



## Town of Winnipeg Beach BY-LAW 02-2023

### 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.

NOW 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 all matters referred to them by Council.
  - d) To provide all committee minutes to administration for inclusion on Council Agenda.
- 4.1 The following committees are hereby established as the Standing Committee of Council:
- a) Public Works, Transportation & Utilities
  - b) Recreation
  - c) Public Safety
  - d) Development
  - e) Finance and Personnel
- 4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be to advise Council on:

#### **PUBLIC WORKS, TRANSPORTATION & UTILITIES**

- i. all matters relating to municipal roads and sidewalks and their opening, closing, altering, diverting and maintenance;
- ii. all matters relating to municipal land, buildings, and equipment including acquisition, maintenance and disposal;
- iii. investigate and recommend an efficient drainage system through the development and ongoing maintenance of a master drainage plan for the municipality;
- iv. all matters relating to municipal Waterworks and Sewage System including but not limited to hydrants, treatment, distribution and collection systems;
- v. investigate future water and wastewater service options for the municipality;
- vi. all matters relating to waste collection and recycling services;
- vii. recommend to council for each budget year projects, works, equipment and matters under its control as it considers essential to be carried out during the year, together with their detailed costs.

#### **RECREATION**

- i. all matters relating to upgrades to parks and playgrounds;
- ii. investigate and recommend additional programming and event planning initiatives that will include physical, social, artistic, group and intellectual recreation and audience entertainment to meet the needs of the community;
- iii. to recommend and complete applications for recreation grants approved by council;
- iv. recommend to council for each budget year projects, works, equipment and matters under its control as it considers essential to be carried out during the year, together with their detailed costs.

#### **PUBLIC SAFETY**

- i. Investigate and recommend future safety services within the community, including but not limited to water rescue and first responders services;
- ii. Research and recommend best practices relating to enforcement of By-Laws and the reduction of crime in co-operation with the by-law officer and the established police force in the municipality;
- iii. Investigate and recommend all matters relating to health services, accessibility, fire, police and emergency services;
- iv. investigate and recommend rules and regulations for animal controls services;
- v. recommend to council for each budget year projects, works, equipment and matters under its control as it considers essential to be carried out during the year, together with their detailed costs.

## **DEVELOPMENT**

- i. investigate and recommend initiatives that encourage and promote retail and commercial growth and business retention within the municipality;
- ii. to be the liaison between community services development organizations and council;
- iii. investigate and recommend on all matters relating to town beautification projects including the cemetery;
- iv. investigate and recommend culture, tourism and heritage initiatives;
- v. recommend to council for each budget year projects, works, equipment and matters under its control as it considers essential to be carried out during the year, together with their detailed costs.

## **FINANCE & PERSONNEL**

- i. to review and recommend approval of all accounts, expenditures outlays and all sums payable under contract before monies are paid; except for out of meeting expenditures approved by policy;
  - ii. to initiate the yearly budgetary process and introduce the final draft yearly Financial Plan at a public hearing;
  - iii. provide recommendations to matters of finance on borrowing of funds for any aspect of the administration; and to consider source and process for grant applications and other revenue services;
  - iv. review and recommend policy to enhance transparency and accountability of finance , property acquisition or disposal;
  - v. review and recommend matter of concern regarding personnel including but not limited to; salary and wage negotiations, requests for benefits, personnel policy, and grievances of employees under the existing collective agreement.
- 4.3 Each Standing Committee shall be composed of one member of Council who is appointed as Chairperson and one member of Council, who is appointed as Vice Chair. The Committee may request other Committee representation from time to time.
- 4.4 Regular meetings of the Standing Committees may be held as determined by each Standing Committee upon Council approval.
- 4.5 The established Boards and Committees with Council Participation are established as per the attached schedule A.
- 4.6 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.
- 4.7 A special Council Committee, Sub Committee or Board may be created at anytime and shall 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 Council.
- 4.9 Council may, by resolution, appoint a council member to any committee, board, or association at anytime.
- 4.10 The Head of Council is a member of only those Boards and Committees to which they have been appointed in accordance with clause 4.9.
- 4.11 At the first regular council meeting in each year, the council must consider the recommendations for appointments to Boards and Committees. All appointments to Boards and Committees, including naming the Chairperson, must be approved by 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 deliberations that are closed to the public.
- 6.3 The term of office for a youth member is to be established with the appointment, 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 three (3) members, of which three (3) 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 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 Deputy Mayor; and
  - c) the Chief Administrative Officer or designate.

## **REVIEW**

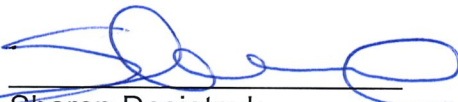
- 9.0 This By-Law must be reviewed at the Inaugural Meeting of Council and at least annually thereafter.
- 10.0 That By-Law 04/2018 to Regulate the Proceedings and Conduct of Council and the Committees Hereto, is rescinded.

**DONE AND PASSED** as a By-Law of the Town of Winnipeg Beach in the Province of Manitoba this 8<sup>th</sup> day of March 2023.



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Pam Jackson  
Mayor



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Sharon Desiatnyk  
Chief Administrative Officer

Read a first time on the 22<sup>nd</sup> day of February 2023.  
Read a second time on the 8<sup>th</sup> day of March 2023.  
Read a third time the 8<sup>th</sup> day of March 2023.

Resolution #2023-053  
Resolution #2023-072  
Resolution #2023-073



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BY-LAW 02-2023  
SCHEDULE A

<b>STANDING COMMITTEES OF COUNCIL</b>	<b>CHAIRPERSON</b>	<b>MEMBER</b>
Public Works, Transportation & Utilities	Barry Hoel	Pam Jackson
Recreation	Pam Jackson	Barry Hoel
Public Safety	Doug Jarvis	Larry Kisiloski
Development	Larry Kisiloski	Jean Gendron
Finance & Personnel	Jean Gendron	Doug Jarvis

\* Updated May 22, 2024

<b>External Committees/Boards</b>	<b>Representative</b>	<b>Representative</b>
Age Friendly	TBD	TBD
Community Futures East Interlake	Doug Jarvis	
East Interlake Handi Van	Larry Kisiloski	
Eastern Interlake Planning District (EIPD)	Pam Jackson	Jean Gendron
East Interlake Watershed District (EIWD)	Jean Gendron	Pam Jackson
Emergency Measures	Barry Hoel	
Evergreen Basic Needs (EBN)	Larry Kisiloski	
Gimli Senior's Resource	Larry Kisiloski	
Historical Society Committee	Pam Jackson	Jean Gendron
IERHA Winnipeg Beach Appointee	Pam Jackson	Jean Gendron
Interlake Municipal Rec Association (IMRA)	Pam Jackson	Barry Hoel
Interlake Tourism Association (ITA)	Larry Kisiloski	Pam Jackson
Interlake Women's Resource Centre (IWRC)	Pam Jackson	
Red River Basin	Jean Gendron	
Selkirk Weed Board	Doug Jarvis	
Winnipeg Beach Legion Liaison	Larry Kisiloski	
Winnipeg Beach Harbour Authority	Jean Gendron	
Winnipeg Beach Curling Club	Jean Gendron	
Westshore COPP (Citizens on Patrol)	Doug Jarvis	
EIWD Resident Appointee	Don Pepé	