

REPEALED BY BY-LAW NO. 7100/97
OCTOBER 29, 1997

CONSOLIDATION UPDATE: APRIL 30, 1997

THE CITY OF WINNIPEG

THE CITY ORGANIZATION BY-LAW
NO. 6550/95

A By-law of THE CITY OF WINNIPEG to provide for the delegation of powers and duties by City Council to the Executive Policy Committee and the Standing Committees and the establishment of the administrative structure of the City and the delegation to it of its administrative powers and duties.

WHEREAS *The City of Winnipeg Act* provides as follows:

"Definitions

1. In this Act,

"City Administrator" means an employee of the city who is a city manager, chief commissioner, chief administrative officer, head of an administrative division, head or deputy head of a department, or commissioner.

General duties of E.P.C.

30(1) Executive Policy committee shall

- (a) *formulate and present recommendations to council on policies, plans, budgets, by-laws and any other matter that affects the city as a whole;*
- (b) *ensure the implementation of policies adopted by council;*
- (c) *recommend to council the number, the powers and duties of the departments, administrative divisions, and city administrators;*
- (d) *recommend to council persons for appointment as city administrators;*

- (e) *supervise the city administrators; and*
- (f) *recommend to council the suspension or dismissal of city administrators.*

Co-ordination of standing committees by E.P.C.

30(2) Executive policy committee

- (a) *shall co-ordinate the work of the standing committees;*
- (b) *shall receive and consider reports and recommendations from standing committees;*
- (c) *may refer, in whole or in part, any report and recommendation to a standing committee or city administrators; and*
- (d) *shall forward to council, with its recommendations, the whole or any part of any report or recommendation received from a standing committee.*

Council may delegate to E.P.C.

30(3) *Subject to section 105 (limit on delegation), council may, by by-law, delegate powers and duties to executive policy committee.*

Council may exercise powers

30(4) *None of the duties of executive policy committee under subsection (1) is a condition precedent to the exercise of powers under this Act by council*

Establishment

33(1) *Council may by by-law establish not more than four standing committees, and set out their respective duties and powers.*

Delegation to standing committees

33(2) *Subject to section 105 (limit to delegation), council may delegate to a standing committee its powers or duties respecting*

- (a) *the examination of a question;*
- (b) *the management of any matter;*
- (c) *the performance of specified duties, including the conduct of public meetings and inquiries.*

Establishment of departments, etc.

43(1) Council may by by-law

- (a) establish administrative divisions for the city;*
- (b) designate the departments that shall comprise each administrative division;*
- (c) describe the duties and responsibilities of each department and administrative division;*
- (d) appoint the city administrators responsible for the operation of each department and administrative division;*
- (e) establish the procedure and structure for any one or more of the matters referred to in clauses (a) to (d);*
- (f) vary the assignment of any responsibility under this section.*

Delegation to city administrators

45 Subject to section 105 (limit on delegation of powers), council may by by-law provide for the delegation of its administrative duties and powers to city administrators.

Duties of city administrators

46(1) Where council passes a by-law under section 45, city administrators shall

- (a) be responsible to and report to executive policy committee;*
- (b) supervise the employees and the operation of departments;*
- (c) implement the policies and programs established by council;*
- (d) advise executive policy committee on policy and other matters relating to the administration of the city;*
- (e) cause the preparation of the annual current and capital budgets including the budgets of community committees;*
- (f) cause the resolutions and by-laws of council to be carried out and enforced;*

- (g) *recommend to executive policy committee persons for appointment as city administrators;*
- (h) *advise executive policy committee on dismissal or suspension of city administrators;*
- (i) *carry out such research and investigation, and make such reports as may be requested by council or executive policy committee;*
- (j) *exercise such other powers and carry out such other duties as are prescribed by this Act or delegated by by-law or resolution of council.*

By-law to establish procedures

46(2) *A by-law passed under section 45 shall prescribe the procedure that city administrators shall follow in conducting meetings and reporting on the operation of departments, and in such other matters as council considers necessary."*

NOW THEREFORE THE CITY OF WINNIPEG, in Council assembled, enacts as follows:

TITLE

1. This By-law shall be known as **"The City Organization By-law"**.

REPORTING RELATIONSHIPS

2. The executive and functional reporting relationships in The City of Winnipeg shall be those outlined in Appendix "A" to this By-law under the title:

"The City of Winnipeg
Executive and Functional Organization".

POLITICAL ORGANIZATION

PART I

CITY COUNCIL

3. Where Council receives reports and recommendations on matters described below, the authority to make final decisions on these matters shall rest with Council and shall not be delegated to any political or administrative level below Council:

- (1) all matters requiring the enactment of by-laws;
- (2) approval of the annual estimates, current and capital budgets and the striking of the mill rate;
- (3) prices, rates, fees and charges for all civic services and facilities, except as delegated hereinafter;
- (4) approval of the overall civic staff establishment;
- (5) appointment of city administrators;
- (6) approval of contracts between The City of Winnipeg and its organized employees;
- (7) general level of public services as identified in the Current Budget;
- (8) policies affecting inter-governmental relations, including requests for legislation;
- (9) declaration of land surplus to the City's requirements and budget approval of land purchases;
- (10) all reports from or matters relating to the Ombudsman;
- (11) all matters relating to access to information.

SECRETARIAT COMMITTEE

4. Council shall establish and appoint a Secretariat Committee, chaired by the Speaker and comprised of four other members of Council, each a representative of the remaining four Community Committee areas not represented by the Speaker, to be appointed annually at the Organizational Meeting of Council, and empowered as a governing body of Council:

- (1) To provide a forum for Councillors to sort out matters and resolve issues for Interns, Secretaries, Volunteers, etc.
- (2) To be responsible for the operation of the Councillors' office, including developing and administering a policy for Councillors' assistance/assistants and expense allowances; and acting in an advisory capacity in the preparation of Council's operating budget.
- (3) To resolve non political issues between Councillors.

