

**TOWN OF ALTONA  
BY-LAW 1769/2019**

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Being a by-law to govern the organization of The Town of Altona and the committees thereof.

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**WHEREAS** Section 148(1) of The Municipal Act provides that a Council must establish by bylaw an organizational structure for the municipality and review the by-law at least once during its term in office.

**AND WHEREAS** Section 125 (1) and (2) of the Municipal Act states that:

125 (1) Every council must establish by by-law the position of chief administrative officer and must appoint a person to the position.

125 (2) The appointment of a person as chief administrative officer and any suspension or revocation of the appointment must be approved by a majority of the number of members comprising the council;

**AND WHEREAS** Section 130 of the Municipal Act provides:

130 A council may by by-law establish one or more positions to carry out the powers, duties and functions of a designated officer under a by-law or this or any other Act, and may give each such position any title the council considers appropriate.

**THEREFORE BE IT RESOLVED** that the Council of the Town of Altona, in open meeting assembled, enacts as follows:

**TITLE**

1.0 This by-law may be referred to as "The Town of Altona Organizational By-law."

**ROLE OF COUNCIL**

2.0 Council is responsible

- a) for developing and evaluating the policies and programs of the municipality;

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- 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 the 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; and
- 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 recommendations that are adopted by Council; and
- c) to consider and report respectively on any and all matters referred to

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them by Council.

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

- a) Finance and Administration Committee
- b) Works and Operations Committee
- c) Community and Social Development Committee
- d) Executive Committee

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

- a) Finance and Administration Committee  
In addition to any other duties referred to the Standing Committee on Finance and Administration by Council, its duties shall be to advise Council on:
  - (i) all matters relating to the receipt or payment of money by the Manager of Finance in accordance with all by-laws of the Town and statutes of the Province;
  - (ii) All matters of finance including both operating and capital and make recommendations on the borrowing of funds for any aspect of the Town operation;
  - (iii) by-law and policy development and review as it pertains to Finance and Administration;
  - (iv) land planning requests, property acquisition or disposal; and
  - (v) economic development initiatives.
- b) Works and Operations Committee  
In addition to any other duties referred to the Standing Committee on Works and Operations by Council, its duties shall be to advise Council on:
  - (i) projects, works and matters under its control as it considers essential to

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be carried out during the year;

- (ii) all matters relating to the prevention and suppression of fires;
  - (iii) all matters pertaining to the provision of water, sewer, drainage and solid waste management services;
  - (iv) all matters relating to the construction and maintenance of municipal roads and boulevards;
  - (v) the street lighting in the Town and recommend to Council any changes to the street lighting system;
  - (vi) all matters relating to the provision of animal control services; and
  - (vii) by-law and policy development and review as it pertains to Works and Operations.
- c) Community and Social Development Committee
- In addition to any other duties referred to the Standing Committee on Community and Social Development by Council, its duties shall be to advise Council on:
- (i) all applications for recreation and culture grants, projects and initiatives from organizations;
  - (ii) all matters related to the needs for recreation and open space within the Town;
  - (iii) all matters respecting libraries and other cultural services;
  - (iv) all matters pertaining to the provision of leisure program services, construction, maintenance and use of recreation facilities.
  - (v) all matters related to health services within the Town.
  - (vi) by-law and policy development and review as it pertains to Community and Social Development.
- d) Executive Committee
- Its duties shall be to consider any Council business that does not logically fall

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within the jurisdiction of any one of the other Standing Committees.

- 4.3 Each Standing Committee, except for the Executive Committee, shall be composed of all members of Council. The Executive Committee shall be composed of the Mayor and the Chair of each the three other Standing Committees.
- 4.4 The Mayor is an ex-officio member of all Standing Committees.
- 4.5 At the first regular Council meeting in each year, the Council must consider the recommendations for appointments to other bodies of Council submitted by the Mayor. All appointments to other bodies of Council, including the naming of a Standing Committee Chair and alternate Chair must be approved by resolution of Council.
- 4.6 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.
- 4.7 An appointment to any committee of Council may be repealed only by resolution of the Council.

**ROLE OF THE CHIEF ADMINISTRATIVE OFFICER AND APPOINTMENT OF DESIGNATED OFFICERS**

- 5.0 The position of Chief Administrative Officer is hereby established as a designated officer position of the Town of Altona.
- 5.1 The Chief Administrative Officer shall report to, be accountable to, and receive authority from the Town of Altona Town Council and:
  - a) is the administrative head of the Town;
  - b) is responsible for advising and informing Council on the operation and affairs of the Town;
  - c) is responsible for the management and supervision of the employees of the Town;
  - d) shall carry out the powers, duties and functions assigned by Council and must notify Council if Town funds are spent or invested contrary to a by-

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law or resolution or the Manitoba Municipal Act; and

- e) may, from time to time and in accordance with sound management practices, delegate to their subordinates such duties and responsibilities deemed appropriate or necessary provided that they shall continue to be responsible for all actions of the subordinates with respect to matters so delegated.
- 5.2 That appointments, suspension or revocation of a person to the Chief Administrative Officer position must be approved by resolution by a majority of the number of members comprising Altona Town Council.
- 5.3 That the positions of "Assistant Chief Administrative Officer", "Police Chief", "Fire Chief", "Finance Manager", "Public Works Manager" and "Recreation Services Manager" be established as designated officer positions of the Town of Altona.
- 5.4 That appointments to the aforesaid designated officer positions as listed in Clause 5.3 shall be authorized by resolution of Council.

**HEAD OF COUNCIL**

- 6.0 The head of Council for The Town of Altona is to have the title of Mayor.
- 6.1 At the first regular meeting of Council in each year, Council must by resolution, appoint a Councillor as Deputy Mayor, who shall act in place of the Mayor when they are unable to carry out the powers, duties and functions of the Mayor.
- 6.2 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 or by this or any other Act.

**YOUTH MEMBER**

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- 7.0 The Council of The Town of Altona, may, by resolution, appoint a person with the title "Youth Member" to sit with the Council and to participate in Council deliberations.
- 7.1 A Youth Member must be less than 18 years of age or enrolled as a full-time student in a school within the Town of Altona.
- 7.2 A Youth Member may be elected by their school peers or appointed by the staff of the said school. A Youth Member should display a keen interest in politics.
- 7.3 There may only be one Youth Member serving on Council at any given time.
- 7.4 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 Council deliberations that are closed to the public (in-camera).
- 7.5 The term of office for a Youth Member is to be established with the appointment but shall not exceed 2 years.

**BOARD OF REVISION**

- 8.1 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.
- 8.2 The Board of Revision shall consist of all members of the Town of Altona Council. The Council shall appoint a member of The Board of Revision to serve as presiding officer of the Board.

**SIGNING AUTHORITY**

- 9.0 Agreements and cheques and other negotiable instruments must be signed or authorized by;
- a) the Mayor, Deputy Mayor, or any member of Council; and
  - b) the Chief Administrative Officer or Finance Manager.

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**REPEAL**

10. Bylaw No. 1722/2014, of the Town of Altona, and any revisions thereto be hereby repealed with the passage of this by-law.

**DONE AND PASSED** as a by-law of the Town of Altona at Altona in the Province of Manitoba this 22<sup>nd</sup> day of January, 2019.

  
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Mayor

  
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Chief Administrative Officer

Read a first time this 8<sup>th</sup> day of January, 2019.

Read a second time this 22<sup>nd</sup> day of January, 2019.

Read a third time this 22<sup>nd</sup> day of January, 2019.