

**MUNICIPALITY OF LOUISE  
ORGANIZATIONAL BY LAW**

**BY LAW NO 2018-17**

**BEING** a By-Law to govern the organization of The Municipality of Louise 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.

**NOW THEREFORE BE IT RESOLVED** that the Council of The Municipality of Louise, in open meeting assembled, enacts as follows:

**TITLE**

1.0 This By-law may be referred to as 'The Municipality of Louise 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) 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 publicly discussed at a meeting of the council or of a committee;
- e) to perform any other duty or function imposed on the member by the council by 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) Accessibility and Website Committee
- b) Finance & Assets Committee
- b) Human Resource Committee
- c) Works & Operations Committee

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

- a) Accessibility and Website Committee  
Research, review and adhere to the Accessibility for Manitobans Act.  
Review and update the Accessibility Plan for the Municipality of Louise, the Accessibility Policy and information and guides for the public.  
Review any major changes to the website  
Report on associated costs of accessibility and website prior to budget.
- b) Finance and Assets Committee  
Review accounts payable with the exception of payments due and payable prior to the regular meeting date which include payroll, contracts, utilities and other payments provided for in the annual financial plan.  
Review monthly financial statements  
Review and recommend to Council any policies relating to finance  
Prepare the annual Financial Plan  
Oversee the Asset Management Plan
- c) Human Resource Committee  
Review organizational design and staffing needs and make recommendations to council to improve effectiveness and efficiency  
Develop and modify job descriptions, code of conduct, training needs and performance management forms.  
Develop job criteria, advertising, short listing, interviews and make recommendations for candidate selection  
Provide ongoing communication with staff to avoid grievance issues for employees or between employees and council. Address any problems, staff concerns and councillor/employee relationship matters immediately. Resolve issues through coaching and counselling.  
Perform annual performance appraisals.  
Ensure that basic legal obligations of an employer are fulfilled  
Review current By laws and policies and draft new policies as required.  
Appoint a sub committee to carry out specific duties if necessary.

d) Works and Operations Committee – rural only

Consider and report on all matters relating to municipal roads; their opening, closing, altering, diverting, construction and maintenance.

Consider and report on all matters relating to the annual road resurfacing program.

Consider and report on the annual rural roadside spray program

On an annual basis prepare a 5 year capital expenditure plan

Assist the public works staff with Asset Management information sourcing and recording

Consider and report on all matters relating to rural well facilities

Prepare a list of annual road construction and road reconstruction projects in consultation with public works employees prior to budget.

Prepare a list of annual work requirements for bridge, culvert and approach projects, municipal drains and drainage projects and road allowance maintenance projects in consultation with public works prior to budget

Prepare RFPs in consultation with public works and CAO prior to advertising

Review subdivision applications

Review current By laws and policies relating to works and operations and make recommendations to council.

Report on the associated costs for programs, services or improvements to existing services prior to budget

- 4.3 The Reeve shall be an 'ex-officio' member of all standing committees with the privileged of voting thereon only in the absence of a council member.
- 4.4 Through the annual Appointment to Boards & Committees By-Law or by resolution, the council must consider appointments to Standing Committees and Committees of Council. All appointments to Committees, including naming of a chairperson, shall be appointed by By law or resolution.
- 4.5 Regular meetings of the Standing Committees may be held as determined by each Committee.
- 4.6 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 Municipality of Louise Procedures By-Law.
- 4.7 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.
- 4.8 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.

- 4.9 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 Louise is to have the title of Reeve.
- 5.1 By Resolution, on an annual basis, the council will review the appointment of a councillor as Deputy Reeve, who shall act in the place of the Reeve when he 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:
- 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.

### **YOUTH MEMBER**

- 6.0 The council of the Municipality of Louise 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 Municipality of Louise.
- 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 one year.

### **BOARD OF REVISION**

- 7.0 Council shall each year by resolution appoint a Board of Revision to hear assessment appeals. The Board of Revision shall consist of members of the Municipality of Louise Council.
- 7.1 Council shall appoint a member of The Board of Revision to serve as presiding officer of the Board.
- 7.2 Council shall appoint a person to act as the secretary of the Board of Revision.

### **SIGNING AUTHORITY**


- 8.0 Agreements, 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.

That By law 2015-2 is hereby repealed.

**DONE AND PASSED** as a By-law of The Municipality of Louise at the LUD of Crystal City in the Province of Manitoba this 21<sup>st</sup> day of November 2018.

**MUNICIPALITY OF LOUISE**

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

Given first reading this 7<sup>th</sup> day of November 2018

Given second reading this 21<sup>st</sup> day of November 2018

Given third reading this 21<sup>st</sup> day of November 2018