

# RURAL MUNICIPALITY OF ALEXANDER

## BY-LAW NO. 07/11

### BEING A BY-LAW OF THE RURAL MUNICIPALITY OF ALEXANDER TO ESTABLISH THE LEGISLATIVE ORGANIZATIONAL STRUCTURE FOR THE MUNICIPALITY

**Whereas** Clause 148(1) of The Manitoba Municipal Act <sup>S.M.1996, c. 58 – Cap. M225</sup> (TMA) 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.

**And whereas** Clause 148(2) of TMA requires that the 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 the 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.

**And whereas** Clause 107(1) to 109(2) of TMA outlines some general rules for the composition of council committees;

**Now therefore** the Council of the Rural Municipality of Alexander, in open session assembled, enacts as follows:

#### SECTION 1 – TITLE

- 1.0 This by-law may be referred as “The Rural Municipality of Alexander Organizational By-law”

#### SECTION 2 – LIST OF SCHEDULES

- 2.0 Attached to and forming part of this by-law are the following schedules:
  - Schedule “A” – List of Council and Regional Shared Services Committees
  - Schedule “B” – Regional Legislated Corporation Appointments
  - Schedule “C” – List of Regional & Community Organization Appointments
  - Schedule “D” – Terms of Reference

#### SECTION 3 – AMENDMENT OF SCHEDULES

- 3.0 Council may from time to time, by resolution, amend each and every schedule attached to this by-law.

#### SECTION 4 – DEFINITIONS

- 2.0 Unless the context otherwise requires, where used in this by-law:

- The Act** - means The Manitoba Municipal Act <sup>S.M. 1996, c.58 – Cap, M225</sup>
- Chair** - means the person presiding over a meeting of council or a meeting committee of council
- Committee** - means a committee or other body, listed in Schedule “A”, “B”, “C” to this by-law,

established by The Rural Municipality of Alexander for its sole purposes but does not include a committee of the whole of council, committees of a Local Urban District, Legislated Organizations to which Council must have representation or Regional and Community Organizations/Groups, whether incorporated or not.

<b>Committee of the Whole Council</b>	- means a meeting of all members of Council or a quorum of Council sitting as a committee.
<b>Community Organization/Group</b>	- means an organization or group within or outside of the Municipality of Alexander listed in Schedule “C” to this by-law to which the members of the Council of the Rural Municipality of Alexander are appointed through a resolution of the Council.
<b>Council</b>	- means the duly elected reeve and councillors of The Rural Municipality of Alexander.
<b>Council Meeting</b>	- means a regular meeting or special meeting of the council but does not include a public hearing held by the council.
<b>Deputy Head of Council</b>	- means an elected official of the municipality appointed to the position of Deputy Head of Council through a resolution approved by the majority of the members of Council present at the Inaugural Meeting or a regular meeting of Council.
<b>Head of Council</b>	- means the Reeve or the Deputy Reeve or an acting member of Council as the case may be.
<b>Legislated Organization</b>	- means an organization, listed in Schedule “B” to this by-law, to which the Council of the Rural Municipality of Alexander through the act or any other act of the legislature has assigned municipal responsibilities, and therefore, must appoint a member of Council or an official representative of the Municipality.
<b>Reeve</b>	- means the person elected as the Head of Council.
<b>Member</b>	- means, when referring to the council, the councillors and the reeve and when, referring to the appointed participants on a council committee, the individual(s) so named in a Council Appointment Resolution.
<b>Procedural By-law</b>	- means the Procedural By-law of the Rural Municipality of Alexander, as amended from time to time.
<b>Public Hearing</b>	- means a meeting of the whole of Council, treated as a meeting separate from a regular meeting of Council, which has been called due to a requirement of the Act or any other act of the legislature for the purposes of hearing the public with respect to a specific issue.
<b>Regional Organization/Group</b>	- means an organization or group within or outside of the Municipality of Alexander, listed in Schedule “C” to this by-law to which the members of the Council of the Rural Municipality of Alexander are appointed through a resolution of the Council.
<b>Regional Shared Services Committee</b>	- means a Committee of Council, created through an inter-municipal partnership and reporting to the Councils of more than one municipality, as listed in Schedule “A” to this by-law. Unless otherwise stipulated Regional Committees shall report to the municipal members of the partnership as per the guidelines for Council Committees.
<b>Municipality</b>	- means the Rural Municipality of Alexander.

## **SECTION 5 – FIRST REGULAR MEETING OF COUNCIL**

- 5.0 The first regular meeting of council, for the purposes of this by-law, shall be held on the 2<sup>nd</sup> Tuesday of the month of January of each year.
- 5.1 At the first regular meeting of council in each year the Reeve, with the approval of the majority of the members of council, may change the appointments to committees, legislated organizations plus regional and community organizations/groups.
- 5.2 At the first regular meeting of council in each year the Reeve, with the approval of the majority of the member of council, may change the appointment of Deputy Reeve.

