



Town of Winnipeg Beach BY-LAW 9/2018

BEING A BY-LAW TO GOVERN THE ORGANIZATION OF THE TOWN OF WINNIPEG BEACH AND THE COMMITTEES THEREOF.

WHEREAS Section 148 of The Municipal Act provides in part as follows:

- 148(1) A Council must establish by by-law an organization structure for a municipality and review the by-law at least once during its term of office.

THEREFORE BE IT RESOLVED that the Council of the Town of Winnipeg Beach, in open meeting assembled enacts as follows:

TITLE

- 1.0 This by-law may be referred to as "The Town of Winnipeg Beach Organizational By-Law."

ROLE OF COUNCIL

- 2.0 Council is responsible:
- a) for developing, 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 COUNCIL

- 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;
 - d) to participate in Town negotiations.

4.1 The following committees are hereby established as the Standing Committees of Council:

- a) Public Works, Transportation & Utilities
- b) Recreation
- c) Protective, Environmental & Public Health
- d) Economic Development, Tourism, Culture and Heritage
- e) Personnel
- f) Finance
- g) Legislative
- h) Communication

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

PUBLIC WORKS, TRANSPORTATION & UTILITIES

- i) to consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance;
- ii) 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 the detailed costs;
- iii) to be responsible for overseeing maintenance to parks and playgrounds;
- iv) to oversee the overall operation of the Public Works department;
- v) to oversee the overall operation of the Utilities Department.

RECREATION,

- i) to ensure recreation programming and facilities meet the community's needs;
- ii) to review all applications for recreational grants from community organizations;
- iii) to consider and report on community facilities and organizations;
- iv) to represent and advocate for the community on all matters of recreation;
- v) to be responsible for overseeing upgrades to parks and playgrounds.

PROTECTIVE, ENVIRONMENTAL & PUBLIC HEALTH

- i) to be responsible for the By-Law Enforcement function;
- ii) Responsible for 1st Responders service;
- iii) to consider and report on all matters relating to refuse collection and recycling programs;
- iv) responsible for the Animal Control service;
- v) to consider and report on all matters relating to health services;
- vi) to be responsible for fire, police and emergency measures operations;
- vii) to oversee maintenance and landscaping of the cemetery.

ECONOMIC DEVELOPMENT, TOURISM, CULTURE AND HERITAGE

- i) to consider and report on all community economic development matters, responsible for regional and industrial development, tourism, culture and heritage and other related activities;
- ii) to encourage and advance programs, initiatives and policies to Council that enable a vibrant commercial sector in Winnipeg Beach;
- iii) to be the liaison between community development organizations and Council;
- iv) to represent and advocate for the community on all matters of tourism, culture and heritage.

- v) to consider and report on all matters relating to town beautification projects;
- vi) responsible for Outdoor Stage events and facilities in conjunction with the Recreation Director;
- vii) responsible for Special Events and Festivals in conjunction with the Recreation Director;
- viii) to review all applications for cultural and tourism, and culture and heritage grants from community organizations;
- ix) to make recommendations on planning issues.

PERSONNEL

- 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.

FINANCE

- i) to supervise all contracts, orders, reports, recommendations and proceedings involving the expenditures of municipal funds;
- ii) to supervise all accounts and expenditures payable. No account, claim or demand not expressly authorized to be paid by a statute; by-law or resolution of Council shall be paid until the same has been authorized by the 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 the 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.

LEGISLATIVE

- i) to make recommendations on procedures and By-Laws;
- ii) to participate in Town negotiations;
- iii) to consider and report on all matters relating to municipal land, building and equipment, including their acquisition, maintenance and disposal.

COMMUNICATION

- i) to ensure timely communication between Council and the ratepayers
- ii) to be responsible for overseeing the design, content and maintenance of the Town of Winnipeg Beach website and to ensure that the website is informative and up to date. Information to be available through the web site includes but is not limited to by-laws, newsletters, publications, announcements and press releases;
- iii) to review and provide recommendations for the Town Newsletter;
- iv) to liaise with the Winnipeg Beach Residents Association.

4.3 Each Standing Committee shall be composed of one member of Council who is appointed as Chairperson and one other member of Council, who is appointed as Vice-Chair. The Committee may request other Committee representation from time to time.

4.4 Council must consider the recommendations for appointments to Standing Committees and other Boards submitted by the Head of Council at the

inaugural meeting of council and at least annually thereafter. All appointments to Standing Committees and other boards, including naming of a Chairperson, 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 Any member of Council not a member of a Committee has the right to be notified and attend Committee meetings but shall not be allowed to vote. Visiting members of council may be allowed to take part in any discussions.
- 4.7 Special meetings of Standing Committees may be called by the Committee Chairperson in the same manner as provided in the Town of Winnipeg Beach Procedural By-Law.
- 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 Council.

HEAD OF COUNCIL

- 5.0 The Head of Council for the Town of Winnipeg Beach is to have the title of Mayor.
- 5.1 At the first regular meeting of Council in each year, Council must consider the recommendation of the mayor and must by resolution appoint a Councillor as Deputy Mayor, who shall act in place of the Mayor when they are unable to carry out the powers, duties and functions of the Mayor.
- 5.2 In addition to performing the duties of a Member of Council, the Mayor has a duty to:
 - a) to preside when in attendance at a Council Meeting, except where the Procedural 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.

YOUTH MEMBER

- 6.0 The Council of The Town of Winnipeg Beach may, by resolution, appoint a person with the title "Youth Member" to sit with the Council and participate in Council deliberations.
- 6.1 A youth member must be 16 years of age and a resident of The Town of Winnipeg Beach.
- 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 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 Council shall, by resolution, appoint a Board of Revision to hear assessment appeals during the year.
- 7.1 The Board of Revisions shall consist of at least 3 members, 3 of which must be members of the Council of the Town of Winnipeg Beach. The

Council may appoint a member of the Board of Revision to serve as presiding Officer of the Board. The Chief Administrative Officer or his/her designate shall serve as the Secretary to the Board.

SIGNING AUTHORITY

8.0 Agreements and cheques and other negotiable instruments must be signed or authorized by two of the following:


- a) the Head of Council; or
- b) The Finance Chair; and
- c) the Chief Administrative Officer or designate.

REVIEW

9.0 This By-Law must be reviewed at the Inaugural Meeting of Council and at least annually thereafter.

10.0 That By-Law 04/2018 be and is hereby rescinded.

DONE AND PASSED as a By-Law of the Town of Winnipeg Beach in the Province of Manitoba this 26th day of September, 2018.



Tony Pimentel
Mayor

Kathy Magnusson
Chief Administrative Office

Read a first time on this 22nd day of August, 2018 (Resolution 193/2018)
Read a second time on this 26th day of September 2018 (Resolution 213/2018)
Read a third time this on this 26th day of September, 2018 (Resolution 214/2018)