- (4) To resolve difficulties between Councillors and administration.
- (5) To consider and resolve all other issues as referred to it by Council, Committees or member(s) of Council.
- (6) To act as liaison to the Executive Policy Committee in all matters pertaining to the operation of the City Clerk's Department.
added 6865/96

PART II

EXECUTIVE POLICY COMMITTEE

5. The Executive Policy Committee shall have jurisdiction in the following areas of civic function:

- Formulation of Policy
- Fiscal Policy
- Inter-Governmental Affairs
- Business Liaison
- Economic Development
- Audit Matters
- Labour Contract Negotiations
- Capital Region
- Corporate Communication
- Plan Winnipeg & Alignment of Department Strategic Plan

and in addition to the above and the duties specified in The City of Winnipeg Act the Executive Policy Committee shall have the specific power and duty to:

- (1) Formulate and present recommendations to council on policies, plans, budgets, by-laws and any other matter that affects the city as a whole;
- (2) Ensure the implementation of policies adopted by council;
- (3) Co-ordinate the work of the standing committees;
- (4) Identify annual and longer range priorities for the growth and development of the City. Assess and advise Council with respect to any impact of a financial or environmental nature or an impact of any other kind of proposed changes to Plan Winnipeg, as well as other major proposals or policies affecting the development of the City or the urban environment;

- (5) Act as the Inter-governmental Affairs Committee to conduct all necessary formal relationships with the Government of Manitoba and the Government of Canada;
- (6) Consider and make recommendations to Council on any and all amendments to Plan Winnipeg;
- (7) Receive all reports from the Board of Commissioners and/or the Chief Commissioner, with the exception of those reports from the respective Commissioner which deal with matters that have specifically been delegated to one of the standing committees;
 - (a) Receive all reports from the City Clerk and or Secretariat Committee pertaining to the City Clerk's Department with the exception of those reports which deal with matters that have specifically been delegated to one of the standing committees;
added 6865/96
- (8) Develop and establish policies relating to the civic personnel, including employee relations, contract negotiations, changes in the civic establishment and related personnel matters and delegate to the Chief Commissioner on the Board of Commissioners such power, duties and responsibilities thereto;
- (9) In consultation with the appropriate standing committee, recommend to Council all rates, fees, utility rate structures, and other charges for civic services and facilities.
- (10) To deal with all audit matters, as "the Audit Committee" except the evaluation of the performance of the City Auditor and external Auditor, and without limiting the generality of the foregoing, shall have the power and duty to oversee the internal and external audit process of the City in general to ensure that The City is provided with an effective audit service that is independent such that the internal and external audit activities are complimentary to each other with a minimum amount of duplication of effort and will have specific responsibilities as follows:
 - (a) Regarding the City's Consolidated Financial Statements, the Audit Committee will:

Review with the Director of Corporate Finance and the External Auditors, the Annual Financial Statements and recommend their approval to Council.
 - (b) Regarding the External Auditors, the Audit Committee will:

- (i) Approve the scope, (as recommended by the External Auditors) of the external audit;
 - (ii) Receive and review the External Auditors' reports and management letters, together with any management responses;
 - (iii) Review any problems found in performing the audit, such as limitations or restrictions imposed by City Administrators or disagreements with any City Administrator which, if not satisfactorily resolved, would have caused them to issue a non-standard report on the City's financial statements;
 - (iv) During an in camera session, review with the External Auditors the quality of the City's financial and accounting personnel and any recommendations that the External Auditors may have.
- (c) Regarding Special Studies, the Audit Committee will:
 - (i) Recommend or cause to be conducted special studies, such as departmental or program reviews, as required to fulfill its Objectives;
 - (ii) Receive and review such Special Studies and forward such Reports, either in full, or in summary, to Council.
- (d) Regarding the City Audit Department, the Audit Committee will:
 - (i) Assess the scope and objectives of the Audit Department, including the effectiveness of their working relationship with the External Auditors;
 - (ii) Approve the Audit Department's annual Audit Plan;
 - (iii) Receive and review the City Auditor's Annual Report and other reports on areas of major audit efforts.
- (e) Regarding Internal Control, the Audit Committee will:
 - (i) Review with the Director of Corporate Finance, the External Auditor and the City Auditor, the City's overall policies and procedures with respect to controlling City assets;

- (ii) Review with the Director of Corporate Finance, the External Auditor and the City Auditor the systems of internal control over financial reporting to assess that they are operating effectively;
 - (iii) Obtain assurance from City Administrators that the City has implemented appropriate policies and procedures to ensure compliance with legal, regulatory, ethical and environmental requirements;
 - (iv) Review the disaster recovery procedures with respect to the City's computer systems to assess whether they are appropriate.
- (f) Regarding the City's major accounting policies, the Audit Committee will:
 - (i) Have familiarity with the major accounting and reporting principles and practices applied by the City in preparing its financial statements;
 - (ii) Ensure that the Director of Corporate Finance and the External Auditors report annually on the City's major accounting policies, including the impact of alternative accounting policies, presentation of significant risks and uncertainties, and key administration estimates and judgements that can be material to the annual Financial Statements.

PART III

STANDING COMMITTEES

6. The four Standing Committees of Council shall be:
- (a) the Committee on Finance and Administration, which shall consist of six members, including the Chairperson,
 - (b) the Committee on Planning and Community Services, which shall consist of six members, including the Chairperson,

- (c) the Committee on Protection, Parks and Culture, which shall consist of six members, including the Chairperson,
- (d) the Committee on Works and Operations, which shall consist of six members, including the Chairperson,

in accordance with By-law No. 6043/92 and to which Council delegates the following functions, powers and duties:

COMMITTEE ON FINANCE AND ADMINISTRATION

- (1) The Committee on Finance and Administration shall have jurisdiction in the following areas of civic function:

- Financial Management
- Budget Administration
- Purchasing Policy
- Property Assessment
- Personnel Policy, Staff Development
- Information Technology
- Matters under Litigation
- Licensing
- Animal Control
- Land Acquisition
- Mapping and Surveys
- Civic Building Maintenance

and exercise the following powers and duties, namely:

- (a) To consider and report to Council through the Executive Policy Committee on matters respecting:
 - (i) Sections 74 to 77 and Section 79 in Part 2 (Employee Pensions)
 - (ii) Section 113 in Part 5 (Insurance)
 - (iii) Part 7 (Assessment)
 - (iv) Part 8 (Collection of Taxes)
 - (v) Part 9 (Finance)
 - (vi) Part 10 (Local Improvements)

IN PART 11

- (vii) Section 393 (Acquisition of Buildings)
- (viii) Subsection 404(2) (Pounds)
- (ix) Section 409 (Civic Charities Bureau)

IN PART 12

- (x) Clauses 422(b) and (c) (Licensing Speedways)
- (xi) Part 17 (Licensing), except Section 525

IN PART 21

- (xii) Section 668 (Electricity and Gas)
- (xiii) Section 670 (Taxation of City)
- (xiv) Section 672 (Security Guards)

of *The City of Winnipeg Act* and to exercise such authority as may be delegated to it by Council concerning matters arising out of these Clauses, Subsections, Sections and Parts of the Act.