## **SECTION 6 – SIGNING AUTHORITIES**

- 6.0 Agreements and cheques plus other negotiable instruments of the Municipality must be signed or authorized by one of the Reeve or Deputy Reeve and the CAO or the A/CAO

## **SECTION 7 – ROLES AND RESPONSIBILITIES OF COUNCIL**

### **7.0 The Principle of Organizational Governance**

The responsibilities of Council are determined by the legislative framework outlined within The Municipal Act. In this by-law, the objective of Council is founded on the principle that the members of Council are stewards of the organization and, as such, the members of the Council have a responsibility to consider and adopt policies to direct the affairs of the organization, to oversee the conduct of the organization and to monitor the management of the organization whether through staff or volunteer committees. As such under normal circumstances the day-to-day functions of the organization should not be performed by the whole of Council or by the individual members of the Council.

### **7.1 The Role of Council**

The Council is responsible for:

- a) The development and evaluation of the policies and program offered by the municipality; and
- b) Ensuring that the powers, duties and functions of the municipality are appropriately carried out by personnel of the municipality or committees of the Council; and
- c) Carrying out the powers, duties and functions expressly given to the whole of Council by the Act or any other act of the legislature.

### **7.2 Duties of Members of Council**

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 attention of Council anything that would promote the well-being or interests of the municipality; and
- b) To participate generally in developing and considering the policies and program of the Municipality; and
- c) To participate in Council Meetings and meetings of the committee of the whole, and other meetings of committee or other bodies to which he/she has been appointed to by the Council; and
- d) To keep in confidence a matter that is discussed at a meeting closed to the public under Section 152 (3) of the Act, 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; and
- e) To perform any other duty or function imposed on the member by the Council, under the Act or under any other Act of the Legislature; and
- f) To keep him/her reasonably informed of the programs and project relevant to the portfolio that he/she has been appointed to by Council.

### **7.3 Role of the Head of Council**

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 Procedure By-law, the Act or any other Act of the Legislature otherwise prohibits; and
- b) To provide leadership and direction to the Council; and
- c) To perform any other duty or function assigned by this or any other Act.

### **7.4 Role of the Deputy Head of Council**

In addition to performing the duties of a member of Council, the Deputy Reeve has a duty:

- a) To act in the place of the Reeve when he or she is unable to carry out the powers, duties and functions of the Head of Council as assigned within this Procedural By-law, this By-law, the Act or any other Act of the Legislature.

## **SECTION 8 – ROLES AND RESPONSIBILITIES OF COMMITTEES OF COUNCIL**

### **8.0 The Principle of Organizational Governance**

The responsibilities of a Committee of Council are determined by the resolution, terms of reference or by-law as approved by the whole of Council. In this by-law, the objective of a Committee of Council is founded on the principle that the members of the Committee are stewards of their portfolio and, as such, the members of the Committee have a responsibility to consider and recommend to Council policies and by-laws to direct the affairs of their Portfolio, to oversee the conduct of their portfolio within the municipal organization and to monitor the management personnel responsible for the delivery of services within their portfolio within the organization whether through staff or volunteer committees. As such under normal circumstances the day-to-day functions within the committee's portfolio should not be performed by the Committee or by the individual members of the Committee.

### **8.1 Appointment**

- 8.1.1 A Committee of Council shall be created by a resolution of Council at any time specifying the business to be dealt with by the Committee.
- 8.1.2 Each committee of Council may be composed of a minimum of one (1) or more members of Council appointed by resolution by the whole of Council.
- 8.1.3 A council committee, other than the committee of a local urban district may be composed:
  - a) Entirely of members of council;
  - b) Of a combination of members and other persons.
  - c) Entirely of persons who are not members of the Council.
- 8.1.3 The Head of Council shall be ex-officio, non-voting member of all Council Committees.
- 8.1.4 Any member of Council, not a member of a Committee of Council, has the right to attend a Committee meeting but shall not be allowed to vote or to receive compensation. Only with the permission of the majority of the members of the committee, a visiting member of Council may be allowed to take part in the discussions of the Committee.
- 8.1.5 Meetings of a Committee of Council shall be held as determined by each Committee.
- 8.1.6 An appointment to a Committee of Council may be repealed only by a resolution of Council.
- 8.1.7 Council appointments to Council Committees shall be as listed within Schedule "A", "B", "C" to this By-law.

- 8.1.8 The Chief Administrative Officer and respective member of Staff shall strive to keep the Chair of the Committee abreast of developments, trends, conditions and issues in the various operational areas of the Municipality.
- 8.1.9 Each Committee of Council may have a minimum of one (1) member of staff assigned as an ex-officio representative who is responsible to assist the member of Council in the achievement of the assigned committee tasks.

