



**RURAL MUNICIPALITY OF ROSEDALE  
BY-LAW 4-2023**

**BEING A BY-LAW TO ESTABLISH THE ORGANIZATIONAL STRUCTURE OF THE RURAL MUNICIPALITY OF ROSEDALE AND CLEARLY DEFINE THE ROLES OF COUNCIL, ITS COMMITTEES AND THE MUNICIPAL ADMINISTRATIVE TEAM.**

**WHEREAS** subsection 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 each term of office;

**AND WHEREAS** subsection 148(2) of *The Municipal Act* provides that an Organizational By-law must provide for the following:

- a) the establishment of Council committees, other than committees of local urban districts, and other bodies of the Council, including their duties and functions;
- b) the appointment of a deputy head of council to act in place of the head of council when he or she is unable to carry out the powers, duties and functions of the head; and
- c) the manner of appointment of persons to Council committees and other bodies.

**NOW THEREFORE BE IT RESOLVED** that the council of The Rural Municipality, in open meeting assembled enacts as follows:

**TITLE**

1. This by-law may be referred to as “The Rural Municipality of Rosedale Organizational By-law.”

**ROLE OF COUNCIL**

- 2.1 Council is responsible for:
  - a) developing and evaluating the policies, strategic plan and programs of the Municipality;
  - b) ensuring that the powers, duties and functions of the Municipality are appropriately carried out, and
  - c) carrying out the powers, duties and functions expressly given to Council under Act, or any other provincial legislation.
- 2.2 The role of Council is to develop policies and does not include the development of strategies to implement those policies.
- 2.3 No Member has the authority to direct or interfere with the performance of any work being done for the Municipality by a member of the staff of the Municipality, a temporary worker, or a consultant.
- 2.4 No Committee has authority over an administrative department of the municipality.

- 2.5 As specified in section 85 of the Act, Council may by by-law delegate any of its powers, duties or functions under the Act or any other provincial legislation to the Reeve, a Committee, the Chief Administrative Officer or a designated officer, unless the by-law or Act or provincial legislation otherwise provides.

#### **HEAD OF COUNCIL**

- 3.1 The head of council is to have the title of Reeve.
- 3.2 At the first regular meeting of council in each year, or the annual organizational meeting held in November of each year, council must appoint by resolution a councilor as Deputy Reeve who shall act in place of the Reeve when the Reeve is unable to carry out the powers, duties and functions to the Reeve.
- 3.3 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 foster teamwork, provide leadership and direction to the council;
  - c) to perform any other duty or function assigned to a Reeve by this by-law, the *Act*, or any other provincial legislation.

#### **GENERAL DUTIES OF MEMBERS**

4. 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 or matters that may be derogatory to 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 Committees and other bodies to which the Member is appointed by 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*, until the matter is discussed at a meeting of the council conducted in public;
  - e) to comply with the code of conduct for members of council;
  - f) to perform any other duty or function imposed on the Member by Council or the *Act*, or any other provincial legislation; and
  - g) to keep themselves reasonably informed of the programs and projects relevant to the portfolio that they have been appointed to by Council.

#### **COMMITTEE OF THE WHOLE**

5. Council may meet as Committee of the Whole to consider budget items, strategic planning, policy issues not included in the mandate of a Committee, or any other matter.

#### **COMMITTEES**

- 6.1 On or prior to the first regular Council meeting in each calendar year, Council must appoint representatives to external organization committees listed in Schedule "B". All appointments must be approved by a resolution of Council.

- 6.2 Subject to subsection (4), all appointees shall be members.
- 6.3 Appointments of members of the public or staff members of the Municipality may be made to the following external committees:
- a) Whitemud watershed District - Board #39
  - b) Whitemud Watershed District - Board #42
  - c) Whitemud watershed District - Board #43
  - d) Home Assistance Neepawa & District (H.A.N.D.) Committee
  - e) Neepawa & District Medical Committee
  - f) Emergency Measures Organization (EMO) Coordinator
- 6.4 All members shall automatically be deemed to be appointed as representatives of the Municipality to the:
- a) Association of Manitoba Municipalities; and
  - b) Federation of Canadian Municipalities.
- Notwithstanding the foregoing, members who wish to attend meetings, conferences or events of these organizations require a Council resolution authorizing their attendance.
- 6.5 The responsibility of a Member appointed pursuant to subsection (6.1) shall include:
- a) as requested by Council, to report the actions of Council to the external organization;
  - b) to participate as a member of the external organization as set forth in the by-laws of such external organization;
  - c) where appropriate, to report to Council on the activities of the external organization; and
  - d) where appropriate, to provide Council with information concerning issues arising with respect to the external organization.
- 6.6 Any member of Council who wishes to attend meetings or events of external organizations to which they have not been appointed require a Council resolution authorizing their attendance.
- 6.7 Special meetings of committees may be called by the chairperson or by two members of the committee in the same manner as provided in the Municipal Procedures By-law.
- 6.8 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.
- 6.9 An appointment to any committee of council may be repealed only by a resolution of the council.
- 6.10 The Chief Administrative Officer or Assistant to the Chief Administrative Officer shall act as secretary for all committee meetings.