- (b) The approval of settlement of claims against the City up to a maximum equal to the deductible portion of insurance coverage applicable to such claims.
- (c) The approval of settlement of claims brought by the City.
- (d) The approval of settlement of claims arising out of expropriations.
- (e) The making of grants to persons and organizations, other than to those representing cultural and artistic groups, and approval of receptions and awards within the limits of approved budget and in accordance with existing Council policy or as may be established from time to time.
- (f) To consider and make recommendations to Executive Policy Committee on the current and capital budgets formulated by the Executive Policy Committee and covering those administrative departments which report to the Chief Commissioner except the Department of Business Liaison and Inter-Governmental Affairs.

- (g) The terms and conditions of the leasing, selling or purchasing of or dealing with land, including the use of air space agreements pursuant to Subsection 500(e) of *The City of Winnipeg Act*, by the City within existing guidelines established by Council or as may be established from time to time.
- (h) The authority to dedicate City-owned land for street and other public purposes.
- (i) To consider matters referred to it by Council, the Executive Policy Committee, or brought before it by the Chief Commissioner.
- (j) To fix the rates and charges on City-owned, off-street parking facilities.
- (k) To consider and make recommendations to Council on the current budget of "the Parking Authority of The City of Winnipeg".
- (l) To consider and recommend to Council exemptions from amusement tax under Section 7 of the Amusement Tax By-law No. 3107/81.
- (m) to authorize the appointment of special constables necessary for the enforcement of City By-laws.

added 6775/96

COMMITTEE ON PLANNING AND COMMUNITY SERVICES

- (2) The Committee on Planning and Community Services shall have jurisdiction in the following areas of civic function:
 - Community and Neighbourhood Planning
 - Housing Policy
 - Land Use and Development Control
 - Heritage Matters
 - Library Services
 - Public Health
 - Social Services

and exercise the following powers and duties, namely:

- (a) To consider and report to Council through the Executive Policy Committee on matters respecting:

IN PART 11

- (i) Clause 402(1)(b) and Subsection 402(2) (Libraries)

- (ii) Subsection 404(1) (Markets and Scales)

IN PART 12

- (iii) Clause 418(1)(a), and Subsections 418(2), (3), (4) and (5) (Nuisances)
- (iv) Clause 418(1)(b) (Noise)
- (v) Section 419 (Defacing Signs)
- (vi) Section 420 (Fences)
- (vii) Section 423 (Parking Vehicles on Private Property)
- (viii) Section 424 (Parking for the Physically Disabled)
- (ix) Section 426 (Derelict Vehicles)
- (x) Section 431, 432 and 432.1 (Building and Street Numbers and Names)

IN PART 13

- (xi) Section 433 to 437 (Health and Sanitation)
- (xii) Sections 437.1 to 441 (Unsanitary Buildings)
- (xiii) Part 15 (Building Standards)
- (xiv) Part 15.1 (Waterways)
- (xv) Part 20 (Planning and Development)

of *The City of Winnipeg Act* and to exercise such authority as may be delegated to it by Council concerning matters arising out of these Clauses, Subsections, Sections and Parts of the Act.

- (b) To be the final authority on appeals from the Building Commission.
- (c) To consider and make recommendations to the Executive Policy Committee on the current and capital budgets formulated by the Executive Policy Committee covering those administrative departments reporting to the Commissioner of Planning and Community Services except animal control, licensing, land acquisition, mapping and surveys functions.

- (d) (i) To consider and make recommendations to the Executive Policy Committee on the Current Budget of the Riverbank Management Committee; and
amended 6711/95
- (ii) To receive and forward to Council through the Executive Policy Committee the recommendations of the Riverbank Management Committee in respect to the making and enforcement of Orders under *The Rivers and Streams Act*.
amended 6711/95
- (e) To consider matters referred to it by Council, the Executive Policy Committee, or brought before it by the Commissioner of Planning and Community Services.
- (f) The preparation of conceptual planning in areas or urban development and transportation system.
- (g) Approval of planned building group plans under zoning by-laws and town planning schemes.
- (h) Hearing and deciding appeals against orders of the Medical Health Officer.
- (i) Hearing and deciding on appeals where an owner deems himself aggrieved by the decision of the city official delegated to administer the zoning by-laws and town planning schemes.
- (j) Hearing and deciding appeals of certificates required under the License By-law;
- (k) Approval for the erection of advertising signs pursuant to zoning by-laws.
- (l) Approval of street names and building names and numbering.
- (m) The preparation of plans for public housing and urban renewal projects.
- (n) The preparation of environmental protection standards.
- (o) Regarding matters pertaining to the Clean Environment Commission.

