



THE RURAL MUNICIPALITY OF VICTORIA BEACH

BY-LAW NO. 1660 (*1612 repealed*)

Being a bylaw 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 for:

- (a) Developing and evaluating the policies and programs of the municipality;
- (b) Ensuring that the powers, duties and functions for the municipality are appropriately carried out; and
- (c) Carrying out the powers, duties and functions expressly given to the council under this or any other Act.
- (d) Updating the Terms of Reference (ToR) for committees by resolution of council.

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.

HEAD OF COUNCIL

- 4.0 The head of council for the Rural Municipality of Victoria Beach is to have the title of mayor.
- 4.1 At the first regular meeting of council in each year, council must by resolution, appoint a councillor as deputy mayor, who shall act in place of the mayor when the mayor is unable to carry out the powers, duties and functions of the mayor.
- 4.2 In addition to performing the duties of a member of council, the mayor has a duty to:
- (a) preside when in attendance at a council meeting, except where the procedures bylaw or this or any other act otherwise provides.
 - (b) provide leadership and direction to council.
 - (c) perform any other duty or function assigned to a mayor or by this or any other act.

COMMITTEES

- 5.0 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.
- 5.1 The following committees are hereby established as the **Standing Committees** of council:
- (a) Public Works / Waste & Recycling / Water Systems Committee***
 - (b) Finance Committee***
 - (c) Police Board***
 - (d) Fire/First Responders Committee***
 - (e) Golf Course Committee***
 - (f) Municipal Property, Buildings,***
 - (g) Parking Lot and Gate Committee***
 - (h) Doctor/Medical Committee***
 - (i) Communications Committee***
 - (j) Building Inspector***

(k) Accessibility Committee

(l) Fire Smart Committee

(m) Trails Committee

(n) Shoreline Committee

- 5.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:

(a) Public Works / Garbage and Recycling / Water Systems Committee

In consultation with the Public Works Lead Hand and Water System Operator-in-Charge:

- 1) To consider and report on all matters relating to public infrastructure and services including but not limited to road maintenance, drainage ditches, culverts, local waste management, recycling, shared landfill, equipment, vehicles, water treatment and distribution systems, weed/pest control, brush pick up and chipping, dangerous trees removal, long-term public works capital requirements and planning.

(b) Finance Committee

- 1) In consultation with the CAO the finance committee's primary purpose is to provide financial oversight and guidance. This includes budgeting and financial planning, monitoring performance, and ensuring financial health and stability. Furthermore, the finance committee will establish financial goals, develop financial policies, and oversee internal controls.

(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 and Emergency Coordinator Committee

In consultation with the Fire Chief or his/her designate and the Municipal Emergency Coordinator:

- 1) To consider and report on all matters relating to the operation of the fire department and emergency response.

(e) Golf Course Committee

In consultation with the Golf Course Manager:

- 1) To consider and report on all matters relating to the operation of the golf course.

(f) Municipal Property, Buildings

- 1) To consider and report on all matters relating to the maintenance and condition of all municipal property and buildings.

(g) Parking Lot and Information Office

- 1) To consider and report on all matters relating to the physical operation of the parking lot and information office.

(h) Doctor/Medical Committee

- 1) To work with the community doctor/medical committee in all matters relating to the operation of the doctor's office;

(i) 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.

(j) Building Inspector

- 1) In consultation with the Building Inspector to consider and report on all matters relating to the operations of the Building Inspector.

(k) Accessibility Committee

- 1) To consider and report on all matters relating to the accessibility of public spaces and buildings;
- 2) To provide a long-term pro-active approach to dealing with standards and timelines outlined by The Accessibility for Manitobans Act (AMA) in regards to the accessibility needs within our Municipality;
- 3) To review, plan, draft and update documents and standards which ensure the needs of persons with disabilities are met within our Municipality;
- 4) To engage expertise in the community and review plans every two years as required by the AMA.

(l) Fire Smart Committee

- 1) To consider and report on all matters relating to increasing community and residential resilience to wildfires including but not limited to legislation and planning, education, development

considerations, vegetation management, emergency planning, training, and community cooperation.

(m) Trails Committee

- 1) To consider and report on all matters necessary to promote the development and use of recreational trails throughout the municipality.

(n) Shoreline Advisory Committee

- 1) To consider and report on all matters relating to issues regarding the shorelines and beaches in the Victoria Beach Municipality.
- 2) To provide responsible shoreline management inclusive to both beach preservation and property protection including but not limited to beach preservation, shoreline erosion, private property protection, environmental impact, aesthetics and affordability/feasibility.

- 5.3 Each Standing Committee shall be composed of as many members of council and or members from the public as is deemed necessary and whom will be appointed by resolution of council.
- 5.4 The head of council is a member of only those Standing Committees of council established in accordance with Section 5.1 of this by-law.
- 5.5 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.
- 5.6 Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
- 5.7 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.
- 5.8 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.
- 5.9 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.

BOARD OF REVISION

- 6.0 The Board of Revision shall consist of all the members of The Rural Municipality of Victoria Beach council or at least three members as appointed by council resolution. The Mayor shall be the presiding officer of the Board of Revision. When the Mayor 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 or Municipal Clerk
- OR
- (c) the Chief Administrative Officer or the Assistant Chief Administrative Officer and;
 - (d) the Municipal Clerk
- 7.1 Agreements and all other negotiable instruments must be approved by resolution of council and signed by
- (a) the Mayor or Deputy-Mayor, and
 - (b) the Chief Administrative Officer or the Assistant Chief Administrative Officer, Municipal Clerk.

REPEAL

- 8.0 That By-Law 1612 be and is hereby repealed.

DONE AND PASSED in Council assembled, in the Province of Manitoba, this 22nd day of September, 2026.

Mayor

Chief Administrative Officer

Read a first time this 08th day of September, 2026.
Read a second time this 22nd day of September, 2026.
Read a third time this 22nd day of September, 2026.