## **BOARD OF REVISION**

- 7.1 Council shall appoint a Board of Revision to hear assessment appeals during the year.
- 7.2 The Board of Revision shall consist of the whole of Council.
- 7.3 The Reeve shall sit as presiding officer of the Board of Revision; and
- 7.4 The Chief administrative Officer shall sit as secretary of the Board of Revision.

## **ROLE OF STAFF**

- 8.1 The organization of the staff of the Municipality shall be as set forth on Schedule "A" as amended from time to time by a resolution of Council. Senior appointed staff of the Municipality, under the direction of the Chief Administrative Officer, fulfill the role of Management of the Municipality including the development of strategies to implement policies established by Council.
- 8.2 The Chief Administrative Officer is the principal administrative link between the administrative team and Council and shall:
- a) ensure the policies and programs of the Municipality are implemented;
  - b) advise and inform Council on the operation and affairs of the Municipality; and
  - c) perform the duties and functions and exercise the powers assigned to a Chief administrative Officer under the *Municipal Act* and any other provincial legislation or as assigned or delegated by Council.

## **SIGNING AUTHORITY**

- 9.1 Agreements, cheques and other negotiable instruments must be signed or authorized by:
- a) The Reeve or Deputy Reeve, or as established by resolution of Council; and
  - b) The Chief Administrative Officer or Assistant Chief Administrative Officer

By enacting this by-law, By-law #8-2022 and all prior organizational by-laws are hereby repealed

**DONE AND PASSED** in Council assembled at the Council Chamber of the Rural Municipality of Rosedale in the Town of Neepawa, in the Province of Manitoba this 8<sup>th</sup> day of December, 2023.

  
\_\_\_\_\_  
Reeve

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

Read a first time this 10<sup>th</sup> day of November, A.D., 2023

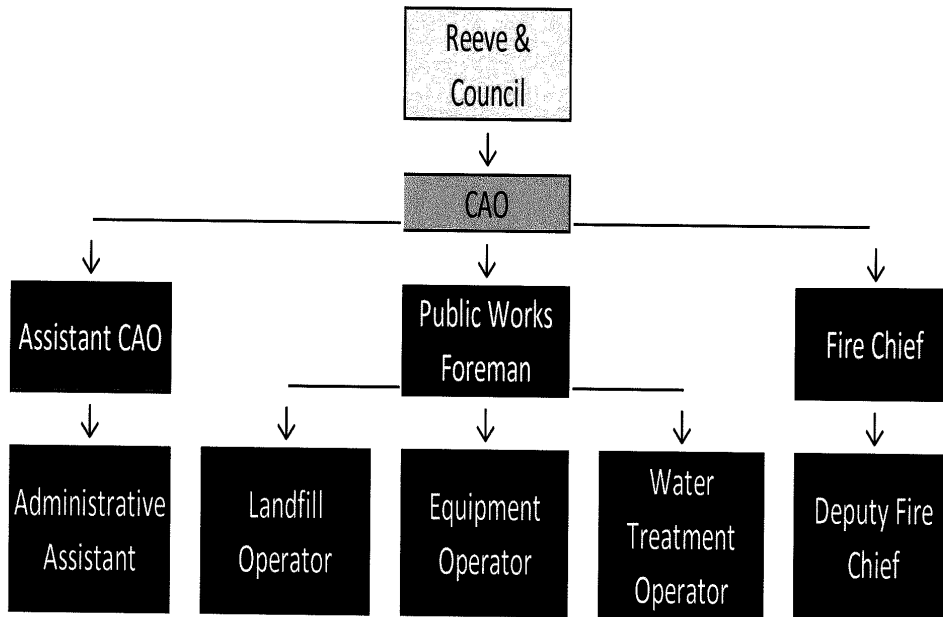
Read a second time this 8<sup>th</sup> day of December, A.D., 2023

Read a third time this 8<sup>th</sup> day of December, A.D., 2023

FOR: 6  
AGAINST: 0

**SCHEDULE "A"**

**RURAL MUNICIPALITY OF ROSEDALE  
ORGANIZATIONAL CHART**



## SCHEDULE "B"

### RURAL MUNICIPALITY OF ROSEDALE 2022/2023 COMMITTEES/APPOINTMENTS

COMMITTEE
Municipal Garage
Finance
Eden Skating Rink & Hall
Whitemud Watershed Board #39
Whitemud Watershed Board #43
Inter-Mountain Watershed Board #44
Assiniboine West Watershed Board
Beautiful Plains County Court Building
Riding Mountain Liaison Committee
Neepawa & District Chamber of Commerce
NADCO
Neepawa & Area Planning District Board
Neepawa and District Disabled Person's Association Inc.
Neepawa & Area Health Committee
Board of Revision
Neepawa Vet Service District Board
Valley Life Housing Group Inc.
LUD of Kelwood Committee
Riding Mountain Hall Committee
Rosburn Subdivision Trail Association
Doctor Recruitment Committee
Neepawa/Minnedosa Hospital Committee
Recreation Commission
Neepawa & District Clinic Committee
Emergency Measures Organization
Kelwood Community Hall Committee
Regional Strategic Planning Board
Asset Management Committee