- (p) Relating to encroachments on City property.
- (q) Approvals pursuant to Zoning By-law No. 4800/88 in its capacity as the Downtown Design Board.
- (r) Approvals of conditional uses listed in By-law No. 4800/88.
- (s) Pursuant to Section 674(3) of *The City of Winnipeg Act* the power to direct that Variance Orders and Conditional Use Orders granted prior to the coming into force of said Act cease to have effect.
- (t) To approve the execution of any Servicing Agreement required as a condition of a Conditional Use Order or Variance Order.
- (u) The exclusive power, as the designated committee under Section 625 and Section 627(6) of *The City of Winnipeg Act* to hear and determine appeals from zoning variance orders and conditional use orders made by the Community Committee in respect of land covered by The Downtown Winnipeg Zoning By-law No. 4800/88.
- (v) The exclusive power to hear and determine appeals from decisions made by the Community Committee under subsection (10) of Section 4 of the License By-law No. 4007/85 in respect of land covered by the Downtown Winnipeg Zoning By-law No. 4800/88.
- (w) Hearing and deciding appeals against decisions made by Community Committees on applications for licenses pursuant to Section 4(10) of the License By-law No. 4007/85;
- (x) Hearing and deciding appeals from orders of Board of Adjustment and orders issued by the Director of Land and Development Services from zoning, variance orders and conditional use orders made by Community Committees pursuant to Section 6 of the Development Procedures By-law No. 5893/92;
- (y) Notwithstanding the general powers and duties delegated to the Committee on Works and Operations in respect to Part 16 of *The City of Winnipeg Act* under sub-clause 4(5)(a)(iv), the Committee on Planning and Community Services shall have the exclusive power to deal with street, lane and walkway closings and openings.

- (z) Determining the amount of Grant monies to be provided from the Gail Parvin Hammerquist Fund and hearing and deciding appeals from decisions made by the Designated Officer or Historical Buildings Committee in respect of grant applications pursuant to the Gail Parvin Hammerquist Fund By-law No. 7040/97.
added 7040/97

COMMITTEE ON PROTECTION, PARKS AND CULTURE

- (3) The Committee on Protection, Parks and Culture shall have jurisdiction in the following areas of civic function:
- Regional and Local Parks
 - Recreational Programs
 - Zoo
 - Cultural Grants
 - Emergency Service Coordination
 - Police Services
 - Fire Services
 - Ambulance Services

and exercise the following powers and duties, namely:

- (a) To consider and report to Council through the Executive Policy Committee on all matters respecting:

IN PART 11

- (i) Section 401 (Parks, Cemeteries)
- (ii) Clauses 402(1)(a) (c) and (d) (Pools, Theatres, Recreation Programs)
- (iii) Section 407 (Shared Services - Schools)
- (iv) Section 414 (Weed Control)
- (v) Section 416 (Camp Sites)

IN PART 12

- (vi) Clauses 418(1)(c) and (f) (Injury to Trees)

- (vii) Clause 418(1)(g) (Cruelty to Animals)
- (viii) Clause 418(1)(h) (Firearms, Fireworks)
- (ix) Section 421 (Overhanging Shrubbbery)
- (x) Section 429 (Mosquito Control)
- (xi) Section 432.3 (Emergency Food and Fuel)
- (xii) Section 515.1 (Boulevards)
- (xiii) Section 427 (Parking on Private Property)
- (xiv) Part 14 (Protection of Persons and Property)
- (xv) Section 525 in Part 17 (Ambulances)
- (xvi) Part 18 (Parks and Recreation)
- (xvii) Section 679 in Part 21 (Community Centres)

of *The City of Winnipeg Act*, and to exercise such authority as may be delegated to it by Council concerning matters arising out of these Clauses, Subsections, Sections and Parts of the Act.

- (b) To accept or reject gifts from the public designated for use in City parks and shall make the final decision as to the location or use of same.
- (c) To consider and make recommendations to the Executive Policy Committee on the current and capital budgets formulated by the Executive Policy Committee and covering those administrative departments reporting to the Commissioner of Protection, Parks and Culture.
- (d) To consider matters referred to it by Council, the Executive Policy Committee, or brought before it by the Commissioner of Protection, Parks and Culture.
- (e) The making of grants to cultural and artistic groups, in accordance with existing Council policy, within a global sum approved each year by Council.

- (f) Matters relating to Community Centre Boards.
- (g) The making of grants to organizations, in accordance with the existing Council policy on the Community Incentive Grant Program, within the annual sum approved by Council.
- (h) The responsibility for dealing with matters related to all civic museums.
- (i) The hearing and deciding of appeals of individuals/organizations against orders issued by the Fire Department relating to certain contraventions under the Fire Prevention By-law No. 1322/76.
- (j) The hearing and deciding of appeals of individuals/organizations against Notices issued by the Winnipeg Police Service relating to the suspension of alarm permits under the Alarm By-law No. 4676/87.

COMMITTEE ON WORKS AND OPERATIONS

- (4) The Committee on Works and Operations shall have jurisdiction in the following areas of civic function:

- Hydro Services
- Aqueduct, Watermain and Sewer Maintenance
- Water and Sanitary Waste Treatment
- Land Drainage
- Recycling
- Solid Waste Collection/Sanitary Landfill
- Equipment and Material Services
- Public Transit
- Traffic Control
- Bridge/Street/Sidewalk/Street Lighting

and exercise the following powers and duties, namely:

- (a) To consider and report to Council through the Executive Policy Committee on matters respecting:

IN PART 11

- (i) Section 394 (Parking Sites and Meters)
- (ii) Section 395 (Pedestrian Decks)

- (iii) Section 396 (Service Agreements with Province)
- (iv) Section 397 (Quarries)
- (v) Section 398 and 399 (Airports and Ferries)
- (vi) Section 403 (Stockyards)
- (vii) Section 406 (Work with Other Municipalities)
- (viii) Section 408 (Aid for Works Outside City)
- (ix) Sections 411 and 412 (Flood and River Channel Protection)

IN PART 12

- (x) Clause 418(1)(d) (Grass Maintenance)
- (xi) Clause 418(1)(e) (Snow Removal by Owners)
- (xii) Section 422 (Speedway Standards)
- (xiii) Sections 442 to 452 in Part 13 (Waterworks, Waste and Disposal)
- (xiv) Part 16 (Streets)
- (xv) Part 19 (Utilities and Other Undertakings)

of *The City of Winnipeg Act* and to exercise such authority as may be delegated to it by Council concerning matters arising out of this Subsection and these Sections and Parts of the Act.

- (b) Award of contracts in accordance with existing Council policy.
- (c) To be the Traffic Authority of the City as provided in Section 510(1) of the Act, subject to the delegation of the powers of traffic authority to the Director of Streets and Transportation or his designate, as outlined in Phase I described in Clause 3 of the Report of the Committee on Works and Operations dated November 29, 1994, adopted by Council at its meeting of December 14, 1994.
- (d) To finalize agreements for transit shelters.

