



STE. ANNE MUNICIPALITY

BY-LAW #2023-08

BEING a by-law of the Rural Municipality of Ste. Anne to establish an organizational structure for the Municipality.

WHEREAS *The Municipal Act* states as follows:

Council to pass an organizational by-law

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 the Municipal Procedures By-law states in Section 2.2 that Council must, within six months of its Inaugural Meeting, review the Organizational By-Law;

THEREFORE BE IT RESOLVED THAT the Council of the RM of Ste. Anne enacts as follows:

TITLE

1.0 This by-law may be referred to as the “**Organizational By-Law.**”

COMMITTEES

- 2.1 The general duties of Committees shall be as follows in relation to the department or field to which they are appointed:
- a) To consider and report on any and all matters referred to them by Council on a regular basis;
 - b) To provide a report of recommendations to Council based on Committee resolutions passed during Committee meetings;
 - c) To prepare and present to Council by-laws and policies as may be necessary to give effect to the reports of recommendations that are adopted by Council;
 - d) To consider and report respectively on any and all matters referred to them by Council; and
 - e) Review and draft annual departmental Budget and Service Plan
- 2.2 The following Committees are hereby established as the standing Committees of Council:
- a) Economic Development Committee
 - b) Environment Committee
 - c) Executive Committee
 - d) Land-Use Planning and Development Committee
 - e) Personnel Committee
 - f) Protection Committee
 - g) Recreation and Culture Committee
 - h) Transportation Committee
- 2.3 Special duties of the following Standing Committees, in addition to the general duties as described in Section 2.1, shall be as follows:
- a) Executive Committee
 - i. To review all general contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds as required;

- ii. To review all accounts, expenditures and outlay and all sums payable under contract on a bi-weekly basis;
- iii. To review and consider all applicable by-laws, policies and minutes prior to approval; and
- iv. To review and consider any Municipal document which requires dual execution.

b) Personnel Committee

- i. To hire the Chief Administrative Officer, and review their performance annually;
- ii. To review personnel policies;
- iii. To consider requests for benefit programs, policies and plans;
- iv. To establish positions within the organization and amend the organizational chart accordingly, review job descriptions, and establish and review salary scales;
- v. To review and consider grievances of employees.

2.4.0 Each Standing Committee shall be composed of at least three members, at least 2 of these being members of Council, with the exception of 2 Committees which shall be comprised as follows:

- a) Executive Committee - Reeve, Deputy Reeve and one other member of Council; and
- b) Personnel Committee – 3 members of Council.

2.5 The CAO is recording secretary of all Council Committees unless they have appointed an alternate Designated Officer.

2.6 The Head of Council is a member of all Committees in accordance with *The Municipal Act*. Note that this excludes the Local Urban District of Richer Committee.

2.7 All appointments to Standing Committees and other bodies of Council, including naming of the Chair, must be approved by resolution of Council.

2.8 Regular Committee of the Whole meetings will be scheduled monthly. Should these not occur, the Standing Committees must hold a meeting at least once each fiscal quarter. The first quarterly meeting is to be an organizational meeting to recommend to Council the current year's projects, activities and budgetary items. All other meetings shall be to prepare and present to Council recommended by-laws and policies as necessary, as well as to consider and report regularly to Council on any and all matters referred to them.

2.9 Special meetings of Standing Committees may be called by the Chair or by two members of the Committee in accordance with the Procedures By-law.

2.10 Council members have the right to attend any Committee meeting, other than those closed to the public under Section 152(3) of *The Municipal Act*, 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.

2.11 All proceedings and conduct at Committee meetings shall be in accordance with the Procedures By-Law.

2.12 A special Committee of Council may be appointed by resolution of Council at any time specifying the business to be dealt with by that Committee.

2.13 An appointment to any Committee of Council may be repealed only by a resolution of Council.

HEAD OF COUNCIL

3.0 The Head of Council for the RM of Ste. Anne is to have the title Reeve.

- 3.1 Council must appoint a Councillor as Deputy Reeve by Resolution who shall act in place of the Reeve when they are unable to carry out the powers, duties and functions of the Reeve.
- 3.2 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 Procedure By-Law or any other Act provides otherwise;
 - b) to provide leadership and direction to the Council; and
 - c) to perform any other duty or function assigned to the Reeve by Resolution or by any other Act.

YOUTH MEMBER

- 4.0 Council may appoint a person with the title "Youth Member" by Resolution to sit with the Council and to participate in Council deliberations.
- 4.1 A youth member must be less than 18 years of age or enrolled as a full-time student.
- 4.2 A youth member is not counted for the purpose of determining a quorum or deciding a vote of the Council. A youth member is not allowed to participate in Committee deliberations that are closed to the public.
- 4.3 The term of office for a youth member is to be established with the appointment but shall not exceed one year.

SIGNING AUTHORITY

- 5.0 Agreements and cheques and other negotiable instruments must be signed or authorized by:
- a) the Reeve, or the Deputy Reeve if the Reeve is unable; **AND**
 - b) the Chief Administrative Officer, or the Designated Officer appointed by the CAO to fulfill this function if they are unable, as outlined in the employee's job description.

BE IT FURTHER RESOLVED that By-Law #07-2018 is hereby repealed.

DONE AND PASSED by the Council of the RM of Ste. Anne, in Council duly assembled in the RM of Ste. Anne, in Manitoba, this 12th day of April, 2023.



Reeve



Chief Administrative Officer

Read a first time this 22nd day of March, 2023, by Resolution #2023-142.
Read a second time this 12th day of April, 2023, by Resolution #2023-162.
Read a third time this 12th day of April, 2023, by Resolution #2023-163.