

# HAMIOTA MUNICIPALITY

## BY-LAW NO. 01-2018

### 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 Mayor.

**3. Deputy Mayor.** The Deputy Mayor is appointed by resolution of Council at the first regular meeting of Council following either a general election or when necessary. The Deputy Mayor shall act in place of the Mayor when the Mayor 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 Mayor or the Deputy Mayor 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 Mayor, and approved by a resolution of Council,

- a. Committee of the Whole Council. This Committee is composed of all Members of Council present sitting as a Committee.
- b. Where it is deemed necessary Council may appoint members of Council or citizens at large to sit on a committee to address a specific purpose.

The Mayor shall be an ex-officio member of all committees of Council.

**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 day of April, 2018.

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Mayor

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Chief Administrative Officer

READ a first time this day of March, 2018.

READ a second time this day of April 2018.

READ a third time this day of April 2018.