## **8.2 Role of Council Committees**

The general duties of Committees of Council shall be as follows:

- a) To report, in writing, from time to time on all matters connected with the duties imposed on the committee through a resolution of Council and to recommend such actions as may be deemed necessary; and
- b) To prepare and introduce to Council all such by-laws or policies as the case may be; and
- c) To give effect to the reports of recommendation that are adopted by the Council; and
- d) To consider and report respectively on any matters referred to them by the Council.

## **8.3 Appointment & Role of Council Committee Chair**

- 8.3.1 Unless otherwise specified in the resolution, terms of reference or by-law creating a committee the member of Council first named to a Council Committee shall fill the position of Chair of the Committee.
- 8.3.2 In addition to the duties of a member of the Committee the Chair shall be responsible to:
- a) To preside when in attendance at a Committee meeting, except where the Procedure By-law, the Act or any other Act of the Legislature otherwise prohibits;
  - b) To provide leadership and direction to the Committee;
  - c) Where necessary to seek membership from the public on the Committee.
  - d) To report to the Council on behalf of the Committee.
  - e) To perform any other duty or function assigned by Council, the Act or any other Act of the Legislature.
- 8.3.3 The rules for the conduct of all Committees of Council shall be pursuant to the Procedural By-law of the Council as far as may be applicable, except the rules limiting the number of times of speaking to a matter.
- 8.3.4 In order to facilitate Council involvement in the various areas of the Municipality's operation, the Reeve shall, at the first regular meeting of Council each year, appoint one or more Council members to serve and to act as a primary contact to the CAO or assigned member of Staff, in each of the following operational areas:
- a) Audit Committee
  - b) Personnel and Policy Committee
  - c) Protective Services Committee
  - d) Economic Development Committee
  - e) Public Works Committee

## **SECTION 9 – COMMITTEE OF THE WHOLE**

- 9.1 The Committee of the whole of Council is composed of the entire council or a simple majority of the members of Council sitting as a committee to consider the affairs of the Municipality.
- 9.2 The Committee of the Whole may not pass resolutions or by-laws but can make recommendations which can be approved at a regular meeting of the Council.

## **SECTION 10 – BOARD OF REVISION**

- 10.0 At the first regular Council meeting in each year, Council shall by resolution appoint a Board of Revision to hear applications for the revision of assessment, classification of property or liability to taxation as set out in the Municipal Assessment Act S.M. 1989-90, c. 24 – Cap. M226.
- 10.1 Unless otherwise directed by resolution of Council the Board of Revision shall consist of the members of Council.
- 10.2 The Reeve shall serve as the Chair of the Board.
- 10.3 The CAO or his/her designate shall serve as the Secretary to the Board.

## **SECTION 11 – APPOINTMENTS TO REGIONAL SHARED SERVICES BODIES**

- 11.1 Council, by resolution, may enter into agreements to create regional shared services committees or corporate bodies and may appoint members to Regional Shared Services Committees or Corporations, as per the partnership agreement.
- 11.2 Membership on regional shared services committees shall be as established through the Regional Shared Services Agreement.
- 11.3 The authority of a shared services committee or corporation shall be as established through an agreement, passed by all members of the Regional Shared Services Partnership, which creates the committee or corporation.
- 11.4 Membership on regional shared services committees or corporations shall be as established through the Regional Shared Services Agreement, the Letter of Incorporation documents and the Constitution of the Regional Shared Services Corporation.
- 11.5 The authority of a shared services corporation shall be as established through the Regional Shared Services Agreement, the letters of incorporation and the constitution as set out by the membership of the Regional Shared Services Corporation.
- 11.6 The role of the appointed representative of Council is:
- a) To represent the position of the whole of Council on an issue before the Regional Shared Services Body.
  - b) To act as a knowledgeable participant on issues arising before Council from the Regional Shared Services body.
  - c) To bring to the attention of Council issues under discussion by a Regional Shared Services body.

## **SECTION 12 – REGIONAL OR COMMUNITY ORGANIZATIONS**

- 12.1 Council, by resolution, may appoint members to regional or community groups and organizations.
- 12.2 Council may enter into formal agreements only with those regional or community groups and organizations registered as an incorporated body under Incorporation Act of the Province of Manitoba
- 12.3 The authority of a regional or community group or organization shall be as established through the letters of incorporation and the constitution as set out by the membership of the Regional or Community Group or Organization.
- 12.4 The role of the appointed representative of Council is:
- a. To represent, after discussion with Council, the position of the whole of Council on an issue before the Regional or Community Group or Organization.
  - b. To act as a knowledgeable participant on issues arising before Council from the Regional or Community Group or Organization.
  - c. To bring to the attention of Council issues under discussion by a Regional or Community Group or Organization.

