

THE RURAL MUNICIPALITY OF ARMSTRONG

BY-LAW NO. 6-2021

BEING A BY-LAW TO GOVERN THE ORGANIZATION OF THE RURAL MUNICIPALITY OF ARMSTRONG 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 Rural Municipality of Armstrong, in open meeting assembled, enacts as follows:

**TITLE**

- 1.0 This by-law may be referred to as "The Rural Municipality of Armstrong Organizational By-Law".

**ORGANIZATIONAL STRUCTURE**

- 2.0 The Organizational Structure shall be as per Schedule "A" attached hereto and forming part of this by-law.

**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 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 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.

**COMMITTEE OF THE WHOLE**

- 5.0 Council may meet as Committee of the Whole to consider any matter of the Municipality not included in the mandate of a Special Committee.

**COMMITTEES**

- 6.0 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.

- 6.1 The Reeve is a member of only those committees to which the Reeve has been appointed.
- 6.2 At the regular council meeting in November in each year, the council must consider the recommendations for appointments to Special Committees and other bodies and organizations of council as submitted by the Reeve. All appointments to Special Committees and other bodies and organizations of council, including naming of a chairperson, must be approved by resolution of council.
- 6.3 Regular meetings of the Special Committees will be held as determined by each Special Committee.
- 6.4 Special meetings of Special Committees may be called by the chairperson or by two members of the committee in the same manner as provided in The Rural Municipality of Armstrong Procedures By-Law.
- 6.5 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.
- 6.6 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.
- 6.7 An appointment to any committee may be repealed only by a resolution of the council.

#### **HEAD OF COUNCIL**

- 7.0 The head of council for the Rural Municipality of Armstrong is to have the title of Reeve.
- 7.1 At the regular council meeting in November or Inaugural Meeting in each year, the council must consider the recommendations submitted by the Reeve for appointment of a councillor as Deputy Reeve, who shall act in place of the Reeve when they are unable to carry out the powers, duties and functions of the Reeve. All appointments to the position of Deputy Reeve must be approved by resolution of council.
- 7.2 In addition to performing the duties of a member of a 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 by this or any other Act.

#### **OFFICIAL SPOKESPERSON**

- 8.0 At the regular council meeting in November or Inaugural Meeting in each year, the council shall, by resolution, appoint one of its members to serve as Official Spokesperson for council.
- 8.1 The Official Spokesperson may, as circumstances dictate, delegate the responsibility of Official Spokesperson on a particular topic to another member of council or designated officer.

**YOUTH MEMBER**

- 9.0 The council of The Rural Municipality of Armstrong may, by resolution, appoint a person with the title "youth member" to sit with the council and to participate in council deliberations.
- 9.1 A youth member must be less than 18 years of age or enrolled as a full time student in a school, and must be a resident of The Rural Municipality of Armstrong.
- 9.2 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.
- 9.3 The term of office for a youth member is to be established with the appointment but shall not exceed 1 year.

**BOARD OF REVISION**

- 10.1 Council shall, annually, by resolution, appoint a Board of Revision consisting of not less than three members, some or all of whom may be members of Council.
- 10.2 Council shall appoint a member of The Board of Revision to serve as presiding officer of the Board.
- 10.3 Council shall appoint a person to serve as Secretary of the Board of Revision.

**SIGNING AUTHORITY**

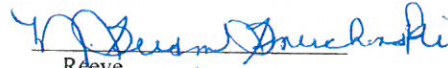

- 11.0 Agreements and cheques and other negotiable instruments must be signed or authorized by
  - (a) the Reeve or Deputy Reeve, and
  - (b) the Chief Administrative Officer or Assistant Chief Administrative Officer.

**REPEAL**

- 12.0 By-Law No. 2-2018 is hereby repealed.

DONE AND PASSED as a by-law of The Rural Municipality of Armstrong at Inwood in the Province of Manitoba this 14<sup>th</sup> day of September, 2021.

THE RURAL MUNICIPALITY  
OF ARMSTRONG

  
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Reeve  
  
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CAO

Read a first time this 13<sup>th</sup> day of July, 2021.  
Read a second time this 14<sup>th</sup> day of September, 2021.  
Read a third time this 14<sup>th</sup> day of September, 2021.

Schedule "A" to By-law 6-2021

THE RURAL MUNICIPALITY OF ARMSTRONG  
ORGANIZATIONAL STRUCTURE