- (e) To accept or reject gifts from the public for placement on civic property other than parks.
- (f) To consider and make recommendations to the Executive Policy Committee on the operating and capital budgets formulated by the Executive Policy Committee and covering those administrative departments reporting to the Commissioner of Works and Operations.
- (g) To consider matters referred to it by Council, the Executive Policy Committee, or brought before it by the Commissioner of Works and Operations.

THE RIVERBANK MANAGEMENT COMMITTEE

7. (1) There shall be established a Riverbank Management Committee for the purpose of managing river related issues which usually cross departmental lines and conventional reporting relationships and to provide the political focus necessary for giving direction and ongoing guidance to the City's river related endeavours.
- (2) The mandate of the Riverbank Management Committee shall include the responsibility to:
- (a) review and recommend changes to Plan Winnipeg river policies, as required;
 - (b) review and recommend changes to river related legislation, as required;
 - (c) review and recommend adjustments to the City's riverbank acquisition program and related funding;
 - (d) promote river related capital projects and programs in both the 5 year capital program and annual budgets;
 - (e) develop innovative programs for riverbank stabilization of both public and private lands;
 - (f) prepare reports on an issue by issue basis for the benefit of Council so that it might consider river related issue in an informed and structured manner.

- (3) The Riverbank Management Committee shall be comprised of the Mayor, or the Deputy Mayor as the alternate to the Mayor, one member from each of the Standing Committees on Finance and Administration, Protection, Parks and Culture, and Works and Operations; and two members from the Committee on Planning and Community Services, and such appointments, together with appointments of alternate members to act in the place of an appointed member representing the respective Standing Committee, shall be made by Council annually from recommendations for members and alternates from each Standing Committees following the first meeting of each of the Standing Committee of Council after the annual recall of Committees of Council under the Procedure By-law 5400/90.
- (4) A committee shall be established as the working level committee that relates to flow impedance and riverbank stability and shall be comprised of two members from the Riverbank Management Committee to be appointed by the Riverbank Management Committee and the Director of the Department of Environmental Planning or his designate, which committee shall be called the Rivers and Streams Permit Committee.

THE PARKING AUTHORITY OF THE CITY OF WINNIPEG

8. Council hereby delegates to a Committee to be known as "The Parking Authority of The City of Winnipeg" such authority under Section 417 of *The City of Winnipeg Act* regarding the construction, maintenance, control, operation and management of public parking lots and parking buildings belonging to the City as provided in a by-law to that effect.

PROVISIONS SUSPENDED FOR 1996 BUDGET

added 6711/95

8A. The following provisions of this by-law are suspended and shall not be in force or effect during the period from September 28th, 1995 to March 31st, 1996:

- (1) Clause 6(1)(f);
- (2) Clause 6(2)(c);
- (3) Subclause 6(2)(d)(i);
- (4) Clause 6(3)(c); and
- (5) Clause 6(4)(f)."

added 6711/95

PART IV

Council shall appoint a City Auditor and Ombudsman whose duties and responsibilities shall be as follows:

CITY AUDITOR

9. The city auditor shall examine, in a manner that the city auditor considers necessary and in accordance with such terms of reference as council may establish from time to time, the accounts of the city and boards and commissions and shall ascertain whether, in the opinion of the city auditor,

- (a) the accounts have been properly kept;
- (b) all moneys have been fully accounted for, and the rules and procedures that are applied are sufficient to secure an effective check on the levy, collection and proper allocation of the revenue;
- (c) money is expended for the purpose for which it is appropriated by council, and the expenditure is properly authorized;
- (d) essential records are maintained, and the rules and procedures applied are sufficient to safeguard and control city property;
- (e) money is expended with due regard for economy and sufficiency; and
- (f) satisfactory procedures have been established to measure and report to council on the achievement of economy and efficiency.

SPECIAL AUDITS

10. Council may, at any time, direct the city auditor to audit the accounts of a department, board or commission of the city that receives, pays or accounts for city moneys, and to report to council.
(Sections 58 to 63.4 CWA)

OMBUDSMAN

11. The ombudsman may, on receiving a written complaint, or on the ombudsman's own initiative, investigate

- (a) a decision or recommendation;
- (b) an act done or omitted; or
- (c) a procedure;

relating to a matter of administration in or by a municipal unit of the city, whereby a person is or may be aggrieved.

REFERENCE BY COUNCIL

12. Council may refer to the ombudsman a matter that is before council for consideration, and the ombudsman shall, subject to any special directions of council, investigate the matter and report to council.

13. The ombudsman is not authorized to investigate a decision or recommendation, an act done or omitted, or a procedure used by council, a committee of council or a community committee, or to investigate a matter where an adequate remedy or right of appeal exists, whether or not the complainant uses it.

14. A "municipal unit" means a board, commission, association, department or other body of persons, whether incorporated or unincorporated, of which all the members, or all the members of the board of management or board of directors,

- (a) are appointed by council, or
- (b) if not appointed by council are, in the discharge of their duties, employees of the city or are, directly or indirectly, responsible to the city.

(Sections 65 to 73 CWA)

CITY CLERK

- 14.1 Council shall appoint a city clerk who, in addition to his or her statutory and administrative duties and responsibilities, shall support the efforts of Council, Executive Policy Committee and the Standing and Community Committees by recording minutes of all regular and special meetings, communicating decisions, maintaining by-laws, maintaining historical records, providing public information services, providing administrative and clerical support to the Board of Revision and Board of Adjustment and conducting municipal elections and by-elections. The City Clerk or designate shall, as time permits, assist committee chairpersons and committee members with agenda preparation, policy formulation and research and, at the discretion of the chairperson, attend and provide clerical support at any related workshops or informal strategy sessions.

amended 6991/97

ADMINISTRATIVE ORGANIZATION**PART V****REPORTING RELATIONSHIPS**

15. The reporting relationships in the City of Winnipeg in respect to the administrative organization to the Standing Committees, the Executive Policy Committee and City Council shall be those outlined in Appendix "B" to this By-law under the title:

"The City of Winnipeg
Administrative Organization
Reporting Relationships".

