

RURAL MUNICIPALITY OF STANLEY

ORGANIZATIONAL BY-LAW NO. 12-25

BEING a By-Law to govern the organization of The Rural Municipality of Stanley 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;

AND WHEREAS Council has determined that revisions need to be made to the By-Law, due to changes in Committee function/structure, etc.

THEREFORE BE IT RESOLVED THAT the Council of the Rural Municipality of Stanley, in open meeting assembled, enacts as follows:

TITLE

- 1.0 This By-law may be referred to as “The Rural Municipality of Stanley 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 Council has the following duties:
- a) To consider the well-being and interest of the Municipality as a whole and to bring to the Council’s attention anything that would promote the well-being and/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 of the Council by this or any other Act;
  - f) To be reasonably informed on matters generally impacting the Municipality, and more specifically on matters relevant to any specific category the Member of Council may be appointed to chair at Committee of the Whole.

CHIEF ADMINISTRATIVE OFFICER

- 4.0 The Chief Administrative Officer shall report to, be accountable to, and receive authority from the Council of the Municipality and
- a) Is the administrative head of the Municipality.
  - b) Is responsible for ensuring that the policies and programs of the municipality are implemented.
  - c) Is responsible for advising and informing the Council on the operations and affairs of the Municipality.

- d) Is responsible for the management and supervision of the employees of the Municipality including all matters relating to personnel management in consultation with the Reeve and Finance Chairperson.
- e) Shall carry out the powers, duties and functions assigned by the Council.
- f) May/will, from time to time and in accordance with sound management practices, delegate to other staff such duties and responsibilities deemed appropriate and or necessary provided that the CAO shall continue to be responsible for all actions of the Staff with respect to matters so delegated.

#### COMMITTEE OF THE WHOLE, COMMITTEE DEPARTMENTS and SPECIAL COMMITTEE(S)

5.0 Council shall receive and consider matters as Committee of the Whole. The Committee of the Whole is composed of the entire Council sitting as a committee and shall not take any official action while in Committee.

Regular meetings of the Committee of the Whole may be held on a regular basis or as determined by Council.

The Head of Council may delegate to Deputy Reeve the duty to chair the general business portion of Committee of the Whole meetings, with the Chair of each department chairing their portion of the meeting.

5.1 At the first regular Council Meeting in November of each year the Council must consider the recommendations by the Head of Council for appointments to Chair the departments, as well as appointments to other bodies of Council and bodies or organizations the Municipality will/may appoint Members of Council or Citizens to. All such appointments must be approved by resolution of Council and may be repealed only by a resolution of Council.

5.2 The Role of the committee department meetings are:

- a) To consider, review, report, present on matters pertaining to that department and to generate recommendations to be forwarded to the Committee of the Whole.
- b) To report from time to time on all matters connected with the duties imposed on the department.
- c) To consider and report respectively on any and all matters referred to them by Council or by Committee of the Whole.
- d) To ensure that there is no official commitments or obligations made outside of the authority provided in this by-law without the decision proceeding through Council.
- e) To prepare and introduce to Council all such by-laws as may be necessary to give effect to the reports and recommendations that are adopted by Council.
- f) May have delegations attend to speak for clarification on an issue.
- g) Closed to the public given the preliminary nature of discussions as per subsection 152(3)(b)(iii) of *The Municipal Act*.

5.3 Expectations of the committee department chairperson are:

- a) To serve as a point of contact for management staff to assist in providing direction in situations which require immediate action or attention on matters that fall under that department.
- b) To be responsible for setting the agenda in conjunction with the CAO for their department's portion of the Committee of the Whole Meeting and to chair that portion of the meeting.
- c) To meet with and work together with management staff as well as other relevant agencies, boards, departments as needed.
- d) To call for committee department meetings on a regular basis.

5.4 The following department structures are hereby established:

- a) Finance and Administrative - 3 council members appointed

- b) Public Works- 3 council members appointed
- c) Planning - 3 council members appointed

5.5 The following outlines some of the subject matter and authority assigned to each department:

Finance and Administrative:

- a) Review and recommend to council for approval of financial statements, capital projects, capital planning, capital borrowing, equipment purchases and replacement, recycling.
- b) Review and authorize expenditures and payment of accounts that fall within the policies of the Municipality.
- c) Draft and present the annual financial plan.
- d) Review any personnel matters brought forward from CAO.
- e) Review organizational development, personnel policies, salaries, and receive and process employee grievances.
- f) All buildings & grounds including Administration Office.
- g) Receive reports from Safety Committee.
- h) May meet with delegations informally on a small scale to address specific concerns or to gain clarity on a matter.