By-law No.02/10 is hereby repealed.

**DONE AND PASSED** as a by-law of The Rural Municipality of Alexander at St. Georges, in the Province of Manitoba this 27<sup>th</sup> day of April, 2011.

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Reeve

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Chief Administrative Officer

Read a 1<sup>st</sup> time this 12<sup>th</sup> day of April, 2011

Resolution #: 239/11

Read a 2<sup>nd</sup> time this 27<sup>th</sup> day of April, 2011

Resolution #: 268/11

Read a 3<sup>rd</sup> time this 27<sup>th</sup> day of April, 2011

Resolution #: 269/11

**RURAL MUNICIPALITY OF ALEXANDER**  
**SCHEDULE “A”**  
**By-law # 07/11**

**COUNCIL OF THE RURAL MUNICIPALITY OF ALEXANDER**  
**COMMITTEE APPOINTMENTS**

TERMS OF REFERENCE ARE ATTACHED AS SCHEDULE “B”

<b>Committee Name</b>	<b>Number of Members</b>	<b>Members</b>
1) Audit	2	<b>Councillor Mac Kinghorn</b> <b>Councillor Cheryhl Corrie</b>
2) Personnel and Policy	2	<b>Reeve Ed Arnold</b> <b>Councillor Mac Kinghorn</b>
3) Bird River Fire	1	<b>Councillor Alvin Yosyk</b> <b>Councillor Kim Robertson (Alternate)</b>

**COUNCIL OF THE RURAL MUNICIPALITY OF ALEXANDER**  
**OPERATING TASK FORCE APPOINTMENTS**

TERMS OF REFERENCE ARE ATTACHED AS SCHEDULE “D”

<b>Committee Name</b>	<b>Number of Members</b>	<b>Members</b>
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**COUNCIL OF THE RURAL MUNICIPALITY OF ALEXANDER**  
**REGIONAL SHARED SERVICES COMMITTEE APPOINTMENTS**

WRITTEN AGREEMENTS/BYLAWS ARE RETAINED WITHIN THE COMMITTEE FILE

<b>Committee Name</b>	<b>Number of Members</b>	<b>Members</b>
1. Winnipeg River Emergency Control Group	2	<b>Councillor Mac Kinghorn</b> <b>Councillor Kim Robertson</b>
2. Edgewater Recreation Commission	2	<b>Councillor Cheryhl Corrie</b> <b>Councillor Kim Robertson</b>
3. East Beaches Fire & Rescue Committee	1	<b>Councillor Cheryhl Corrie</b> <b>Councillor Alvin Yosyk (Alternate)</b>
4. Powerview-Pine Falls/Alexander Fire Committee	2	<b>Councillor Mac Kinghorn</b> <b>Councillor Kim Robertson</b>
5. Edgewater Development Corporation/La corporation de développement de beaurivage	3	<b>Councillor Kim Robertson</b> <b>Councillor Cheryhl Corrie</b> <b>Councillor Mac Kinghorn</b>
6. Community Adjustment Committee	2	<b>Reeve Ed Arnold</b> <b>Councillor Kim Robertson</b>

**SCHEDULE “B”  
By-law # 07/11**

**COUNCIL OF THE RURAL MUNICIPALITY OF ALEXANDER**

**LEGISLATED MEMBERSHIPS**

**COMMUNITY/REGIONAL & PROVINCIAL APPOINTMENTS**

MEMBERSHIP REQUIREMENT OF THE MMA OR OTHER LEGISLATION

<b>Organizational Name</b>	<b>Number of Members</b>	<b>Members</b>
1) St. Georges Economic Development Corporation	2	<b>Councillor Mac Kinghorn Councillor Cheryhl Corrie</b>
2) Library Allard	1	<b>Councillor Cheryhl Corrie</b>
3) Winnipeg River Planning District	3	<b>Reeve Ed Arnold Councillor Cheryhl Corrie Councillor Mac Kinghorn Councillor Alvin Yosyk (Alternate)</b>

**RURAL MUNICIPALITY OF ALEXANDER**

**SCHEDULE “C”  
By-law # 07/11**

**COUNCIL OF THE RURAL MUNICIPALITY OF ALEXANDER**

**REGIONAL AND COMMUNITY GROUPS AND ORGANIZATION APPOINTMENTS**

**(Membership is totally voluntary)**

(There is no legislative requirement to report to Council)

