

Town of Altona  
By-law No. 1722/2014  
Organizational By-law

Being a by-law to govern the organization of The Town of Altona and the committees thereof.

WHEREAS Section 148(1) of The Municipal Act provides that a Council must establish by bylaw an organizational structure for the municipality and review the by-law at least once during its term in office.

AND WEHREAS Section 125 (1) and (2) of the Municipal Act states that:

125 (1) Every council must establish by by-law the position of chief administrative officer and must appoint a person to the position.

125 (2) The appointment of a person as chief administrative officer and any suspension or revocation of the appointment must be approved by a majority of the number of members comprising the council;

AND WHEREAS Section 130 of the Municipal Act provides:

130 A council may be by-law establish one or more positions to carry out the powers, duties and functions of a designated officer under a by-law or this or any other Act, and may give each such position any title the council considers appropriate.

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

**TITLE**

1.0 This by-law may be referred to as "The Town of Altona 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 the 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 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 committee are hereby established as the Standing Committees of council:

- a) Finance and Administration Committee
- b) Works and Operations Committee
- c) Community and Social Development Committee
- d) Executive Committee

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

- a) Finance and Administration Committee
  - 1) To supervise all contracts, orders, reports, recommendations

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and proceedings involving the expenditure of municipal funds.

- 2) 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 Finance and Administration 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.
  - 4) To consider salary and wage negotiations.
  - 5) To review personnel policy.
  - 6) To review job descriptions.
  - 7) To review and consider grievances of employees.
  - 8) To consider all land planning requests.
  - 9) To supervise and advise on economic development initiatives.
- b) Works and Operations Committee
- 1) 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, diverting and maintenance.
  - 3) 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 their detailed cost.
  - 4) To ensure the proper provision of water, sewage, drainage and waste disposal services.
  - 5) To ensure the proper provision of policing and fire protection.
- c) Community and Social Development Committee
- 1) To review all applications for recreation and culture grants from organizations.
  - 2) To reviews the needs for recreation and open space within the

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- 3) To consider and report on matters respecting libraries and other cultural services.
  - 4) To ensure adequate provision of leisure program services and the proper scheduling of recreation facilities.
  - 5) To consider all matters related to health and welfare services.
- d) Executive Committee
- 1) To consider any Council business that does not logically fall within the jurisdiction of any one of the other standing committees.
- 4.3 Each Standing Committee shall be composed of all members of Council, and up to two resident electors if so desired by Council.
- 4.4 The head of Council is an ex-officio member of all standing committees.
- 4.5 At the first regular Council meeting in each year, the council must 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 Regular meetings of the Standing Committees shall be combined and held on the same day.
- 4.7 Special meetings of Standing Committees may be called by the chairperson or by two members of the committee in the same manner as provided in The Town of Altona Procedures 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 resolution of the Council.

**ROLE OF THE CHIEF ADMINISTRATIVE OFFICER AND APPOINTMENT OF DESIGNATED OFFICERS**

- 5.0 The position of Chief Administrative Officer is hereby established as a designated officer position of the Town of Altona.

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- 5.1 The Chief Administrative Officer shall report to, be accountable to, and receive authority from the Town of Altona Town Council and;
- a.) Is the administrative head of the Town;
  - b.) Is responsible for advising and informing Council on the operation and affairs of the Town;
  - c.) Is responsible for the management and supervision of the employees of the Town;
  - d.) shall carry out the powers, duties and functions assigned by Council and must notify Council if Town funds are spent or invested contrary to a by-law or resolution or the Manitoba Municipal Act; and
  - e.) may, from time to time and in accordance with sound management practices, delegate to his/her subordinates such duties and responsibilities deemed appropriate or necessary provided that he/she shall continue to be responsible for all actions of the subordinates with respect to matters so delegated.
- 5.2 That appointments, suspension or revocation of a person to the Chief Administrative Officer position must be approved by resolution by a majority of the number of members comprising Altona Town Council.
- 5.3 That the positions of "Assistant Chief Administrative Office", "Police Chief", "Fire Chief/Development Officer", Finance Officer", Public Works Supervisor" and "Recreation Services Manager" be established as designated officer positions of the Town of Altona.
- 5.4 That appointments to the aforesaid designated officer positions as listed in Clause 5.2 shall be authorized by resolution of Council.

### **HEAD OF COUNCIL**

The head of Council for The Town of Altona is to have the title of Mayor.

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/she is unable to carry out the powers, duties and functions of the Mayor.

- 6.0 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

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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 or by this or any other Act.

### **YOUTH MEMBER**

- 7.0 The Council of The Town of Altona, may, by resolution, appoint a person with the title "youth member" to sit with the Council and to participate in Council deliberations.
- 7.1 A youth member must be less than 18 years of age or enrolled as a full time student in a school within the Town of Altona.
- 7.2 A youth member may be elected by his/her school peers or appointed by the staff of the said school. Said youth member should display a keen interest in politics.
- 7.3 There may only be one youth member serving on Council at any given time.
- 7.4 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.
- 7.5 The term of office for a youth member is to be established with the appointment but shall not exceed 2 years.

### **BOARD OF REVISION**

- 8.1 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.
- 8.2 The Board of Revision shall consist of 4 members of The Town of Altona Council and any other 3 persons. The Council shall appoint a member of The Board of Revision to serve as presiding officer of the Board.

### **SIGNING AUTHORITY**

- 9.0 Agreements and cheques and other negotiable instruments must be signed or authorized by;
- a) the head of Council, or the deputy head of Council, or any

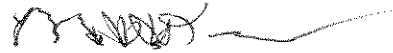
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- b) member of the Finance and Administration Committee, and the Chief Administrative Officer or Assistant Chief Administrative Officer

**REPEAL**

10. THAT Bylaw No. 1691/2012, of the Town of Altona, and any revisions thereto be hereby repealed with the passage of this by-law.

**DONE AND PASSED** as a by-law of the Town of Altona at Altona in the Province of Manitoba this 25<sup>th</sup> day of March, 2014.



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Mayor



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

| Read a first time this 11<sup>th</sup> of March , 2014.  
Read a second time this 27<sup>th</sup> of March, 2014.  
Read a third time this 27<sup>th</sup> of March 2014