

# CITY OF STEINBACH

## By-Law No. 2025

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# CITY OF STEINBACH

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BEING A BY-LAW to govern the organization of the City of Steinbach 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 City of Steinbach, in open meeting assembled, enacts as follows:

### **1.0 TITLE**

1.1 This by-law may be referred to as “The City of Steinbach Organizational By-Law.”

### **2.0 ROLE OF COUNCIL**

2.1 The responsibilities of Council are determined by the legislative framework of the Manitoba Municipal Act. In this by-law, the view of Council is founded on the principle that the members are stewards of the organization. As such, they have a responsibility to oversee the conduct of the organization, to monitor management and to endeavour to ensure that all major policy issues affecting the affairs of the organization are given consideration. In normal circumstances, the Council should not intrude on the prerogatives and responsibilities of management and day to day management functions should not be performed by Council.

2.2 Council is responsible for

1. developing and evaluating the policies and programs of the municipality;
2. carrying out the powers, duties and functions expressly given to the council under this or any other Act;
3. ensuring that necessary practises and procedures are in place to effectively implement Council decisions;
4. approving and monitoring the City’s mission and vision statement on a periodic basis;
5. maintaining the City’s financial integrity;
6. representing the residents of the City.

### **3.0 GENERAL DUTIES OF COUNCIL MEMBERS**

3.1 Each member of a council has the following duties:

1. 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;
2. to participate generally in developing and evaluating the policies and programs of the municipality;
3. to participate in Council meetings and Strategic Priorities Committee Meetings, and meetings of other bodies to which he/she is appointed by the Mayor or Council;
4. 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;
5. to perform any other duty or function imposed on the member by the council of this or any other Act.

6. to keep him/herself reasonably informed of programs and projects relevant to the portfolio that he/she is appointed to.

#### **4.0 ROLE OF THE CITY MANAGER**

The City Manager shall report to, be accountable to, and receive authority from the Council of the City and

1. is the administrative head of the City
2. is responsible for advising and informing the Council on the operation and affairs of the City
3. is responsible for the management and supervision of the employees of the City
4. shall carry out the powers, duties and functions assigned by the Council and must notify the Council if City funds are spent or invested contrary to a by-law or resolution or the Manitoba Municipal Act
5. may, from time to time and in accordance with sound management practices, delegate to his/her subordinates such duties and responsibilities deemed appropriate or necessary provided that he/she shall continue to be responsible for all actions of the subordinates with respect to matters so delegated.

#### **5.0 STRATEGIC PRIORITIES COMMITTEE**

5.1 Regular meetings of the Strategic Priorities Committee may be held as determined by Council.

5.2 The Strategic Priorities Committee is composed of the entire Council sitting as a committee, and shall not take any official action while in Committee.

5.3 The rules of the Council shall be observed in the Strategic Priorities Committee as far as may be applicable, except the rules limiting the number of times of speaking.

5.4 Meetings of the Strategic Priorities Committee are defined as a meeting from which the public may be excluded, providing the issues are:

1. Any employee, including the employee's salary, duties and benefits and any appraisal of the employee's performance.
2. A matter that is in its preliminary stages and respecting which discussion in public could prejudice a municipality's ability to carry out its activities or negotiations.
3. The conduct of existing or anticipated legal proceedings.
4. The conduct of an investigation under, or enforcement of, an Act or by-law,
5. The security of documents or premises, or
6. A report of the Ombudsman received by the head of the Council under clause 36(1)(3) of *The Ombudsman Act*.

5.5 Any Council Member shall have the right to express dissent from or protest against an item on a Strategic Priorities Committee agenda that the Council Member feels should be an item for a Regular Meeting of Council.

#### **6. COMMITTEE APPOINTMENTS**

The Mayor has the responsibility to appoint Council Members and/or citizens to various agencies, boards and committees, as follows:

- Mayor's Task Forces, internal committees, external committees, inter-municipal committees
- Jake Epp Library Board, Seine Rat River Conservation District, Steinbach Community Development Corporation, Board of Revision
- any other Committees created by Council.

**7. MAYOR'S TASK FORCES**

7.1 Special Task Forces may be created by the Mayor for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled as a Council. Task Forces shall sunset at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Mayor thereafter for a specified time period.

**8. DEPUTY MAYOR**

8.1 At the first regular meeting of council in each year, the Mayor must appoint a Deputy Mayor. This person shall act in place of the Mayor, when he/she is unable to carry out the powers, duties and functions of the Mayor.

**9. SIGNING AUTHORITY**

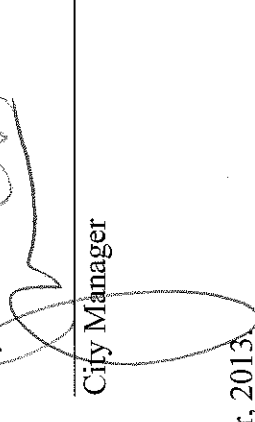
9.1 Agreements and cheques and other negotiable instruments must be signed or authorized by

1. the Mayor or Deputy Mayor, and
2. the City Manager, or the Assistant City Manager or the City Clerk, or the Director of Finance.

10. By-Law No. 1808 is hereby repealed.

DONE AND PASSED as a by-law of the City of Steinbach at Steinbach, in Manitoba, this 3rd day of December, 2013.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Manager

Read a first time this 19<sup>th</sup> day of November, 2013.  
Read a second time this 19<sup>st</sup> day of November, 2013.  
Read a third time this 3rd day of December, 2013.