



THE RURAL MUNICIPALITY OF VICTORIA BEACH

BY-LAW NO. 1572

A By-Law of The Rural Municipality of Victoria Beach to govern the organization of the Municipality and the committees thereof.

WHEREAS Subsection 148(1) of The Municipal Act provides as follows:

148 (1) 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.

AND WHEREAS it is necessary and expedient to establish an organizational structure for The Rural Municipality of Victoria Beach;

NOW THEREFORE the Council of The Rural Municipality of Victoria Beach, in meeting duly assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as “The Rural Municipality of Victoria Beach 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 for 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 interest 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) of The Municipal Act 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.
 - (d) To act as a liaison between the council and the Municipality's employees, volunteers and organizations and to report back to council on all matters that are of mutual concern and/or require action on the part of the municipality
- 4.1 The following committees are hereby established as the Standing Committees of council:
- (a) Public Works Committee
 - (b) Finance Committee
 - (c) Police Board
 - (d) Fire/First Responders Committee
 - (e) Parks and Vincent Memorial Committee
 - (f) Golf Course Committee
 - (g) Municipal Property, Buildings, Parking Lot and Recycling Committee
 - (h) Water Systems Committee
 - (i) Doctor/Medical Committee
 - (j) Communications Committee
 - (k) Gate Committee
 - (l) Building Inspector
- 4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:
- (a) Public Works Committee
- 1) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
 - 2) To consider and report on all matters relating to equipment, including the acquisition, maintenance and disposal thereof.
 - 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) To consider and report on all matters relating to garbage and recycling.
- (b) Finance Committee
- 1) To supervise all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds.
 - 2) To supervise 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 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.
 - 4) To consider salary and wage negotiations
 - 5) To consider requests for benefits.
 - 6) To assist with the interviewing of new employees.
 - 7) To review and draft personnel policy.
 - 8) To review and draft job descriptions.
 - 9) To review and consider grievances of employees.
- (c) Police Board
- 1) Section 26 of the Police Service Act (PSA) states that every municipality that operates a police service must establish and maintain a police board. The Police Board acts as a liaison between the community and the police service

and has a duty to ensure that police services are delivered in a manner consistent with community needs, values and expectations.

- 2) With the exception of member(s) of the Police Board who must be appointed by the lieutenant-governor in council, the municipal council is responsible for appointing all additional board members to the police board.
- 3) According to 31(1) of the Manitoba Police Commission manual the term of a council member on the police board ends when the person is no longer a member of the council.
- 4) The municipal council is responsible for the final approval of the police budget, as presented by the Police Board.
- 5) The municipal council refers to the Police Board all police matters.

(d) Fire/First Responders Committee

- 1) To consider and report on all matters relating to the operation of the fire department and first responders.
- 2) To consider and report on all matters involving fire department and first responders personnel.
- 3) To recommend to council at the beginning of each year such projects, work and matters under its control as it considers essential to be carried out during the year, together with their detailed cost.

(e) Parks Committee

- 1) To consider and report on all matters relating to the operation of the parks department.
- 2) To consider and report on all matters involving parks personnel.
- 3) To recommend to council at the beginning of each year such projects, work and matters under its control as it considers essential to be carried out during the year, together with their detailed cost.

(f) Golf Course Committee

- 1) To consider and report on all matters relating to the operation of the golf course.
- 2) To consider and report on all matters involving golf course personnel.
- 3) To recommend to council at the beginning of each year such projects, work and matters under its control as it considers essential to be carried out during the year, together with their detailed cost.

(g) Municipal Property, Buildings and Parking Lot Committee

- 1) To consider and report on all matters relating to the maintenance and condition of all municipal property and buildings, including the parking lot and gate information office.
- 2) To recommend to council at the beginning of each year such projects, work and matters under its control as it considers essential to be carried out during the year to maintain all municipal property and buildings in satisfactory condition, together with their detailed cost.

(h) Water Systems Committee

- 1) To consider and report on all matters relating to the operation and maintenance of all municipal water systems.
- 2) To recommend to council at the beginning of each year such projects, work and matters under its control as it considers essential to be carried out during the year to ensure the efficient operation of all the municipal water systems, together with their detailed cost.

(i) Doctor/Medical Committee

- 1) Council shall appoint a community doctor/medical committee at the beginning of each year.
- 2) Council to work with the community doctor/medical committee in all matters relating to the operation of the doctor's office.

- 3) Council to consider recommendations from the community doctor/medical committee at the beginning of each year such projects, works and matters as it considers essential to be carried out during the year for the welfare of the municipality, together with their detailed costs.
- (j) Communications Committee
- 1) To act as a liaison between the council and various community organizations and to report back to council on all matters that are of mutual concern and/or require action on the part of the municipality.
 - 2) To consider and report on all matters relating to the improvement of the municipality's methods of communication with residents and community organizations.
- (k) Gate Committee
- 1) To consider and report on all matters relating to the operation of the gate information office.
 - 2) To consider and report on all matters relating to the control of vehicular traffic, including the issuance of vehicle permits.
 - 3) To recommend to council at the beginning of each year ideas regarding improving the process of vehicle permits, and/or controlling traffic in the restricted area.
- (l) Building Inspector
- 1) To consider and report on all matters relating to the operations of the Building Inspector.
 - 2) To consider and report on all matters involving building inspection personnel.
 - 3) To recommend to council at the beginning of each year such projects, work and matters under its control as it considers essential to be carried out during the year, together with their detailed cost.
- 4.3 Each Standing Committee shall be composed of as many members of council as is deemed necessary and appointed by resolution 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, 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.
- 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 Rural Municipality of Victoria Beach 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.

HEAD OF COUNCIL

- 5.0 The head of council for The Rural Municipality of Victoria Beach 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 the Reeve when the Reeve is unable to carry out the powers, duties and function 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 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 by this or any other Act.

BOARD OF REVISION

- 6.0 The Board of Revision shall consist of all the members of The Rural Municipality of Victoria Beach council. The Reeve shall be the presiding officer of the Board of Revision. When the Reeve is absent, council shall appoint a member who is present to serve as the presiding officer.

SIGNING AUTHORITY

- 7.0 Cheques must be signed by
- (a) any member of council, and
 - (b) the Chief Administrative Officer or the Assistant Chief Administrative Officer.
- 7.1 Agreements and all other negotiable instruments must be approved by resolution of council and signed by
- (a) the Reeve or Deputy-Reeve, and
 - (b) the Chief Administrative Officer or the Assistant Chief Administrative Officer.

REPEAL

- 8.0 That By-Law 1571 be and is hereby repealed.

DONE AND PASSED in Council assembled, in the City of Winnipeg, in the Province of Manitoba, this _____ day of _____ A. D. 2018.

Penny McMorris – Reeve

Raymond Moreau – CAO

Read a first time this 7th day of August A. D. 2018.

Read a second time this 21st day of August A. D. 2018.

Read a third time this _____ day of _____A. D. 2018.