

RURAL MUNICIPALITY OF LAKESHORE

BY-LAW NO 03-2019

BEING A BY-LAW TO GOVERN THE ORGANIZATION OF THE RURAL MUNICIPALITY OF LAKESHORE 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 Lakeshore, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as "The Rural Municipality of Lakeshore 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 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 of 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:

- 1) Finance Committee
- 2) Personnel
- 3) Policy Committee
- 4) Machinery Committee
- 5) Gravel Committee
- 6) Board of Revision
- 7) Drainage Committee
- 8) Waste Disposal Committee
- 9) Union Negotiations Committee
- 10) Fire Department – Ochre River
- 11) Fire Department – Rorketon
- 12) Lawrence Recreation
- 13) Ochre River Recreation
- 14) Lawrence Resource Council

- 15) LUD of Ochre River
- 16) Ochre River Community Foundation
- 17) Parkland Regional Library
- 18) Lakeshore Planning
- 19) Westlake Vet Board
- 20) Dauphin Vet Board
- 21) Alonsa Conservation District
- 22) Turtle River Watershed
- 23) Emergency Measures
- 24) Dauphin & District Community Development
- 25) Dauphin-Ochre Weed Control
- 26) Riding Mountain Regional Liaison
- 27) Ste. Rose Handivan
- 28) Fort Dauphin
- 29) Post Amalgamation

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

a) 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.

b) Personnel

- 1) To consider salary and wage negotiations.
- 2) To consider requests for benefits.
- 3) To assist with interviewing of new employees.
- 4) To review and draft personnel policy.
- 5) To review and draft job descriptions.
- 6) To review and consider grievances of employees.
- 7) To assist in the preparation of all annual employee evaluations
- 8) To prepare, review with Council and perform the Chief Administrative Officer annual evaluation

c) Policy

- 1) To review and draft all general policies of the municipality

d) Machinery Committee

- 1) To assist with the machinery purchases and ongoing maintenance all municipal equipment.

e) Gravel Committee

- 1) To consider the gravel requirements for the municipal roads
- 2) To assist with annual gravel crushing/hauling contracts.

4.3 Each Standing Committee shall be composed of at least one member of council or the council as a whole.

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 meeting of the Standing Committees may be held as determined by each Standing Committee.
- 4.7 Special meeting 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 Lakeshore Procedures By-law.
- 4.8 Any member of council not a member of 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 the Rural Municipality of Lakeshore 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.
- 5.2 In addition to performing the duties of a member of 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

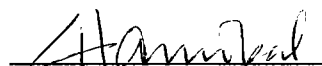
- 6.1 At the first regular meeting in each year, council shall by resolution appoint a Board of Revision to hear assessment appeals during the year.
- 6.2 The Board of Revision shall consist of The Rural Municipality of Lakeshore council as a whole.

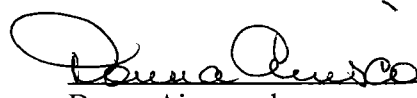
SIGNING AUTHORITY

- 7.0 Agreements and cheques and other negotiable instruments must be signed or authorized by
 - a) the Reeve, or the Deputy Reeve, and
 - b) the Chief Administrative Officer or the Assistant Chief Administrative Officer

DONE AND PASSED as a by-law of The Rural Municipality of Lakeshore in the Province of Manitoba this 12th day of February, 2019.

Read a first time: January 22, 2019
Read a second time: February 12, 2019
Read a third time: January 12, 2019


Carmen Hannibal
Reeve


Donna Ainscough
Chief Administrative Officer