**Provincial/Regional**

<b>Organizational Name</b>	<b>Number of Members</b>	<b>Members</b>
1) Manitoba Model Forest/ Sustainable Forest	2	<b>Councillor Alvin Yosyk Councillor Kim Robertson (Alternate)</b>
2) Shoreline Erosion Technical Committee	1	<b>Reeve Ed Arnold</b>
3) Winnipeg River CFDC	1	<b>Councillor Kim Robertson</b>
4) Association of Manitoba Bilingual Municipalities	2	<b>Councillor Kim Robertson Councillor Cheryhl Corrie (Alternate)</b>
5) Trans Canada Bluewater Trail/ La Verendrye Trail	2	<b>Councillor Mac Kinghorn Councillor Kim Robertson</b>
6) Red River North Trail	1	<b>Councillor Cheryhl Corrie</b>
7) NE Agassiz Watershed Management	1	<b>Councillor Alvin Yosyk</b>
8) CDEM	2	<b>Councillor Alvin Yosyk Councillor Cheryhl Corrie (Alternate)</b>
9) Red River Basin Commission Manitoba Chapter	2	<b>Reeve Ed Arnold Councillor Mac Kinghorn</b>
10) Mayors & Reeve South Basin Lake Winnipeg	1	<b>Reeve Ed Arnold</b>

11) SE Groundwater Management Planning Group	2	<b>Councillor Alvin Yosyk Councillor Kim Robertson (Alternate)</b>
12) Winnipeg River Learning Centre – Board of Directors	1	<b>Councillor Kim Robertson</b>
13) Lac du Bonnet Airport Authority	1	<b>Councillor Mac Kinghorn</b>
14) Manitoba Infrastructure & Transportation – Hwy # 11 Upgrade Steering Committee	1	<b>Councillor Kim Robertson</b>
15) Stead/Glenmoor Management Association	1	<b>Councillor Alvin Yosyk</b>
16) Gull Lake Management Board	1	<b>Councillor Alvin Yosyk</b>
17) Lac du Bonnet and District Charitable Foundation	1	<b>Councillor Mac Kinghorn</b>
18) Regional Arts Council Committee Charitable Foundation	1	<b>Councillor Mac Kinghorn</b>
19) Lac du Bonnet Personal Care Home Committee	1	<b>Reeve Ed Arnold</b>

**RURAL MUNICIPALITY OF ALEXANDER**  
**SCHEDULE “D”**  
**BY-LAW 07/11**

**Workplace Health & Safety Committee**  
**Terms of Reference**

**Report to:** The Council of the Rural Municipality of Alexander

**Staffing:** Representative Personnel from various Workplaces within the Rural Municipality of Alexander

**General Statement of Responsibility:**

Reporting to the Reeve and Council of the Rural Municipality of Alexander the Rural Municipality of Alexander Workplace Health & Safety Committee shall be responsible to make recommendations on the development, implementation and ongoing evaluation of a Workplace Health & Safety Program of the Rural Municipality of Alexander as required under the Manitoba Workplace Safety & Health Act <sup>C.C.S.M. c. W210</sup> and Regulation 217/2006, to be implemented within all the various workplaces administered by the Rural Municipality of Alexander.

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Task No.	Role
1.	To review and recommend to Council of the Rural Municipality of Alexander the appropriate Statements of Municipal Policy necessary for the implementation of a proactive Workplace Health & Safety Program.
2.	To receive, consider and recommend specific actions with regard to concern and complaints respecting the safety and health of workers.
3.	To actively participate in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace.
4.	To develop and promote measures to protect the safety, health and welfare of persons in the workplace including the effectiveness of such measures implemented by the employer.
5.	To recommend to the Council of the Rural Municipality of Alexander the implementation of specific and general safety training for the personnel of the Corporation or specific training programs for personnel working within specific workplaces.
6.	To co-operate with the occupational health services, if such a service has been established with any the workplace or any specific workplace.
7.	To co-operate with a safety and health officer exercising his or her duties under the Act or Regulations.
8.	To actively work on the development and promotion of programs for the education and information on workers concerning safety and health in the workplace.
9.	To provide specific recommendations to the Council of the Rural Municipality of Alexander or any contractor employed by the Rural Municipality of Alexander respecting the safety and health of workers.
10.	To undertake, a minimum of once per year, an inspection of each workplace within the day-to-day operations of the Rural Municipality of Alexander providing to the administration of the Town a written report regarding the conditions at a workplace, identified risks at a workplace and recommendations on remedial actions to limit and/or eliminate the risks.

11. To actively participate in an investigation of accidents and dangerous occurrences at a workplace within the Rural Municipality of Alexander.
12. To maintain records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the Committee.
13. To undertake such other duties as may be specified in this Act or prescribed by the regulations.

**Authority:**

The Rural Municipality of Alexander Workplace Health & Safety Committee shall be delegated the following authority:

1. To expend, within the spending authority of the Chief Administrative Officer, such financial resources as approved within the Annual Operating Budget of the Town.
2. To recommend to the Council of the Rural Municipality of Alexander the expenditure of additional financial resources as required to implement a proactive Health and Safety Program within the Rural Municipality of Alexander day-to-day operations..
3. To arrange health and safety training opportunities for the personnel of the Rural Municipality of Alexander as per the financial plan as approved by the Council of the Rural Municipality of Alexander.