ADMINISTRATIVE DIVISIONS

16. There are hereby established five administrative divisions as indicated in Appendix "C" of this by-law ("Administrative Organization"), consisting in each case of the departments set forth below, with specific responsibility for the supervision and operation of each division attached to a designated Commissioner or the Chief Financial Officer as follows:

- (1) **The Chief Commissioner's Division**, comprised of the following Departments:
 - (a) Business Liaison and Intergovernmental Affairs;
 - (b) Corporate Services;

supervised by the Chief Commissioner.

(1.1) **The Chief Financial Officer's Division**, comprised of the following Departments:

- (a) Assessment;
- (b) Corporate Finance;

supervised by the Chief Financial Officer.

amended 6997/97

(2) **The Planning and Community Services Division**, comprised of the following Departments:

- (a) Community Services;
- (b) Land and Development Services;
- (c) Library;
- (d) Social Services;

supervised by the Commissioner of Planning and Community Services.

(3) **The Protection, Parks and Culture Division**, comprised of the following Departments:

- (a) Ambulance;
- (b) Civic Buildings;
- (c) Fire;
- (d) Parks and Recreation;
- (e) Police Services;

supervised by the Commissioner of Protection, Parks and Culture.

(4) **The Works and Operations Division**, comprised of the following Departments:

- (a) Hydro;
- (b) Streets and Transportation;
- (c) Transit;
- (e) Water and Waste Operations;

supervised by the Commissioner of Works and Operations.

BOARD OF COMMISSIONERS - CONTINUATION

17. The Board of Commissioners is continued consisting of the Chief Commissioner, the Commissioner of Planning and Community Services, the Commissioner of Protection, Parks and Culture, the Commissioner of Works and Operations, the Chief Financial Officer, the Mayor and the Deputy Mayor.

amended 6997/97

THE CHIEF COMMISSIONER

18. (1) The Chief Commissioner shall be responsible for the co-ordination and implementation of all policies and programs; and may direct any other appointed Commissioner, City Administrator or employee in the performance of the duties and responsibilities assigned to him by *The City of Winnipeg Act*, or by the Council.

(2) The Chief Commissioner shall report to the Executive Policy Committee on behalf of the Board of Commissioners and the Administration as set out in Appendix "B".

amended 6997/97

(3) Subject to the prior approval of the Council, the Chief Commissioner may transfer responsibility for the supervision and operation of any department or service from any of the appointed Commissioners to whom it is assigned by the Council, to another appointed Commissioner or to the Chief Financial Officer.

amended 6997/97

(4) The Chief Commissioner shall attend all meetings of the Executive Policy Committee, unless he is excused or excluded by the Committee or delegate a Commissioner or the Chief Financial Officer to attend in his stead and may attend any meeting of a Standing Committee or subcommittee thereof unless he is excluded by the Committee or subcommittee.

amended 6997/97

BOARD OF COMMISSIONERS - POWERS AND DUTIES

19. (1) The Board is collectively responsible for the administration of the City and subject to the supervision of the Executive Policy Committee.

(2) The Board of Commissioners shall:

(a) be responsible to and report to Executive Policy Committee through the Chief Commissioner;

- (b) supervise the employees and the operation of departments;
- (c) implement the policies and programs established by Council;
- (d) advise Executive Policy Committee on policy and other matters relating to the administration of the City;
- (e) cause the preparation of the annual current and capital budgets including the budgets of Community Committees;
- (f) cause the orders, resolutions and by-laws of Council to be carried out and enforced;
- (g) recommend to Executive Policy Committee persons for appointment as City Administrators;
- (h) advise Executive Policy Committee on dismissal or suspension of City Administrators;
- (i) carry out such research and investigation, and make such reports as may be requested by Council or Executive Policy Committee;
- (j) exercise such other powers and carry out such other duties as are prescribed by *The City of Winnipeg Act* or delegated by by-law or resolution of Council;
- (k) the care, control and maintenance of all property, improvements or works owned or controlled by the City;
- (l) setting the charges for various publications of the Parks and Recreation Department and to provide other publications of the Parks and Recreation Department free of charge all in accordance with Appendix 1 to the Policy for the Distribution of Parks and Recreation Publications, adopted by Council at its meeting of May 29, 1985.
- (m) individually, each Commissioner and the Chief Financial Officer shall have the responsibility for the administration of any matter arising out of the powers and duties of the Committee to which he has been assigned.

amended 6997/97

- (3) The Board of Commissioners shall conduct their meetings according to the following procedures:
- (a) Not less than 3 of the appointed Commissioners, Chief Financial Officer or the Chief Commissioner constitutes a quorum at any meeting of the Board of Commissioners.
amended 6997/97
 - (b) When the Chief Commissioner is present at a meeting of the Board of Commissioners, the Chief Commissioner shall chair the Board, and in the Chief Commissioner's absence a Commissioner or the Chief Financial Officer who is designated by the Chief Commissioner shall act as Chairperson pro tempore.
amended 6997/97
 - (c) The Board of Commissioners shall meet for the transaction of business when directed by the Chairperson of the Board.
 - (d) The Board of Commissioners shall appoint a secretary who shall keep accurate minutes of all formal meetings and proceedings of the Board.
 - (e) All reports and recommendations of the Board of Commissioners shall be sent to the appropriate committee. If any Commissioner or the Chief Financial Officer disagrees with a report or recommendation of the Board he or she may send a minority report or recommendation.
amended 6997/97
 - (f) The Board of Commissioners may determine such other procedures for the conduct of its meeting as it deems necessary.
 - (g) Provide, upon request, to Members of Council all agendas and minutes of the regular meetings of the Board of Commissioners (together with attachments on specific topics provided same have been approved by the Board).
- (4) As members of the Board of Commissioners the Mayor and the Deputy Mayor and their substitutes may participate in the deliberations of the Board but they are not entitled to vote at any meeting of the Board.

