



ORGANIZATIONAL BY-LAW

Municipality of North Norfolk

BY-LAW NO: 47/2018

BEING A BY-LAW TO GOVERN THE ORGANIZATION OF THE MUNICIPALITY OF NORTH NORFOLK 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 North Norfolk, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as "The Municipality of North Norfolk 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 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) of the Municipal Act 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 and committee members shall be as follows:
- a) to provide a written report monthly 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.
 - d) to provide the council and CAO with minutes of any meetings held.
- 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) Water and Sewer Utility Committee
- g) Economic Development Services Committee
- h) Parks, Recreation and Culture 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
 - i. To supervise all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds.
 - ii. 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 Legislative and Finance Committee and approved by council.
 - iii. 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
 - i. To consider salary and wage negotiations.
 - ii. To consider requests for benefits.
 - iii. To assist with interviewing of new employees.
 - iv. To review and draft personnel policy.
 - v. To review and draft job descriptions.
 - vi. To review and consider grievances of employees.
- c) Protective Services Committee
- d) Transportation Services Committee
 - i. To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal.
 - ii. To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance.
 - iii. To recommend to council at the beginning of each year 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
- f) Water and Sewer Utility Committee
- g) Economic Development Services Committee
- h) Parks, Recreation and Culture Committee
 - i. To review all applications for recreation and culture grants from organizations.
 - ii. To review the needs for recreation within the municipality.
 - iii. To consider and report on matters respecting libraries and other cultural services.

4.3 Each Standing Committee shall be composed of not less than two members of council.

4.4 The head of council is ex officio of all standing committees.

4.5 At the Inaugural Meeting or the first regular council meeting in each year, excluding the year following a general election, the council will 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 Meetings of the Standing Committees may be held as determined by the chair of each Standing Committee.
- 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 North Norfolk is to have the title of mayor.
- 5.1 At the first regular meeting of council in each year, council must by resolution, appoint a councillor as Deputy Mayor, who shall act in place of the mayor when he is unable to carry out the powers, duties and functions of the Mayor.
- 5.2 In addition to performing the duties of a member of a council, the mayor 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 mayor by this or any other Act.

BOARD OF REVISION

- 6.1 The Board of Revision shall consist of the Council of the Municipality of North Norfolk. The Mayor will be the presiding officer of the Board.

SIGNING AUTHORITY

- 7.0 Agreements and cheques and other negotiable instruments must be signed or authorized by:
 - a) the head of council, or the deputy head of council, and
 - b) the Chief Administrative Officer or the Executive Assistant.
- 8.0 **THAT** this by-law replaces Municipality of North Norfolk By-Law 02/2015.

DONE AND PASSED as a by-law of the Municipality of North Norfolk at MacGregor in the Province of Manitoba this 12th day of December, 2018.

“original signed by Gerald Barber”
_____ Mayor

“original signed by Valorie Unrau”
_____ Chief Administrative Officer

Read a first time this	<u>14th</u>	day of	<u>November</u>	A.D.	<u>2018</u>
Read a second time this	<u>12th</u>	day of	<u>December</u>	A.D.	<u>2018</u>
Read a third time this	<u>12th</u>	day of	<u>December</u>	A.D.	<u>2018</u>