

**Municipality of Brenda-Waskada**  
**Province of Manitoba**  
**By-Law # 01-2015**

BEING a by-law to govern the organization of the Municipality of Brenda-Waskada.

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.

NOW THEREFORE the council of the Municipality of Brenda-Waskada, as a Committee of the Whole, in open session duly assembled, enacts as follows:

1.0 TITLE

- 1.1 This bylaw will be referred to as the “MUNICIPALITY OF BRENDA-WASKADA ORGANIZATIONAL BY-LAW” established as per Section 148(1) of the Municipal Act.

2.0 DEFINITIONS

In this by-law;

- a) “Agenda” means the agenda for a regular meeting or special meeting of council, or committee of the whole prepared by the Chief Administrative Officer;
- b) “Chairman” means the person presiding at the meeting of council;
- c) “Committee” means a committee of council but does not include the committee of the whole council;
- d) “Committee of the Whole Council” means all members present at a meeting of the council sitting as a committee;
- e) “Council” means the reeve (or mayor) and councillors (or aldermen) of the Rural Municipality for the time being elected pursuant to the provisions of the Municipal Act;
- f) “Tabling Motion” means a motion that postpones a question for the time being, to be decided forthwith without debate or amendment;
- g) “Quorum” means a majority of members of the whole council including the reeve or mayor
- h) “In Camera” means in private or to the exclusion of the public;
- i) “Head of Council” means the mayor or acting mayor or reeve or acting reeve as the case may be;

### 3.0 COMPOSITION

The Council of the Municipality of Brenda-Waskada is composed of:

- a) The Head of Council; and
- b) Six Councillors

### 4.0 ROLE OF COUNCIL

4.1 The responsibilities of Council are determined by the legislative framework of The Manitoba Municipal Act. In this by-law, the view of Council is founded on the principle that the members are stewards of the organization. As such, they have a responsibility to oversee the conduct of the organization, to monitor management and to endeavour to ensure that all major policy issues affecting the affairs of the organization are given consideration. In normal circumstances, the Council shall not intrude on the prerogatives and responsibilities of management and day-to-day management functions should not be performed by Council.

4.2 Council is responsible for:

- 4.2.1 developing and evaluating the policies and programs of the municipality;
- 4.2.2 insuring that the powers, duties and functions of the municipality are appropriately carried out; and
- 4.2.3 carrying out the powers and duties and functions expressly given to the Council under this or any other Act.

### 5.0 HEAD OF COUNCIL

5.1 At the first regular Council meeting in each year, the Council must consider the recommendation for appointment of a Councilor to Deputy Head of Council. The appointment of Deputy Head of Council must be approved by resolution of Council. The Deputy Head of Council shall act in place of the Head of Council when he/she is unable to carry out the powers, duties and functions of the Head of Council.

5.2 In addition to performing the duties of a member of Council, the Head of Council has a duty:

- 5.2.1 to preside when in attendance at a Council meeting, except where the Procedures By-law or this or any other Act otherwise provides;
- 5.2.2 to provide leadership and direction to the Council; and
- 5.2.3 to perform any other duty or function assigned to the Head of Council by this By-law, or by the Municipal Act, or any other Act.

### 6.0 GENERAL DUTIES OF COUNCIL MEMBERS

6.1 Each member of the Council has the following duties:

- 6.1.1 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;

6.1.2 to participate generally in developing and evaluating the policies and programs of the municipality;

6.1.3 to participate in meetings of the Council and of Council committees and other bodies to which the member is appointed by the Council;

6.1.4 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;

6.1.5 to keep him/herself reasonably informed of the programs and projects relevant to the portfolio that he or she is appointed to; and

6.1.6 to perform any other duty or function imposed on the member by this By-law, or by the Municipal Act.

## 7.0 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 the Head of Council and all members of Council of the Municipality of Brenda-Waskada.

## 8.0 SIGNING AUTHORITY

8.1 Agreements and cheques and other negotiable instruments must be signed or authorized by:

8.1.1 the Head of Council, or the Deputy Head of Council, or other Designated Member of Council, and

8.1.2 Chief Administrative Officer

DONE AND PASSED as a By-law of the Municipality of Brenda-Waskada at Waskada, Manitoba, this 14th day of January, 2015.

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HEAD OF COUNCIL

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CHIEF ADMINISTRATIVE OFFICER

Read a first time this 7th day of January A.D. 2015

Read a second time this 14th day of January A.D. 2015

Read a third time this 14th day of January A.D. 2015