**Meetings**

The Workplace Health & Safety Committee shall meet a minimum of once per quarter.

The Committee can meet more often through a call implemented by an agreement between the Chairs as selected by the membership of the Committee.

**Membership:**

The membership of the Rural Municipality of Alexander Workplace Health & Safety Committee shall consist of the following:

- 1 Representative from The International Union of Operating Engineers as selected by the membership of the Local
- 1 Representative of COPE as selected by the membership of COPE
- 1 Representative from the Bird River Fire Department as selected by the Fire Fighters within the Bird River Fire Department, excluding members of the Officer Corp.  
The Chief Administrative Officer

**Quorum**

A quorum shall be a simple majority of the membership of the Committee.

**Presiding Officer/Chair:**

At the first meeting the members present shall, by majority vote, elect one member to be the Presiding Officer/Chair.

**Operating/Voting Procedures:**

Operating/Voting Procedures, where necessary, shall be as set out in the Procedures By-law of the Rural Municipality of Alexander.

**Appointments:**

The appointment of non-management personnel on the Workplace Health & Safety Committee shall be by selection by the employees within the designated workplaces.

**Financial Controls:**

The Purchasing Policies of the Rural Municipality of Alexander and the spending authority of the all personnel assigned by the Town shall be applicable. The Rural Municipality of Alexander Senior accounting Clerk/Accountant shall be responsible for the maintenance of all-accounting records, revenues and disbursement on behalf of the Council.

The Workplace Health & Safety Committee shall have no authority to expend the financial resources of the Rural Municipality of Alexander beyond those within the spending authority of personnel assigned to the Committee and as approved within the Annual Expenditure Program as approved by the Council of the Rural Municipality of Alexander.

**Compensation**

The membership of the Committee shall be compensated for their participation on the Committee based on the number of hours of actual meeting time, which shall not include travel time to and from the place of the meeting.

**Staffing:**

The Rural Municipality of Alexander shall provide staffing as approved through the Annual Operating Budget for the provision of preparing the notes of the meetings of the Committee.

**Reporting Relationship:**

The Rural Municipality of Alexander Workplace Health & Safety Committee shall report to the Council of the Rural Municipality of Alexander and the Province of Manitoba Department of Workplace Health & Safety through minutes of meetings received at a regular meeting.

Specific recommendations, with an accompanying written report, shall be approved through a resolution of Council and the results communicated through the CAO.

**Sunset Clause**

As determined by the Workplace Health & Safety Act and Regulation or the Director upon the request of the Council of the Rural Municipality of Alexander and supported unanimously by the membership of the Committee.

## **Personnel & Policy Committee**

### **Terms of Reference**

**Reports to:** The Council of the Rural Municipality of Alexander

**Staffing:** Chief Administrative Officer

#### **General Statement of Responsibility:**

Reporting to the Reeve and Council of the Rural Municipality of Alexander the Personnel & Policy Committee shall be responsible to make recommendations with respect to the development and provision of Statements of Municipal Policy for the approval of Council.

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Task No.	Role
1.	To recommend to the members of Council the development and preparation of Statements of Municipal Policy, excluding financial policies, with respect to the general and specific operations of all Departments of the Municipality or general or specific operations of the Legislative Functions of Council.
2.	To give consideration to and make recommendations to the Council with respect to policy proposals submitted to the Committee by the personnel of the Corporation.
3.	To undertake the negotiations of the Collective Bargaining Agreements between the personnel of the Corporation and their Labour Representatives and recommend to Council the approval of the Collective Bargaining Agreement(s).
4.	To act on behalf of the Council to hear any grievances arising as per the Collective Bargaining Agreements between the Municipality and the Personnel Labour Representative(s) and as necessary make recommendations to Council.
5.	To review all suggestion by management for an increase or decrease in personnel working for the Municipality in a permanent or other capacity.
6.	To undertake such other duties as may be specified in this Act or prescribed by the regulations.

#### **Authority:**

The Rural Municipality of Alexander Personnel & Policy Committee shall be delegated the following authority:

1. To undertake a general review of all policies of the Corporation.
2. To make recommendations to Council with respect to the development of Statements of Municipal Policy.
3. To attend all meetings with respect to Collective Bargaining.
4. Where Grievance decisions do not have financial implications beyond the specific issue or impact on a Collective Bargaining Agreement to approve the outcome of the Grievance Hearing.
5. To initiate a Staffing Review only after the approval of Council.
6. To Review Municipal Position Profiles for the consideration of Council.

#### **Meetings**

The Personnel & Policy Committee shall meet a minimum of once per year.

The Committee can meet more often through a call implemented by the Chair.

