

RURAL MUNICIPALITY OF CORNWALLIS

PROVINCE OF MANITOBA

Being a by-law to govern the organization of The Rural Municipality of Cornwallis 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 Cornwallis, in open meeting assembled, enacts as follows:

TITLE

- 1.0 This by-law may be referred to as "The Rural Municipality of Cornwallis 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;
 - c) and 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 a 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:

- a) Legislative and Finance Committee;
- b) Personnel and Policy Committee;
- c) Protective Services Committee;
- d) Transportation Services Committee;
- e) Environmental Health Services Committee;
- f) Utility 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) 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, contract or resolution of council, shall be paid until the same has been authorized by the Finance Committee and approved by council.
- 3) To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal.
- 4) 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 and Policy Committee

- 1) To consider salary and wage matters.
- 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.

c) Protective Services Committee

- 1) To review and make recommendations concerning all agreements with other authorities in the provision of police, fire and ambulance services.
- 2) To consider and report on all matters related to the municipal policing budget as presented by the Cornwallis Police Board.
- 3) To consider and make recommendations on the citizen appointment to the Cornwallis Police Board.

d) Transportation Services Committee

- 1) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
- 2) To consider and report on all matters relating to drainage.
- 3) To 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, together with their detailed cost.

e) Environmental Health Services Committee

- 1) To consider and report on all matters relating to weed control, waste management and such other matters as may be referred by the Council.

- 2) To oversee the maintenance and development of recreational and public facilities including parks, playgrounds, cemeteries and waste transfer stations.

f) Utility Committee

- 1) To consider and report on all matters related to the development and operation of water and sewer utilities.

- 4.3 Each Standing Committee shall be composed of all members of council of the municipality.
- 4.4 At the first regular council meeting in each year, the council must consider the recommendations for appointments to the chair of Standing Committees and other bodies of council submitted by the head of council. All appointments to other bodies of council, including naming of a chairperson of Standing Committees, must be approved by resolution of council.
- 4.5 Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
- 4.6 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 Cornwallis Procedures by-law.
- 4.7 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.
- 4.8 An appointment to any committee of council may be repealed only by a resolution of the council.

HEAD OF COUNCIL

The head of council for the Rural Municipality of Cornwallis 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 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 preside when in attendance at a council meeting, except where the procedures by-law or this or any other Act otherwise provides; to provide leadership and direction to the council; and to perform any other duty or function assigned to a Reeve or by this or any other Act.

YOUTH MEMBER

- 6.0 The Council of The Rural Municipality of Cornwallis 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 at a School Division having jurisdiction within the boundaries of the Municipality and must be a resident of The Rural Municipality of Cornwallis.
- 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

7.0 All members of Council shall constitute the Board of Revision.

7.1 The Reeve, or in the absence of the Reeve, the Deputy Reeve shall be the presiding officer and the Administrative Assistant shall be the Secretary of the Board.

SIGNING AUTHORITY

8.0 All cheques and other negotiable instruments and agreements must be signed or authorized by: the Reeve together with the Chief Administrative Officer or the Administrative Assistant; or the Deputy Reeve together with the Chief Administrative Officer or the Administrative Assistant; or the Chief Administrative Officer together with the Administrative Assistant.

8.1 All agreements must be signed or authorized by: the Reeve, or in the absence of the Reeve, the Deputy Reeve, together with the Chief Administrative Officer, or in the absence of the Chief Administrative Officer, the Administrative Assistant.


REPEAL

9.0 By-law No. 1678/07/2018 is repealed.

DONE AND PASSED as a by-law of The Rural Municipality of Cornwallis in the Province of Manitoba this 17th day of Mach, A.D., 2020.



Reeve



Chief Administrative/Finance Officer

Read a first time this 18th day of February, A.D., 2020
Read a second time this 17th day of March, A.D., 2020
Read a third time this 17th day of March, A.D., 2020