Public Works :

**Roads**

- a) Review and recommend to council levels of service for road maintenance, snow clearing, dustproofing, gravel program, accesses, street lighting, sidewalks, shelterbelt program.
- b) Review and authorize small and non-contentious projects which fall within the policies of the Municipality.
- c) Review and recommend to council changes for road safety, traffic signage, use of roads, aggregate transport including seasonal road restrictions.
- d) To develop and recommend to council a multi-year plan for capital road construction and maintenance projects including bridges.
- e) To review and report to council on status of roads, projects.
- d) May meet with delegations informally on a small scale to address specific concerns or to gain clarity on a matter.

**Ground Water Management**

- a) Review and recommend to council projects and service level standards for all drainage projects including culverts, low level crossings, dams, ditches, drain tile.
- b) Review and authorize small and non-contentious drainage projects that fall within the policies of the municipality and budget allocations.
- c) To develop and recommend to council a multi-year plan for new capital and maintenance projects.
- d) To review and report to council on status of projects.
- e) Weed Control.
- f) To receive and review drainage requests.
- g) May meet with delegations informally on a small scale to address specific concerns or to gain clarity on a matter.
- h) To participate in joint partnerships with watershed districts and other organizations.

**Utilities**

- a) Review and recommend to council projects and service level standards for all sourcing and delivery of water for domestic and agricultural purposes through the Municipality.
- b) Review and recommend to council projects and service level standards for sewer and wastewater including the municipal lagoon.
- c) Review and authorize small and non-contentious water projects that fall within the policies of the Municipality and budget allocations.

- d) To develop and recommend to council a multi-year plan for new capital and maintenance projects.
- e) To review and report to council on status of water construction projects.
- f) To receive and review water connection requests.
- g) To act as a point of contact for the RM with BHCW and BVWC.
- h) May meet with delegations informally on a small scale to address specific concerns or to gain clarity on a matter.

#### Planning:

- a) Review and recommend to council various planning matters such as Subdivisions, Conditional Uses, Variations, Zoning, Development Agreements.
- b) Review and provide direction to staff for small and non-contentious building and development applications that fall within the policies of the Municipality.
- c) To review and recommend planning changes, schemes, standards including development plan, secondary plans, and zoning by-law.
- d) May meet with delegations informally on a small scale to address specific concerns or to gain clarity on a matter.

- 5.6 Each department meeting will typically be comprised of the appointed council members and applicable management staff.
- 5.7 Any member of Council has the right to attend any department or committee meeting.
- 5.8 Department meetings will be held at a frequency, time and location as determined by the Chair.
- 5.9 A special committee of Council may be appointed by resolution of Council at any time specifying the structure of the committee and the business to be dealt with by the committee.

#### HEAD OF COUNCIL

- 6.0 The Head of Council for the Rural Municipality of Stanley is to have the title of Reeve.
- 6.1 At the first regular meeting of Council in November of each year Council must, by resolution, appoint a Councillor as Deputy Reeve, who shall act in place of the Reeve when he is unable to carry out the powers, duties, and functions of the Reeve.
- 6.2 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 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 Reeve or by this or any other Act.

#### BOARD OF REVISION

- 7.1 At the first regular Council Meeting in November of each year, Council shall by resolution appoint the entire Council to serve as a Board of Revision to hear assessment appeals during the year.
- 7.2 The Reeve, or an alternate as designated by Resolution of Council, shall serve as presiding officer of the Board. The Chief Administrative Officer shall serve as Secretary to the Board.

#### SIGNING AUTHORITY

- 8.1 Agreements, cheques and other negotiable instruments must be

signed or authorized according to the *Signing Authorities & Approval of Payments Policy of the RM of Stanley*.

THAT By-Law No. 2-24 of the Rural Municipality of Stanley be, and the same is hereby, repealed.

DONE AND PASSED as a By-law of The Rural Municipality of Stanley in the Province of Manitoba, this 2nd day of October, A.D. 2025.

THE RURAL MUNICIPALITY OF STANLEY



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Reeve



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Chief Administrative Officer

Read a first time this 18th day of October, A.D. 2025.  
Read a second time this 2nd day of October, A.D. 2025.  
Read a third time this 2nd day of October, A.D. 2025.