

MUNICIPALITY OF RHINELAND

By-law No. 2018-17

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

TITLE

1.0 This by-law may be referred to as "The Municipality of Rhineland 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 meetings 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) Finance Committee
- b) Altona Shared Committee
- c) The Board of Revision
- d) Public Works Committee
- e) Joint Conference/Personnel Committee

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 review all accounts and expenditures together with the CAO and CFO to recommend payment of authorized accounts to Council for approval; 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 or CFO until the same has been authorized by the Finance Committee and approved by council.
  - 2) To review the monthly financial statement with the CAO and CFO for presentation to Council.
- b) Altona Shared Services Committee
  - 1) To meet with representatives of The Town of Altona to examine and recommend draft policy for the operation of all services that Altona and Rhineland currently share.
  - 2) To report such matters to Council for formal approval.
- c) Board of Revision
  - To meet annually to hear any assessment appeals made to the Board.
- d) Public Works Committee
  - 1) To consider and report on all matters relating to the public works department and recommend new acquisitions or disposal to Council.
  - 2) To consider and report monthly on all matters relating to drainage including opening, closing, altering, diverting and regular drain maintenance.
  - 3) To consider and report monthly on all matters relating to municipal roads including opening, closing, altering, diverting and regular road maintenance.
  - 4) 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.
- e) Joint Conference/Personnel Committee
  - 1) To meet at intervals to research, assess and recommend solutions to various problems.
  - 2) To promote a harmonious relationship between the Employer and the Employees.
  - 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.
  - 4) To annually review and recommend to Council the compensation and benefits for administration staff.

- 4.3 The Standing Committees shall be composed of the following members:
- 1) Finance Committee - 3 members of Council
  - 2) Altona Shared Services Committee - 3 members of Council
  - 3) The Board of Revision - All members of Council
  - 4) Public Works Committee - 7 members of Council  
plus Public Work Director
  - 5) Joint Conference/Personnel Committee - 3 members of Council
- 4.4 The head of council is a member of those committees to which he has been appointed in accordance with section 4.2 of this by-law and in addition he is an ex-officer member of all other committees.
- 4.5 At the first regular 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 meetings of the Standing Committees may be held as determined by each Standing Committee.
- 4.7 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 Municipality of Rhineland Procedures By-law.
- 4.8 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.
- 4.9 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 Municipality of Rhineland is to have the title of reeve.
- 5.1 At the first regular meeting of council in each year, council must by resolution, appoint at least one 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 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 or by this or any other Act.

#### BOARD OF REVISION

- 6.1 At the first regular council 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 6 members of The Municipality of Rhineland council. The council shall appoint a member of The Board of Revision to serve as presiding officer of the Board.

SIGNING AUTHORITY

7.0 That the following regular recurring and miscellaneous accounts payable be approved for payment without having first been approved by the Finance Committee:

1. Indemnities due to members of the Council pursuant to the provisions of Section 124 of The Municipal Act, duly authorized by By-Law of the Municipality
2. Salaries and wages due to officers and employees of the Municipality duly authorized by By-Law, Employee Contract or resolution
3. Accounts payable to the Receiver General of Canada, Municipal Employees Benefits Program, et al.
4. Education and LUD's of Rosenfeld, Gretna and Plum Coulee levies
5. Federal, Provincial and Municipal taxes due and payable
6. Utility vendors
7. Any other accounts payable not exceeding \$1,000.00

Where the above listed payments are paid prior to the Finance Committees approval, they will be subsequently submitted to the Finance Committee for approval.

And that these payments can be made via:


- a) Online bill payment
- b) Electronic Funds Transfer (EFT)
- c) Direct deposit
- d) Cheque signed by any two (2) of the following persons: The Reeve or Deputy Reeve or Chairman of Finance or Chief Administrative Officer or Chief Financial Officer


That any accounts payable exceeding \$1,000.00 must first be approved by the Finance Committee before payment is made via methods a), b), or c) above. And that cheques exceeding \$1,000.00 shall be signed by the Reeve or Deputy Reeve or Chairman of Finance and the Chief Administrative Officer or Chief Financial Officer.

AND BE IT FURTHER RESOLVED that these accounts be formally approved by Council at the next regular meeting.

AND BE IT FURTHER RESOLVED By-law 2015-1, is hereby repealed.

DONE AND PASSED as a By-law of The Municipality of Rhineland at The Town of Altona in the Province of Manitoba this 12<sup>th</sup> day of December, A.D. 2018.

  
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Reeve

  
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Chief Administrative Officer

Read a first time this 21<sup>st</sup> day of November, A.D. 2018.

Read a second time this 21<sup>st</sup> day of November, A.D. 2018.

Read a third time this 12<sup>th</sup> day of December, A.D. 2018.