



TOWN OF STE. ANNE
BY-LAW NO. 5-2023

Being a by-law of the Town of Ste. Anne to govern the organization of the Town of Ste. Anne 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 Town of Ste. Anne, in open meeting assembled, enacts as follows:

TITLE

1.0 That this by-law now be referred to as 'The Town of Ste. Anne Organizational By-law.'

ROLE OF COUNCIL

- 2.0 Council is responsible for:
- (a) developing and evaluating the policies and programs of the municipality;
 - (b) ensuring that the powers, duties, and functions of the municipality are appropriately carried out; and
 - (c) 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 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 the developing and evaluating the policies of the municipality;
 - (c) to participate in meetings of the council and of council committees and other bodies to which members as 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.

COMMITTEE OF THE WHOLE

- 4.0 The Committee of a Whole shall be composed of all members of Council with the Mayor presiding of the meetings of the committee.
- 4.1 The Committee of the Whole is to consider budget items, strategic planning, policy issues not included in the mandate of a committee, or any other matter.
- 4.2 The Committee of a Whole may not pass resolutions or by-laws but can make recommendations which can be approved at a regular meeting of the Council.

HEAD OF COUNCIL

- 5.0 The head of council for the Town of Ste. Anne is to have the title of Mayor.
- 5.1 At the annual organizational meeting of the year, council must by resolution, appoint a councilor 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.
- 5.2 In addition to performing the duties of a member of council, the mayor has a duty:

- (a) to preside when in attendance at a council meeting, except where the town Policy & Procedure Manual 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 functions assigned to a mayor or by this or any other Act.

OTHER TOWN OF STE. ANNE COMMITTEES

- 6.0 The council of the Town of Ste. Anne will appoint members of council to the following committees that are included on annual basis in the town budget for operating grants:
- (a) Corporation de développement communautaire Ste-Anne C.D.C.
 - (b) Bibliothèque Ste. Anne Library
 - (c) Ste. Anne Police Board
 - (d) Museum
 - (e) Association of Manitoba Bilingual Municipalities
 - (f) Seine Rat River Watershed District
 - (g) Any other committee created by by-law of the Town of Ste. Anne.

BOARD OF REVISION

- 7.0 On an annual basis, conforming with the Province of Manitoba Assessment Branch, the council will schedule a date and time to allow residents to appeal the assessment on their properties in the Town of Ste. Anne.
- 7.1 The Board of Revision shall consist of all members of the Town of Ste. Anne council and the mayor shall act as the presiding officer of the Board.
- 7.2 The secretary of the Board of Revision shall be the Chief Administrative Officer, or the Finance officer in his/her place

SIGNING AUTHORITY

- 8.0 Agreements and cheques and other negotiable instruments of the municipality must be signed or authorized by:
- (a) the head of council, or the deputy head of council, and
 - (b) the chief administrative officer or the finance officer.

DONE AND PASSED by Council of The Town of Ste. Anne, in open meeting assembled, at Ste. Anne, in Manitoba, this 26th day of April, 2023.



Mayor – Yvan St. Vincent



C.A.O. – Marc Darker

Read a First time this 12th day of April, 2023
Read a Second time this 12th day of April, 2023
Read a Third time this 26th day of April, 2023