- (5) If a Commissioner or the Chief Financial Officer is incapable through illness, absence or other reason from performing the duties of his office, that person may appoint a substitute who during the period of the incapacity or absence, has and may exercise all the powers of the Commissioner or Chief Financial Officer.
amended 6997/97

OTHER CITY ADMINISTRATORS

20. (1) Each City Administrator, other than the Chief Commissioner, the Commissioners and the Chief Financial Officer shall be supervised by the Commissioner to whom their administrative division has been assigned.
amended 6997/97
- (2) City Administrators, other than the Board of Commissioners, shall establish their own procedure in the conduct of their meetings.

21. **The Duties and Responsibilities of the Departments comprising the Chief Commissioner's Division is described hereunder:**

- (1) *repealed 6997/97*

(2) **Business Liaison and Intergovernmental Affairs Department**

To pursue constant improvement in the quality of services provided to the City's business community, and between The City of Winnipeg and other levels of government.

- (3) *repealed 6865/96*

- (4) *repealed 6997/97*

(5) **Corporate Services Department**

To provide policy and support to departments towards developing an overall policy framework, coordinating planning activities, identifying organizational priorities and providing specialized expertise/consultation, education, communication and service delivery with respect to: information, technology, human resources, legal services, strategic planning, and communication.

21.1 **The Duties and Responsibilities of the Departments comprising the Chief Financial Officer's Division is described hereunder:**

added 6997/97

(1) **Assessment Department**

To provide the City and its citizens with an accurate, uniform, up-to-date real estate valuation, classification and information system.

(2) **Corporate Finance Department**

To incorporate all of the strategy and policy oriented components and corporate functions of the City's financial-related departments and direct its primary attention to policy issues relating to debt and money management, insurance and overall budget development, tax collection, payroll and financial reporting. It will develop and introduce a Controllership Model shifting the accountability for processing financial transactions and monitoring of fiscal affairs to operating departments.

added 6997/97

22. **The Duties and Responsibilities of the Departments comprising the Planning and Community Services Division are described hereunder:**

(1) **Community Services Department**

To safeguard and promote the health and safety of the urban population, natural environment, and built environment, and attain a healthy co-existence between human and animal populations by ensuring equity, accessibility and availability of expertise and information, and by strengthening community self reliance and utilizing public/private and community partnerships.

(2) **Land and Development Services Department**

To provide a full complement of services to the public and other Civic Departments related to interests in land and building development.

(3) **Library Department**

To provide and improve information services for the citizens of Winnipeg to achieve their individual goals and enhance their quality of life.

To confer with The Winnipeg Public Library Board on matters relating to Library System policy and budget with the objective of reaching agreement prior to the Department submitting any recommendations to Council, excluding, however, any matters of a confidential nature as determined in accordance with City policy.

To report to the Commissioner of Planning and Community Services.”

amended 6947/96

(4) **Social Services Department**

To assist people in The City of Winnipeg to achieve economic independence and improve the quality of their lives through the provision of employment and training supports, financial assistance, counselling, emergency response and other social services under the legal authority derived from federal, provincial and municipal legislation.

23. **The Duties and Responsibilities of the Departments comprising the Protection, Parks and Culture Division as described hereunder:**

(1) **Ambulance Department**

To provide all definitive pre-hospital emergency patient care and transport of the sick/injured in Winnipeg and the provision of professional extrication services for victims trapped or entangled following motor vehicle or industrial accidents.

(2) **Civic Buildings Department**

To provide accommodation for all Civic purposes through comprehensive facility planning, development and management services for the purpose of delivering a healthy, productive and safe environment for Civic and designated public accommodations and to dispose of buildings through demolition or sale, to develop all buildings for Civic purposes, to operate off-street parking facilities, to operate the Pantages Playhouse Theatre, to ensure the proper maintenance of designated buildings and to provide technical and professional expertise in building matters to other departments.

(3) **Fire Department**

To provide the citizens of Winnipeg with effective and efficient fire services.

(4) **Parks and Recreation Department**

To contribute to the quality of life in Winnipeg by satisfying leisure needs and by protecting the natural environment firstly for the citizens of Winnipeg and secondly for visitors to the City.

(5) **Police Services**

To provide a continuously improving police service to the citizens of Winnipeg through ongoing community commitment.

24. **The Duties and Responsibilities of the Department comprising the Works and Operations Division are described hereunder:**

(1) **Hydro Department**

To provide service to our customers in the form of high quality, reliable and safe electricity at the lowest possible cost while respecting our environment.

(2) **Streets and Transportation Department**

To provide the planning, construction and maintenance of all streets, bridges, sidewalks, and traffic control devices for the City and the administration and enforcement of all by-laws and authority stemming from the traffic authority or Council as well as providing fleet management, acquisition and material and stores services for all Civic departments.

(3) **Transit Department**

To provide public transportation for the citizens of Winnipeg through regular transit, handi-transit and special transit services.

(4) **Water and Waste Operations Department**

To contribute to the quality of life in Winnipeg by protecting public health, property, and the environment by ensuring an uninterrupted supply of potable water, collecting and treating wastewater, managing land drainage, and providing collection, disposal and waste minimization programs/facilities for solid waste.

TRANSITION

25. (1) Wherever any by-law, policy or delegation of authority of the City of Winnipeg permits or requires any action, proceeding or act to be taken or done by an employee of the City of Winnipeg who is listed in Column 1 of Appendix "D" attached hereto, any such action, proceeding or act taken or done by the employee correspondingly listed numerically in Column 2 of said Appendix, shall be conclusively deemed to have been taken or done by the employee listed in Column 1, in accordance with the said by-law, policy or delegation of authority.
- (2) Whenever any by-law, policy or delegation of authority of the City of Winnipeg makes reference to an employee of the City of Winnipeg who is listed in Column 1 of Appendix "D", that reference shall be interpreted as if it had been amended to read as that employee correspondingly listed numerically in Column 2 of said Appendix.
- (3) Wherever any by-law, policy or delegation of authority of the City of Winnipeg makes reference to a department of the City of Winnipeg which is listed in Column 1 of Appendix "E" attached hereto, that reference shall be interpreted as if it had been amended to read as that department correspondingly listed numerically in Column 2 of said Appendix.
- (4) Wherever any by-law, policy or delegation of authority of the City of Winnipeg permits or requires any action, proceeding or act to be taken or done by the Director of Operations, any such action, proceeding or act taken or done by the Director of Streets and Transportation or the Director of Water and Waste Disposal whoever is carrying out that function formerly carried out by the Director of Operations, shall be conclusively deemed to have been taken or done by the Director of Operations, in accordance with the said by-law, policy or delegation of authority.
- (5) Whenever any by-law, policy or delegation of authority of the City of Winnipeg makes reference to the Director of Operations or the Operations Department, that reference shall be interpreted as if it had been amended to read The Director of Streets and Transportation and the Department of Streets and Transportation or The Director of Water and Waste Disposal and the Department of Water and Waste Disposal depending on the function being carried out.

