEREFORE Council of Cartwright-Roblin Municipality, in open Council assembled enacts as follows:

TITLE

1.0 This by-law may be referred to as “The Cartwright-Roblin Municipality 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 and 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) Committee of the Whole Council

4.2 The special duties of the Standing Committee of the Whole Council, in addition to the aforesaid general duties, shall be as follows:

a) Legislative and Finance

- i To consider reports submitted from staff including:
 - All contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds.
 - 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 and approved by Council with exception of expenditures defined in policy approved by Council as re-occurring expenditures of the corporation.
- ii To consider and set 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) Personnel and Policy

- i To consider salary/ wage/ contract negotiations.
- ii To consider requests for benefits.
- iii To assist with interviewing of new employees.
- iv To review and draft personnel policy.
- v To review and draft job descriptions.
- vi To review and consider grievances of employees.

c) Protective Services

- i To consider reports related to Police, Fire, Ambulance and Emergency Measures.

d) Transportation Services

- i To consider:
 - All matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal.
 - All matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
 - All recommendations 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 cost.

e) Environmental Health Services

- i To consider all matters relating to sanitation services (garbage, recycling, waste transfer site)
 - All matters relating to community wells

f) Water and Sewer Utility

i To consider reports submitted from staff including:

→ All matters relating to water treatment & distribution operations

→ All matters relating to lagoon(s) operations

g) Public Health & Welfare

i To consider reports submitted on behalf of cemeteries

h) Environmental Development Services

i To consider all matters relating to planning and zoning

i) Economic Development Services

j) Recreation and Culture

i To review all applications for recreation and culture grants from organizations.

ii To review the need for recreation within the municipality.

iii To consider and report on matters respecting libraries and other cultural services.

- 4.3 The Committee of the Whole Council shall be comprised of all five members of Council and the Head of Council.
- 4.4 The head of council is a member of only those Standing Committees of council established in accordance with section 4.1 of this by-law.
- 4.5 At the first regular council meeting in 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, must be approved by resolution of council.
- 4.6 Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
- 4.7 Special meetings of Standing Committees may be called by the chairperson or by two members of the committee in the same manner as provided in The Cartwright-Roblin Municipality Procedures By-law.
- 4.8 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.
- 4.9 A special committee of council may be appointed by resolution of council at any time specifying the business to be dealt with by the committee.
- 4.10 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 Cartwright-Roblin Municipality is to have the title Head of Council (HOC).
- 5.1 At the first regular meeting in each year, the Council must review and subsequently appoint (by resolution) a Councillor as Deputy Head of Council who shall act in place of the Head of

Council when he/ she is unable to carry out the powers, duties and functions of the Head of Council.

- 5.2 In addition to performing the duties of a member of Council, the Head of Council has a duty
- a) To preside when in attendance at a Council meeting, except when the procedures by-law or this or any other Act otherwise provides;
 - b) To provide leadership and direction to Council; and
 - c) To perform any other duty or function assigned to a Head of Council by the Municipal Act or any other Act.

YOUTH MEMBER

- 6.0 The Council of the Cartwright-Roblin Municipality, 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 at least 16 years of age or enrolled as a full time student and must be a resident of the Cartwright-Roblin Municipality.
- 6.2 A youth member is not permitted to move or second any resolution nor is the youth counted for 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.
- 6.3 The term of office for a youth member is to be established with appointment by resolution but shall not exceed 1 year.

BOARD OF REVISION

- 7.0 At the first regular council meeting in 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 all members of The Cartwright-Roblin Municipality 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 Administrative Officer
 - c) That the Chief Administrative Officer or Assistant Administrative Officer be and is hereby authorized to negotiate with, deposit with or transfer to the accounts of the Corporation only, Bills of Exchange, Promissory Notes, Cheques and Orders for the payment of money and other negotiable paper, and for the said purpose to endorse the same or any of them on behalf of the corporation, either in writing or by rubber stamp;
 - d) That the Chief Administrative Officer or Assistant Administrative Officer or Office Assistant of the corporation be and is/ are hereby authorized for and on behalf of the said corporation from time to time to arrange, settle, balance and certify all books and accounts between the corporation and financial institution and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments;
 - e) That the Chief Administrative Officer or Assistant Administrative Officer or other member of office staff of the corporation be and is/ are hereby authorized for and on behalf of the said

corporation to obtain delivery from the financial institution of all or any stocks, bonds and other securities held by the financial institution in safekeeping or otherwise for the account of the corporation and to give valid and binding receipts therefore.

FURTHER BE IT ENACTED that by-laws #293-2012 (V of Cartwright) and #356-2012 (RM of Roblin) are hereby repealed.

DONE AND PASSED as a by-law of Cartwright-Roblin Municipality at Cartwright in the Province of Manitoba this 10th day of February, A.D. 2015.

CARTWRIGHT-ROBLIN MUNICIPALITY

“Original signed by R.Lovell”

Rod Lovell, Head of Council

FIRST reading: January 15, 2015
SECOND reading: January 27, 2015
THIRD reading: February 10, 2015

“Original signed by C. Mullin”

Colleen Mullin, Chief Administrative Officer