**Membership:**

The membership of the Rural Municipality of Alexander Personnel and Policy Committee shall consist of the following:

- 2 Members appointed by Council  
The Chief Administrative Officer  
Such other personnel as deemed necessary by the Chief Administrative Officer or the Committee Chair

**Quorum**

The quorum rules shall not apply.

**Presiding Officer/Chair:**

At the first meeting, a member appointed by Council shall fill the position of Chair.

**Operating/Voting Procedures:**

Operating/Voting Procedures, where necessary, shall be as set out in the Procedures By-law of the Rural Municipality of Alexander.

**Appointments:**

All appointments shall be as per the requirements of the Municipal Organization in effect at the time of appointment to the Committee.

**Financial Controls:**

The Purchasing Policies of the Rural Municipality of Alexander and the spending authority of the all personnel assigned by the Municipality shall be applicable. The Rural Municipality of Alexander Senior accounting Clerk/Accountant shall be responsible for the maintenance of all-accounting records, revenues and disbursement on behalf of the Council.

The Personnel & Policy Committee shall have no authority to expend the financial resources of the Rural Municipality of Alexander beyond those within the spending authority of personnel assigned to the Committee and as approved within the Annual Expenditure Program as approved by the Council of the Rural Municipality of Alexander.

**Compensation**

The membership of the Committee shall be compensated for their participation on the Committee based on the Indemnity By-law of the Municipality as amended from time to time.

**Staffing:**

The Rural Municipality of Alexander shall provide staffing as approved through the Annual Operating Budget for the provision of preparing the notes of the meetings of the Committee.

**Reporting Relationship:**

The Rural Municipality of Alexander Personnel & Policy Committee shall report to the Council of the Rural Municipality of Alexander through minutes of meetings received at a regular meeting.

Specific recommendations, with an accompanying written report, shall be approved through a resolution of Council and the results communicated through the CAO.

**Sunset Clause**

As determined by the Organizational By-law of the Municipality, as amended from time to time.

**Audit Committee**  
**Terms of Reference**

**Reports to:** The Council of the Rural Municipality of Alexander

**Staffing:** Chief Administrative Officer

**General Statement of Responsibility:**

Reporting to the Reeve and Council of the Rural Municipality of Alexander the Audit Committee shall be responsible to make recommendations with respect to their review of the Annual Municipal Audit or such other activities as direct by a resolution of Council.

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Task No.	Role
1.	With the participation of the Municipal Auditor to undertake a review of the Annual Municipal Audit, the Auditors comments and recommend to the Council of the Municipality such actions as necessary to ensure the Municipal requirements under 183 (1) of the Manitoba Municipal Act S.M. 1996, c. 58 – Cap. M225 (GAAP).
2.	To give consideration to and make recommendations to the Council with respect to proposals for financial policies regarding the financial operations and audit requirements for the Municipality.
3.	To annually make a recommendation to the Council with respect to the appointment of the Municipal Auditor or such other personnel as required to meet the requirements for the Municipal Audit.
4.	To undertake such other investigations, with respect to the financial practices of the Municipality, as directed by the Council by resolution passed at the regular or special meeting of the Council.
5.	To undertake such other duties as may be specified in this Act or prescribed by the regulations.

**Authority:**

The Rural Municipality of Alexander Audit Committee shall be delegated the following authority:

1. To arrange an annual meeting, as determined by the Committee, with the appointed Municipal Auditor.
2. To make such recommendations with respect of financial policies for the Municipality.
3. To make such recommendation regarding investigations as directed by Council.

**Meetings**

The Audit Committee shall meet a minimum of once per year.

The Committee can meet more often through a call implemented by the Chair.

**Membership:**

The membership of the Rural Municipality of Alexander Audit Committee shall consist of the following:

- 2 Members appointed by Council  
The Chief Administrative Officer

## **Quorum**

The quorum rules shall not apply.

## **Presiding Officer/Chair:**

At the first member, appointed by Council shall fill the position of Chair.

## **Operating/Voting Procedures:**

Operating/Voting Procedures, where necessary, shall be as set out in the Procedures By-law of the Rural Municipality of Alexander.

## **Appointments:**

All appointments shall be as per the requirements of the Municipal Organization in effect at the time of appointment to the Committee.

## **Financial Controls:**

The Purchasing Policies of the Rural Municipality of Alexander and the spending authority of the all personnel assigned by the Municipality shall be applicable. The Rural Municipality of Alexander Senior accounting Clerk/Accountant shall be responsible for the maintenance of all-accounting records, revenues and disbursement on behalf of the Council.

The Audit Committee shall have no authority to expend the financial resources of the Rural Municipality of Alexander beyond those within the spending authority of personnel assigned to the Committee and as approved within the Annual Expenditure Program as approved by the Council of the Rural Municipality of Alexander.

