

**THE MUNICIPALITY OF HARRISON PARK
BY-LAW NO. 105**

**BEING A BY-LAW TO GOVERN THE ORGANIZATION OF THE
MUNICIPALITY OF HARRISON PARK 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 Harrison Park, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as "The Municipality of Harrison Park Organizational By-Law"

MUNICIPAL OFFICE

2.0 In accordance with Section 132 of The Municipal Act, the municipal office of The Municipality of Harrison Park shall be located at 43 Gateway Street, Onanole, Manitoba.

ROLE OF COUNCIL

3.0 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

4.0 Each member of 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

5.0 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.

5.1 The following committees are hereby established as the Standing Committees of council:

- a) Legislative, Finance, & Policy Committee
- b) Transportation Services Committee
- c) Water and Sewer Utility Committee
- d) Economic Development Committee

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

a) ***Legislative, Finance, & Policy Committee***

- 1) To supervise all contracts, orders, reports, recommendations 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 Legislative, Finance & Policy 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 committee, 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 consider requests for benefits.
- 6) To assist with interviewing of new employees.
- 7) To review and draft personnel policy.
- 8) To review and draft job descriptions.
- 9) To review and consider grievances of employees.
- 10) To review all Municipal Services and develop policies related to all Municipal Services.
- 11) To develop long range programs and projects and develop course of action.
- 12) To prepare the annual operation and capital financial plan and long term capital plan.

b) ***Transportation Services 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 openings, 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 implement and carry out the annual transportation services financial plan, projects, and programs as approved and otherwise delegated by Council.

c) ***Water and Sewer Utility Committee***

- 1) To consider, plan, and report on all matters relating to short and long term programs and projects for providing municipal public utility services, including long term projects, and programs, and to prepare appropriate action plans for same.

d) ***Economic Development Committee***

- 1) To recommend to council any plans or programs for the economic development of the municipality.
- 2) To implement and carry out the annual economic development services financial plan, projects, and programs as approved and otherwise delegated by Council.

- 5.3 Each Standing Committee shall be comprised of all members of Council, and act as a Committee of the Whole.
- 5.4 The head of council is a voting member of all committees.
- 5.5 At the first regular council meeting in each year, or the annual organization meeting held in November of each year, 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.
- 5.6 Regular meeting of the Standing Committees may be held as determined by each Standing Committee.
- 5.7 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 Municipality of Harrison Park Procedures By-law.
- 5.8 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 the members of the committee, a visiting member of council may be allowed to take part in any discussions.
- 5.9 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.
- 5.10 The following Special Committees of Council may be appointed from time to time by resolution of Council for the following special purposes, among others:
- a) Recreational Trails
 - 1) To consider, review, and report on all matters relating to recreational trail development in the Municipality.
- 5.11 An appointment to any committee of council may be repealed only by a resolution of the council.

HEAD OF COUNCIL

- 6.0 The head of council for The Municipality of Harrison Park is to have the title of Reeve.
- 6.1 At the first regular meeting of council in each year, or the annual organization meeting held in November of each year, council must by resolution:
- (a) appoint a councillor as Deputy Reeve, who shall act in place of the Reeve when absent or when he is unable to carry out the powers, duties and functions of the Reeve; and
 - (b) appoint a councillor as Acting Deputy Reeve, who shall act in place of the Reeve and Deputy Reeve when absent or when

they are unable to carry out the powers, duties and functions of the Reeve.

- 6.2 In addition to performing the duties of a member of council, the Reeve 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 Reeve or by this or any other Act.

YOUTH MEMBER

- 7.0 The council of The Municipality of Harrison Park, may by resolution, appoint a person with the title "youth member" to sit with 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 at the Rolling River School Division, or the Park West School Division, and must be a resident of The Municipality of Harrison Park.
- 7.2 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.
- 7.3 The term of office for a youth member is to be established with the appointment but shall not exceed 1 year.

BOARD OF REVISION

- 8.1 At the first regular council meeting in each year, or the annual organization meeting held in November of 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 2 members of The Municipality of Harrison Park council and up to 4 other persons. The Chairperson of the Board shall be a member of Council.

SIGNING AUTHORITY

- 9.0 Cheque payments for obligatory accounts and other day-to-day expenditures by the Municipality must be signed or authorized by;
- a) the Reeve, or the deputy Reeve, and
 - b) the Chief Administrative Officer, Finance Officer, or Assistant Chief Administrative Officer.
- 9.1 Agreements and by-laws, must be signed or authorized by;
- a) the Reeve, or the deputy Reeve, and
 - b) the Chief Administrative Officer, or the Assistant Chief Administrative Officer.
- 9.2 Internal transfers and/or inter-fund transfers, or insured term deposits, must be signed or authorized by either two of the following: Chief Administrative Officer, Finance Officer or Assistant Chief Administrative Officer; or by the Reeve or Deputy Reeve and either one of the following: Chief Administrative Officer, Finance Officer, or Assistant Chief Administrative Officer.

SPENDING AUTHORITY

- 10.1 THAT the Chief Administrative Officer be given general

authorization to expend municipal dollars in the amount of up to \$2,000.00 for day to day expenditures without the approval by by-law or resolution.

- 10.2 THAT the Chief Administrative Officer be given general authorization to expend municipal dollars in the amount of up to \$5,000.00 for equipment parts and labour without prior consent of Council by by-law or resolution.
- 10.3 THAT Administration be given general authorization to expend municipal dollars in the amount of up to \$1,000.00 for administrative supplies, repairs and labour without prior consent of Council by by-law or resolution.
- 10.4 THAT the Chief Administrative Officer be authorized to establish preauthorized automatic payments for ongoing monthly expenditures.
- 10.5 THAT all formal tenders, requests for proposals or quotations, be opened publicly by two designated officers of the Municipality.

GENERAL PROVISIONS

- 10.0 All organizational By-laws enacted prior to the effective date of this By-law shall be repealed.
- 10.1 This by-law shall come into force and effect on the date of passage.

DONE AND PASSED AS A BY-LAW OF THE MUNICIPALITY OF HARRISON PARK, IN COUNCIL DULY ASSEMBLED, AT ONANOLE, THIS 3rd DAY OF NOVEMBER, A.D. 2021.

THE MUNICIPALITY OF HARRISON PARK



Jason Potter
Reeve



Chad Davies
Chief Administrative Officer



Read a first time this 22nd day of September, A.D. 2021
Read a second time this 3rd day of November, A.D. 2021
Read a third time this 3rd day of November, A.D. 2021