

THE RURAL MUNICIPALITY OF REYNOLDS BY-LAW NO. 11/17
BEING A BY-LAW OF THE RURAL MUNICIPALITY OF REYNOLDS
TO GOVERN THE ORGANIZATION OF THE MUNICIPALITY
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 Reynolds, in open meeting assembled, enact as follows:

TITLE

1.0 This by-law may be referred to as "The Rural Municipality of Reynolds 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 of 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.

GENERAL DUTIES OF MEMBERS

3.0 Each member of a Council has the following duties to:

- (a) 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) Participate generally in developing and evaluating the policies and programs of the municipality;
- (c) Participate in meetings of the Council and of Council committees and other bodies to which the member is appointed by the Council;
- (d) 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) 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) 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) 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
- (c) Review 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) Legislative and Finance Committee
- (b) Public Works Committee
- (c) Fire/Protection Committee
- (d) Personnel/Human Resources Committee
- (e) Economic Development Committee

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

(a) Legislative and Finance Committee:

- (1) Review all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds;
- (2) Review 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, Finance and Personnel Committee and approved by Council;
- (3) Review and recommend to Council, on an annual basis, 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 and that the Council considers appropriate; and
- (4) Review and draft policy concerning Legislative and Finance.

(b) Public Works Committee:

- (1) Review and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal;
- (2) Review and report on all matters relating to municipal roads and road allowances and their opening, closing, altering diverting and maintenance;
- (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, along with detailed estimates; and
- (4) Review and draft policy concerning Public Works.

(c) Fire/Protection Committee:

- (1) Act as liaison between Council and the fire department;
- (2) Meet with the fire chief on a regular by-monthly basis, or more frequently if required;
- (3) Participate in discussions with the fire chief on any and all matters of the fire department;
- (4) Report, recommend, and refer decisions regarding the fire department to Council.

(d) Personnel/Human Resources Committee:

- (1) Salary and wage negotiations for CAO;
- (2) Consider requests for benefits outside of Municipal Human Resource Policy Manual;
- (3) Review and consider grievances of employees regarding the CAO; and
- (4) Review and approve HR policies submitted by the CAO.

(e) Economic Development Committee:

- (1) Provide recommendations to Council on all aspects of economic development for the betterment of the Municipality;
- (2) Work in co-ordination with the local Chamber of Commerce and any other organization with a mandate for economic development; and
- (3) Review and report on all matters relating to Economic Development.

- 4.3 The Head of Council is a member on the Legislative and Finance Committee; the Public Works Committee; the Personnel/Human Resources Committee and the Economic Development Committee of Council established in accordance with Section 4.1 of this bylaw unless he/she declares himself/herself to be in a conflict of interest.
- 4.4 The Legislative and Finance Committee shall be composed of the Head of Council and all members of Council.
- 4.5 The Public Works Committee shall be composed of three members of Council with one alternate.
- 4.6 The Fire/Protection Committee shall be composed of two members of Council with one alternate.
- 4.7 The Personnel/Human Resources Committee shall be composed of the Head of Council and two members of Council.
- 4.8 The Economic Development Committee shall be composed of the Head of Council and two members of Council.
- 4.9 At the first regular Council meeting in November in each year, the Head of Council shall appoint the Standing Committees and the Chair thereof.
- 4.10 Regular meetings of the Standing Committees may be held as determined by each Standing Committee and all Council members are to be notified of the meeting.
- 4.11 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 Reynolds Procedures By-law.
- 4.12 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.
- 4.13 Standing Committee appointments may be changed at the discretion of the Head of Council.
- 4.14 A special committee of Council may be created and approved by resolution of Council at any time specifying the business to be dealt with by the committee.
- 4.15 All committee minutes, if requested, will be released to members of Council after they have been reviewed by the Chairperson of said Committee.

HEAD OF COUNCIL

- 5.0 The head of Council for The Rural Municipality of Reynolds is to have the title of Reeve.
- 5.1 At the first regular meeting of Council in November of each year, the Head of Council shall 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 functions of the Reeve.
- 5.2 In addition to performing the duties of a member of a Council, the Reeve has a duty to:
 - (a) Preside the Council meeting when in attendance, except where restricted by the Procedures by-law or any other Manitoba Act;
 - (b) Provide leadership and direction to the Council; and
 - (c) Perform any other duty or function assigned to a Reeve by this or any other Act.

YOUTH MEMBER

- 6.0 The Council of The Rural Municipality of Reynolds, 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 Reynolds.
- 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

- 7.1 At the first regular Council meeting in November in each year, Council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 7.2 The Board of Revisions 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 Assistant Chief Administrative Officer.
- 9.0 That Bylaw No. 3 /17 be hereby rescinded.

DONE AND PASSED as a by-law of The Rural Municipality of Reynolds, at Hadashville, in the Province of Manitoba, this 9th day of January 2018.

THE RURAL MUNICIPALITY OF REYNOLDS

David Turchyn, Reeve

Yann Boissonneault, CAO

Read a first time this 19th day of December, 2017	Res. ____/17
Read a second time this 19 th day of December, 2017	Res. ____/17
Read a third time this 9 th day of January 2018	Res. ____/18