

MUNICIPALITY OF OAKLAND-WAWANESA

By-law No. 07-16

Being a by-law to govern the organization of Municipality of Oakland-Wawanesa and the committees thereof.

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.

THEREFORE BE IT RESOLVED that the Council of the Municipality of Oakland-Wawanesa, in open meeting assembled, enacts as follows:

TITLE

1.0 This by-law may be referred to as the “Municipality of Oakland-Wawanesa Organizational By-law.”

ROLE OF COUNCIL

2.0 Council is responsible

- a) for developing and evaluating the policies and programs of the municipality;
- b) for ensuring that the powers, duties and functions of the municipality are appropriately carried out; and
- c) for carrying out the powers, duties and functions expressly given to the council under this or any other Act.

GENERAL DUTIES OF MEMBERS

3.0 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;
- 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 council committees and other bodies to which the member is appointed by the council;
- d) 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;
- e) to perform any other duty or function imposed on the member by the council or this or any other Act.

COMMITTEES

4.0 The general duties of committees shall be as follows:

- a) To report from time to time on all matters connected with the duties imposed on the committee and to recommend such action as may be deemed necessary.
- b) To prepare and introduce to council all such by-laws as may be necessary to give effect to the reports of recommendations that are adopted by council.
- c) To consider and report respectively on any and all matters referred to them by council.

4.1 The following committees are hereby established as the Standing Committees of council:

- a) **Legislative and Finance Committee**
- b) **Personnel and policy Committee**
- c) **Public Works and Transportation Services Committee**

4.2 The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:

(A) **Legislative and Finance Committee**

- (1) To supervise all contracts, orders, reports, recommendations and proceedings involving all expenditure of municipal funds.
- (2) To supervise all accounts, expenditures and outlays all sums payable under contract before any monies are paid; and no account, claim or demand not expressly authorized to be paid by a statute, by-law or resolution of Council, shall be paid by the CAO until the same has been authorized by the Legislative and Finance Committee.
- (3) To annually review and recommend to Council the types, rates and conditions of payments to be made to or on behalf of members of the Council and Council committees,

as compensation and for expenses incurred while attending to municipal business, and for any other purpose relating to municipal business that the council considers appropriate.

(B) Personnel and Policy Committee

- (1) To consider salary and wage negotiations
- (2) To consider requests for benefits
- (3) To assist with interviewing of new Chief Administrative Officer
- (4) To review and draft personnel policy
- (5) To review and draft job descriptions
- (6) To review and consider grievances of employees

(C) Public Works and Transportation Services Committee

The Public Works and Transportation Services Committee shall be responsible in part for providing recommendations to the Council of the Municipality of Oakland-Wawanesa on all issues related to the daily operations of public works and transportation issues in the municipality and

- (1) To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisitions, maintenance and disposal;
- (2) To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance;
- (3) To recommend to council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed cost;
- (4) To undertake such actions and decisions on behalf of the Committee as approved by Council;
- (5) To review and recommend to Council any changes deemed necessary with respect to all equipment and machinery of the municipality.

The Public Works and Transportation Services Committee shall have the authority to acquire and/or authorize the purchase of any equipment and/or machinery to the maximum amount of \$5,000.00 with respect to an emergency under The Emergency Measures Act or for emergency public safety.

4.3

- a. Each Standing Committee shall be composed of three members of council.
- b. The Head of Council is an ex-officio member of all committees
- c. At the first regular council meeting in each year, the council must consider the recommendations for appointments to Standing Committees and other bodies of council submitted by the head of council. All appointments to Standing Committees and other bodies of council, including naming of a chairperson, must be approved by resolution of Council.
- d. Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
- e. Special meetings of Standing Committees may be called by the chairperson or by two members of the committee in the same manner as provided in the Municipality of Oakland-Wawanesa Procedures By-law.
- f. Any member of council not a member of a committee has the right to attend committee meetings but shall not be allowed to vote. With the permission of the majority of the members of the committee, a visiting member of council may be allowed to take part in any discussions.
- g. 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.
- h. An appointment to any committee of council may be repealed only by a resolution of the council.

HEAD OF COUNCIL

5.0 The head of council for the Municipality of Oakland-Wawanesa is to have the title of Mayor

- a. At the first regular meeting of council in each year, council must by resolution, appoint a councillor as Deputy Head of Council, who shall act in place of the Head of Council when he is unable to carry out the powers, duties and functions of the Head of Council.

- 5.1 In addition to performing the duties of a member of a council, the Head of Council 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 provide leadership and direction to the council; and
 - c) to perform any other duty or function assigned to a Head of Council or by this or any other Act.

BOARD OF REVISION

- 6.0 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.
- 6.1 The Board of Revision shall consist of all members of the Municipality of Oakland-Wawanesa council. The council shall appoint a member of the Board of Revision to serve as presiding officer of the Board.

SIGNING AUTHORITY

- 7.0 Agreements and cheques and other negotiable instruments must be signed or authorized by any two of the following:
- a) the Head of Council, or the Deputy Head of council and
 - b) The Chief Administrative Officer or the Assistant Chief Administrative Officer

8.0 That By-law No. 01/15 be rescinded.

DONE AND PASSED as a by-law of the Municipality of Oakland-Wawanesa this day of , 201.

Dave Kreklewich
Head of Council

R. Bouvier
Acting Chief Administrative Officer

Read a first time this 5th day of October, 2016.
Read a second time this day of , 201.
Read a third time this day of , 201.