

# RIVERDALE MUNICIPALITY BY-LAW 2015-01

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**BEING** a by-law to govern the organization of Riverdale Municipality and the Committees thereof.

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**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 Riverdale Municipality, in open meeting assembled enacts as follows:

## **TITLE**

1.0 This by-law may be referred to as "Riverdale Municipality 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 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 & BOARD REPRESENTATIVES**

- 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/Legislative Committee
- b) Human Resources & Liaison Committee
- c) Protective Services Committee
- d) Transportation Services Committee
- e) Environmental Health Committee
- f) Health & Welfare Committee
- g) Economic Development Committee
- h) Recreation & Culture Committee
- i) Water and Sewer Utility Committee
- j) Special Advisory Committee

## RIVERDALE MUNICIPALITY BY-LAW 2015-01

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

- a) Finance Committee shall be a Committee of the Whole which shall appoint a Chairman
  - 1) To supervise all contracts, orders, reports, recommendations and proceedings involving the expenditure of municipal funds.
  - 2) To supervise all accounts, expenditures and outlay 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 Chief Administrative Officer until the same has been authorized by the Finance Committee and approved by Council.
  - 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.
  
- b) Human Resources & Liaison Committee
  - 1) To consider salary and wage negotiations
  - 2) To assist with interviewing for new employees
  - 3) To review personnel policy
  - 4) To review job descriptions
  - 5) To review and consider grievances of employees not satisfied by Chief Administrative Officer
  
- c) Protective Services Committee
  - 1) To provide liaison between council and Police, Fire and Emergency Measures
  
- d) Transportation Services Committee
  - 1) Public Works – Transportation/Grounds - To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal.
  - 2) To consider and report on all matters relating to municipal roads and their opening, closing, altering and maintenance.
  
- e) Environmental Health Committee
  - 1) Landfill & Recycling – To consider and report on all matters relating to the Waste Disposal Grounds, Recycling Depot and contract services.
  
- f) Economic Development Committee
  - 1) Community Development
  
- g) Water and Sewer Utility Committee
  - 1) Public Works Utility/Water Treatment Plant
  
- h) Special Advisory Committee
  - 1) To attend to matters arising between meetings of council, of which council had no notice at the previous meeting and which must be attended to prior to the next regular meeting of council and which affects the interest of the municipality but which matters is in the opinion of the Mayor is not of such importance to require a special meeting of council.
  - 2) To report at the next regular meeting on any matters arising between meetings.

All Committees - To recommend to council prior to the beginning of each year such matters under its control as it considers essential to be carried out during the year, together with their detailed cost.

4.3 The Mayor is “ex-officio” a member of all those Committees as set forth in Section 4.1 of this by-law with the privilege of voting thereon.

## RIVERDALE MUNICIPALITY BY-LAW 2015-01

- 4.4 Members of Council and/or resident electors shall be appointed to represent the Municipality on Local and Regional Boards as council authorizes.

The general duties of the Board representatives shall be as follows:

- a) To report from time to time on all matters connected with the duties imposed on the Board and to recommend such action as may be deemed necessary.
- b) To recommend to Council all such by-laws as may be necessary to give effect to the reports and recommendations that are adopted by Council.
- c) To consider and report respectively on any and all matters referred to them by Council.
- d) To recommend to Council at the beginning of each year the funding requirements of the Board essential for the operation of the Board and the commitments of the Board.

- 4.5 Members of Council and residents electors of the Municipality may be appointed to the local and regional boards as follows:

- a) Police Board – 1 member of Council, 1 community representative
- b) Emergency Measures Organization – 2 members of council
- c) Community Development Committee – 2 members of Council – 2 community representatives
- d) Health Action Committee – 1 member of Council
- e) Midwest Weed District – 2 members of Council
- f) Little Saskatchewan River Conservation District
  - Sub District 72B – 1 member of Council – 1 community representative
  - Sub District 82B – 1 member of Council – 1 community representative
- g) Rivers Cemetery – 1 member of Council - 1 member from each Church
- h) Riverdale Community Centre – 1 member of Council
- i) Riverdale Recreation Commission – 1 member of Council – 3 community representatives
- j) Rollingdale Enterprises – 1 member of Council
- k) Prairie Crocus Regional Library – 1 member of Council – 2 community representatives
- l) Riverdale Senior Services – 1 member of Council
- m) Chamber of Commerce – 1 member of Council or staff member
- n) Rivers Handi-van – All members of Council

- 4.6 At the inaugural Council meeting in each year, the Council must consider the recommendations for appointments to Standing Committees, Local and Regional Boards and other bodies of Council submitted by the Mayor. All appointments to Standing Committees, Local and Regional Boards and other bodies of Council, including naming of a Chairperson, must be approved by a resolution of Council.

- 4.7 Regular meetings of the Standing Committees may be held as determined by each Standing Committee.

- 4.8 Special meetings of the Standing Committees may be called by the Chairperson or by two members of the committee in the same manner as provided in Riverdale Municipalities Procedures by-law.

- 4.10 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.

- 4.11 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.

### HEAD OF COUNCIL

- 5.0 The Head of Council for Riverdale Municipality is to have the title of Mayor.
- 5.1 At the first inaugural 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 Mayor.
- 5.2 In addition to performing the duties of a member of a Council, the Mayor has a duty

# RIVERDALE MUNICIPALITY BY-LAW 2015-01

- a) to preside when in attendance at a Council meeting, except where the procedures by-law or The Municipal Act 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 the Council by by-law, or by The Municipal Act or any other Act.

## YOUTH MEMBER

- 6.0 The Council of Riverdale Municipality, 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 in the Rolling River School Division and must be a resident of Riverdale Municipality.
- 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 1 year.

## BOARD OF REVISION

- 7.1 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.
- 7.2 The Board of Revision shall consist of all members of Riverdale Municipality's Council. The Council shall appoint a member of The Board of Revision to serve as presiding officer of the Board.

## SIGNING AUTHORITY

- 8.0 Agreements and cheques and other negotiable instruments must be signed or authorized by;
  - a) The Mayor, or Chairman of Finance, and
  - b) The Chief Administrative Officer or Assistant Administrative Officer

DONE AND PASSED by the Council of the Riverdale Municipality, in meeting duly assembled, at Rivers, in Manitoba, this 6<sup>th</sup> day of January A.D. 2015.

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Mayor – Todd Gill

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Chief Administrative Officer

Read a first time this	<u>5<sup>th</sup></u>	day of	<u>January</u>	A.D.	<u>2015</u>
Read a second time this	<u>6<sup>th</sup></u>	day of	<u>January</u>	A.D.	<u>2015</u>
Read a third time this	<u>6<sup>th</sup></u>	day of	<u>January</u>	A.D.	<u>2015</u>