

TOWN OF THE PAS

BY-LAW NO. 4540

BEING A BY-LAW OF THE TOWN OF THE PAS TO GOVERN THE ORGANIZATION OF THE TOWN OF THE PAS AND THE COMMITTEES THEREOF AND TO REPEAL TOWN OF THE PAS BY-LAW NO. 4521.

WHEREAS Section 148 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 an organizational by-law must provide for the following:

- (a) the establishment of council committees, including their duties and functions
- (b) the appointment of a deputy head of the council to act in place of the head of council when he or she is unable to carry out the powers, duties and functions of the head; and
- (c) the manner of appointment of persons to council committees and other bodies;

NOW THEREFORE THE COUNCIL OF THE TOWN OF THE PAS IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

A. TITLE

1. This By-Law may be referred to as "The Town of The Pas Organizational By-Law".

B. ROLE OF COUNCIL

Council is responsible for:

1. developing and evaluating the policies and programs of the municipality;
2. ensuring that the powers, duties and functions of the municipality are appropriately carried out; and
3. carrying out the powers, duties and functions expressly given to the council under this or any other Act.

C. GENERAL DUTIES OF MEMBERS

Each member of Council has the following duties:

1. to consider the well-being and interests of the municipality as a whole and to bring to Council's attention anything that would promote/harm 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 meetings of Council and Council committees and other bodies to which the member is appointed by 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 Council or of a committee meeting conducted in public;
5. to perform any other duty or function assigned to the member by Council of this or any other Act.

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D. COMMITTEES

1. The general duty of a committee shall be to report from time to time on all matters connected with the duties assigned to the committee and to recommend such action as may be deemed necessary;
2. The Personnel Committee is hereby established as a Standing Committee of Council with the following general duties:
 - Union negotiations
 - Grievances
 - Personnel policy
 - Labour management
 - Town staff salaries and evaluations
 - Workshops and seminars
 - Organization
 - Hiring policy
 - Representation on all Boards and Committees established for the interview and recruitment of applicants for the Chief Administrative Officer position
 - Workplace Safety and Health
3. Other committees may be established as a Standing Committee of Council when Council deems it necessary through a resolution of Council.
4. The following committees are hereby established as Special Committees of Council and shall be governed by separate by-laws of Council:
 - (i) Kelsey Recreation Commission
 - (ii) Sam Waller Museum Board
 - (iii) The Pas Public Library Board

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

- (i) Kelsey Recreation Commission
 - As governed under Town of The Pas By-Law No. 4544
 - (ii) Sam Waller Museum Board
 - As governed under Town of The Pas By-Law No. 4224
 - (iii) The Pas Public Library Board
 - As governed under Town of The Pas By-Law No. 2116
5. Each Standing Committee shall be composed three members of council.
 6. The Mayor shall be "ex official" a member of all standing committees with the privilege of participating in the discussion but with no voting privileges thereon.
 7. At the first meeting of each newly elected Council and annually thereafter, the council must consider the appointments to Standing Committees, Special Committees and other bodies of council. All appointments to Standing Committees, Special Committee and other bodies of council, including naming of a chairperson, must be approved by a resolution of Council.

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8. Regular meetings of Standing Committees may be held as determined by each Standing Committee.
9. 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 Town of The Pas Procedures By-Law.
10. 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, visiting members of council may be allowed to take part in any discussions.
11. 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.
12. An appointment to any committee of council may be repealed only by a resolution of the council.

E. HEAD OF COUNCIL

1. The head of council for The Town of The Pas is to have the title of Mayor.
2. At the first meeting of each newly elected Council, and as Council deems necessary thereafter, Council must by resolution, appoint a councillor as Deputy Mayor, who shall act in place of the Mayor when he/she is unable to carry out the powers, duties and functions of the Mayor.
3. In addition to performing the duties of a member of a council, the mayor 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 mayor by this or any other Act.

F. YOUTH MEMBER

1. The council of The Town of The Pas may, by resolution, appoint a person with the title "Youth Member" to sit with the council and to participate in council deliberations.
2. A youth member must be less than 18 years of age at the time of appointment, enrolled as a full time student at Margaret Barbour Collegiate Institute and a resident of the Town of The Pas.
3. A youth member is not permitted to move or second any resolution nor is the youth member counted for the purpose of deciding a vote of the council. A youth member is not allowed to participate in committee of the whole deliberations that are closed to the public.
4. The term of office for a Youth Member is to be established with the appointment but shall not exceed one year.

G. BOARD OF REVISION

1. Council shall sit as a Board of Revision to hear assessment appeals during the year.
2. The Mayor of The Town of The Pas shall serve as presiding officer of The Board of Revision.

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I. SIGNING AUTHORITY

1. Agreements, cheques, legal documents and other negotiable instruments must be signed or authorized by
 - a) the Mayor, or, in his/her absence, the Deputy Mayor, and
 - b) the Chief Administrative Office or Assistant Chief Administrative Officer or Chief Financial Officer.

J. REPEAL

By-Law No. 4521 is hereby repealed.

DONE AND PASSED IN COUNCIL ASSEMBLED THIS 25 DAY OF Apr A.D. 2016.

Cyril Monis
Mayor

Assistant C.A.O.

CERTIFIED THAT BY-LAW NO. 4540:

Read a first time this 11th day of April A.D. 2016.

Read a second time this 25 day of April A.D. 2016.

Read a third time this 25 day of April A.D. 2016.

Assistant C.A.O.