## **Compensation**

The membership of the Committee shall be compensated for their participation on the Committee based on the Indemnity By-law of the Municipality as amended from time to time.

## **Staffing:**

The Rural Municipality of Alexander shall provide staffing as approved through the Annual Operating Budget for the provision of preparing the notes of the meetings of the Committee.

## **Reporting Relationship:**

The Rural Municipality of Alexander Audit Committee shall report to the Council of the Rural Municipality of Alexander through minutes of meetings received at a regular meeting.

Specific recommendations, with an accompanying written report, shall be approved through a resolution of Council and the results communicated through the CAO.

## **Sunset Clause**

As determined by the Organizational By-law of the Municipality, as amended from time to time.

## **Bird River Fire Department Fire Committee**

### **Terms of Reference**

**Reports to:** The Council of the Rural Municipality of Alexander

**Staffing:** Fire Chief, Bird River Fire Department

#### **General Statement of Duties and Responsibilities:**

Reporting to the Reeve and Council of the Rural Municipality of Alexander shall be responsible for the provision of recommendations to the Councils with respect to the provision of Fire Suppression, Fire Prevention and Fire Inspection Services by the Bird River Fire Department.

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<b>Task No.</b>	<b>Role</b>
1.	To review with the Fire Chief and as necessary the Administrator, on or before the 31 <sup>st</sup> day of November of each year, the proposed Expenditure Program of the Department, which a minimum shall include: <ol style="list-style-type: none"><li>a. The Annual Operating Budget for the coming year plus an estimate of the Operating Budget for the succeeding year.</li><li>b. A 5-year Capital Program</li><li>c. A 5-year Equipment Replacement Program</li></ol>
2.	To annually make a recommendation regarding the appointment or re-appointment of an individual to the position of Fire Chief for the Department.
3.	To receive, review and provide comments to the annual written report, provided by the Fire Chief, regarding the activities of the Department including Fire Suppression Activities, Emergency Response Activities, Public Educations Activities, Fire Inspection, Training Activities and such other activities deemed to be of importance to the Fire Chief.
4.	To receive, review, provide comments and make recommendation to the Council of the Rural Municipality of Alexander, with the assistance of the Fire Chief, such Statements of Municipal Policy as are necessary for the maintenance and ongoing operation of the Department.

#### **Meetings**

The Committee shall meet a minimum of once per year.

The Chair, as per the procedures employed by the Committee, has the authority to call additional meetings.

#### **Membership on the Committee**

The membership on the Rural Municipality of Alexander Bird River Fire Committee shall consist of the following:

##### **Voting Members**

- 2 members appointed by Council of the Rural Municipality of Alexander

##### **Non-voting Members**

- The Chief of the Department
- As approved, by the Fire Chief, 1 member of the Department's Officer Corp.
- At the request of the Committee Chair the CAO

**Note:** A situation may occur within this Committee Structure where the Chief of the Department is also a elected member of the Council of the Rural Municipality. When or if this situation occurs the Fire Chief/Elected Official shall not be appointed to this Committee as an elected official.

## **Quorum**

The quorum rules shall not apply.

## **Presiding Officer/Chair:**

At the first member, appointed by Council shall fill the position of Chair.

## **Operating/Voting Procedures:**

Operating/Voting Procedures, where necessary, shall be as set out in the Procedures By-law of the Rural Municipality of Alexander.

## **Appointments:**

All appointments shall be as per the requirements of the Municipal Organization in effect at the time of appointment to the Committee.

## **Financial Controls:**

The Purchasing Policies of the Rural Municipality of Alexander and the spending authority of the all personnel assigned by the Municipality shall be applicable. The Rural Municipality of Alexander Senior accounting Clerk/Accountant shall be responsible for the maintenance of all-accounting records, revenues and disbursement on behalf of the Council.

The Bird River Fire Department Fire Committee shall have no authority to expend the financial resources of the Rural Municipality of Alexander beyond those within the spending authority of personnel assigned to the Committee and as approved within the Annual Expenditure Program as approved by the Council of the Rural Municipality of Alexander.

## **Compensation**

The membership of the Committee shall be compensated for their participation on the Committee based on the Indemnity By-law of the Municipality as amended from time to time.

## **Staffing:**

The Fire Chief shall be a non-voting member of the Committee and the Rural Municipality of Alexander shall provide such other staffing as approved through the Annual Operating Budget for the provision of preparing the notes of the meetings of the Committee.

## **Reporting Relationship:**

The Rural Municipality of Alexander Bird River Fire Department Fire Committee shall report to the Council of the Rural Municipality of Alexander through minutes of meetings received at a regular meeting.

Specific recommendations, with an accompanying written report, shall be approved through a resolution of Council and the results communicated through the CAO.

## **Sunset Clause**

As determined by the Organizational By-law of the Municipality, as amended from time to time.