

THE RURAL MUNICIPALITY OF REYNOLDS BY-LAW NO. 10/2022

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.
- (d) Recommendations of Council Committees are not binding until passed by a resolution of Council (108 MA)

4.1 The following committees are hereby established as the Standing Committees of Council:

A) Committee of the Whole

The Committee of the Whole is comprised of the entire Council. The Head of Council shall be Chair. The Committee of the Whole includes the following agenda items to review and make recommendations of these matters to Council.

Legislative and Finance:

- (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.

Public Works:

- (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.

Personnel/Human Resources:

- (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.

Economic Development:

- (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.

B) Fire/Protection:

The Fire/Protection Committee shall be composed of 4 members of Council.

- (1) Act as liaison between Council and the fire department;

- (2) Meet with the fire chief on a quarterly basis, being the third Tuesday of March, June, September, December 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.
- 4.2 At the first regular Council meeting in November in each year, by majority Vote of Council shall appoint the Fire/Protection Committee and Community Committees after discussions with all members of Council.
- 4.3 Regular meetings of the Committee of the Whole and standing Committees may be held as determined by the Committee and all Council members are to be notified of the meeting.
- 4.4 Special meetings of the Committee of the Whole may be called by the chairperson or by two members of the committee in the same manner as provided in Reynolds Procedures By-law.
- 4.5 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.
- 4.6 Committee appointments may be repealed only by a resolution of Council.
- 4.7 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, and the timeframe that the committee shall exist.
- 4.8 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, by majority Vote 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.

7.3 Council shall appoint the CAO to act as secretary of the Board of Revision.

SIGNING AUTHORITY

8.0 Agreements and cheques and other negotiable instruments must be signed or authorized by:

- (a) the head of Council, or an appointed member of Council; and
- (b) the Chief Administrative Officer or Assistant Chief Administrative Officer.

9.0 That By-Law No. 03/2020 be hereby rescinded.

DONE AND PASSED as a by-law of The Rural Municipality of Reynolds, at Hadashville, in the Province of Manitoba, this 24 day of November 2022.



Russ Gawluk, Reeve

Kim Furgala, Chief Administrative Officer

Read a first time this 8th day of November, 2022
Read a second time this 24 day of November, 2022
Read a third time this 24 day of November, 2022