

HAMIOTA MUNICIPALITY

BY-LAW NO. 02-2015

BEING A BY-LAW OF HAMIOTA MUNICIPALITY TO ESTABLISH THE ORGANIZATIONAL STRUCTURE OF THE MUNICIPALITY

The Council of Hamiota Municipality enacts:

1. Purpose

The purpose of this by-law is to establish the organizational structure of the Municipality as directed by Section 148 of *The Municipal Act*.

2. Head of Council. The Head of Council shall have the title of Reeve.

3. Deputy Reeve. The Deputy Reeve is appointed by resolution of Council at the first regular meeting of Council following either a general election or when necessary. The Deputy Reeve shall act in place of the Reeve when the Reeve is unable to carry out the functions of Head of Council.

4. Board of Revision. Boards of Revision will be comprised of all Members of Council, or some Members of Council and other Members as appointed by resolution of Council. The Secretary of the Board of Revision shall be the Chief Administrative Officer unless otherwise detailed by resolution of Council.

5. Signing Authority. Agreements, cheques and other negotiable instruments must be signed or authorized by:

- a. The Reeve or the Deputy Reeve or any other Member of Council so designated by resolution of Council; and
- b. The Chief Administrative Officer, or the Assistant Chief Administrative Officer

6. Standing Committees of Council. The following Committees are established, with areas of responsibility shown. Members will be recommended by the Reeve, and approved by a resolution of Council, as shown on Schedule A. Schedule A may be amended by resolution of Council as required.

- a. Committee of the Whole Council. This Committee is composed of all Members of Council present sitting as a Committee.
- b. Finance and Administration
 - maintenance of all records of the Municipality
 - managing of Conditions of Employment
 - human resource management
 - administrative support to all departments
 - finance and budgeting
 - by-laws and policies are current and relevant
 - research and develop policy and by-laws as directed by Council

c. Works and Operations

- fire departments
- police services
- animal control services
- emergency measures
- coordination of the efforts of all these departments
- municipal infrastructure such as roads and drains
- Public Works vehicles and equipment
- solid and liquid waste management facilities



- re-cycling and other environmentally conscious programs
- cemeteries

7. Duties of Council Committees. Committees are responsible to:

- be knowledgeable about operations and staff
- be familiar with budgets and staff
- study issues and recommend action
- develop and recommend policy
- represent Council when so directed

8. Intermunicipal Boards and Associations. Members of council may be appointed by resolution as representatives to various intermunicipal boards and associations. These representatives shall report to council regarding the activities of the bodies to which they have been assigned.

DONE AND PASSED in Council of Hamiota Municipality at, Hamiota in the Province of Manitoba this 21st day of January, 2015.

Reeve

Chief Administrative Officer

READ a first time this 7th day of January, 2015.
READ a second time this 7th day of January, 2015.
READ a third time this 21st day of January, 2015.

**Schedule "A" to By-Law 00-2015
HAMIOTA MUNICIPALITY**

Type	Committee	Members	Position
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Standing

Finance & Administration	Tim Weber Linda Little Linda Wilson	Chair Member Member
Works & Operations	Todd Brown Reg Madsen Wayne Mathison	Chair Member Member

Intermunicipal Boards & Associations

Chamber of Commerce	Tim Weber	Member
Handi Transit	Tim Weber	Member
Library Board & Parkland Library	Larry Oakden	Member
Association of Manitoba Municipalities	All Council	
Manitoba Good Roads Association	All Council	
Mid-West Planning District	Larry Oakden	Member
	Wayne Mathison	Alternate
Mid West Weed Board	Reg Madsen	Member
	Wayne Mathison	Member
Health Stakeholders	Linda Little	Member
	Linda Wilson	Member
Education Stakeholders	Linda Little	Member
EMO	Larry Oakden	Member
Vet Clinic	Mathison	Member
Hamiota Economic Development	Larry Oakden	Member
	Linda Wilson	Member
Community Centre	Linda Wilson	Member
Parks & Recreation	Todd Brown	Member
(former Municipal Park and Aquatic Centre)	Tim Weber	Member
Senior Citizens Park Residence	Linda Little	Member
Mid West Recreation	Reg Madsen	Member
	Wayne Mathison	Member
Age Friendly	Linda Little	Member
Sports Complex	Tim Weber	Member
Upper Assiniboine C.D.	Todd Brown	Member
Agricultural Society	Reg Madsen	Member
Assiniboine Health	Linda Wilson	Member
Newcomers Committee	Tim Weber	Member
	Linda Wilson	Member