- (6) Wherever any by-law, policy or delegation of authority of the City of Winnipeg permits or requires any action, proceeding or act to be taken or done by a staff member of the Budget Bureau, Winnipeg Hydro, the Finance Department, the Department of Land Surveys and Real Estate, the Department of Waterworks, Waste and Disposal, the Personnel Department the Department of Parks and Recreation, the Purchasing Department or the Planning Department, any such action, proceeding or act taken or done by a staff member carrying out the same function in the Department of Corporate Finance, the Hydro Department, the Department of Corporate Finance, the Department of Land and Development Services, the Department of Water and Waste Disposal, the Department of Corporate Services, the Department of Parks and Recreation, the Department of Corporate Finance and the Department of Land and Development Services respectively, after the coming into force of this By-law shall conclusively be deemed to have been taken or done by the staff member of the Budget Bureau, Winnipeg Hydro, the Finance Department, the Department of Land Surveys and Real Estate, the Department of Waterworks, Waste and Disposal, the Personnel Department, the Department of Parks and Recreation, the Purchasing Department or the Planning Department respectively in accordance with the said by-law, policy or delegation of authority.
- (7) Whenever any by-law, policy or delegation of authority of the City of Winnipeg permits or requires any action, proceeding or act to be taken or done by any employee of the City of Winnipeg not otherwise referred heretofore, any such action, proceeding or act taken or done by the Chief Commissioner or his designate after the coming into force of this By-law shall conclusively be deemed to have been taken or done by that employee in accordance with said by-law, policy or delegation of authority.

26. The Director of Corporate Finance shall be the Treasurer of the City of Winnipeg in accordance with the provisions of *The City of Winnipeg Act*.

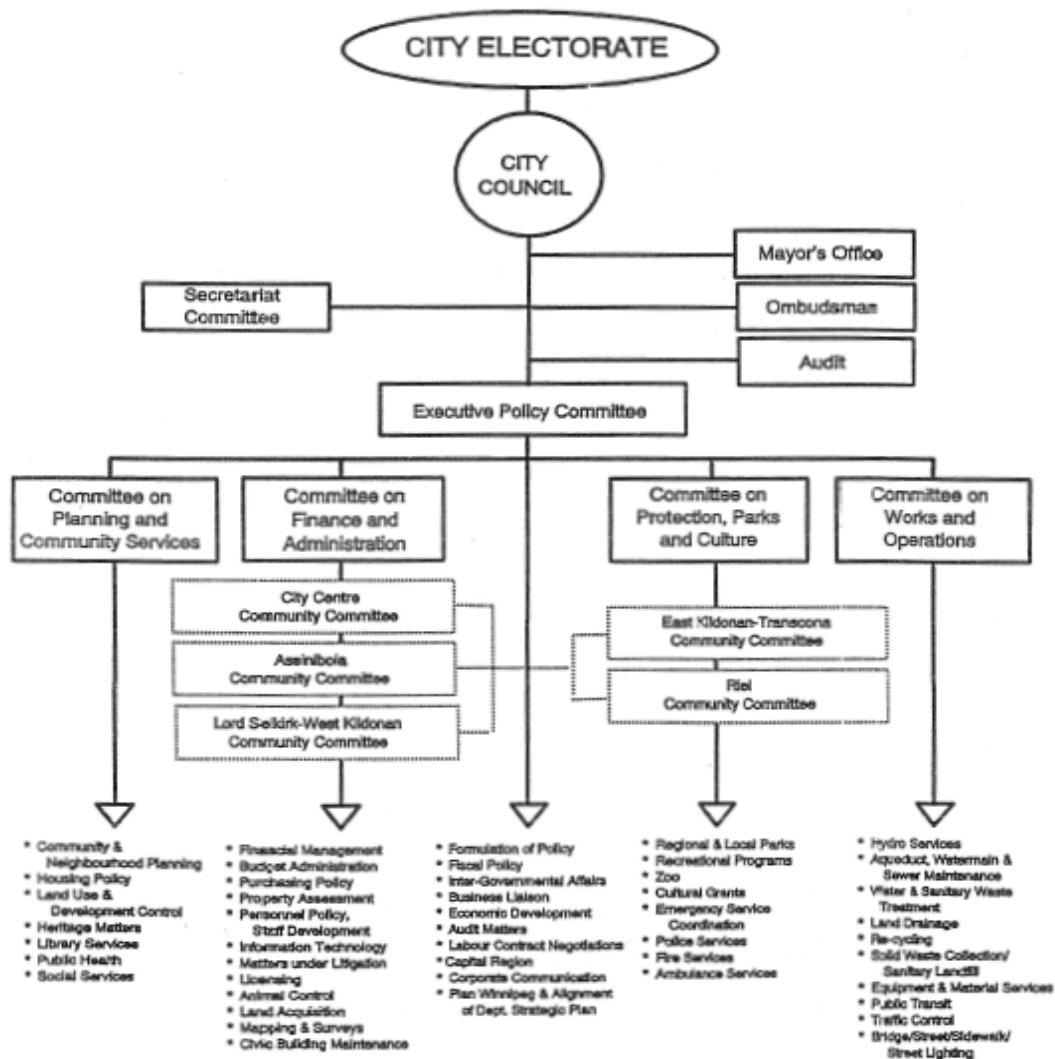
27. The Director of Assessment shall be the Assessor as referred to in *The City of Winnipeg Act* and *The Municipal Act* and the City Assessor as referred to in *The Municipal Assessment Act*.

28. By-law No. 4444/86 is hereby repealed.

DONE AND PASSED in Council assembled, this 22nd day of February, 1995.

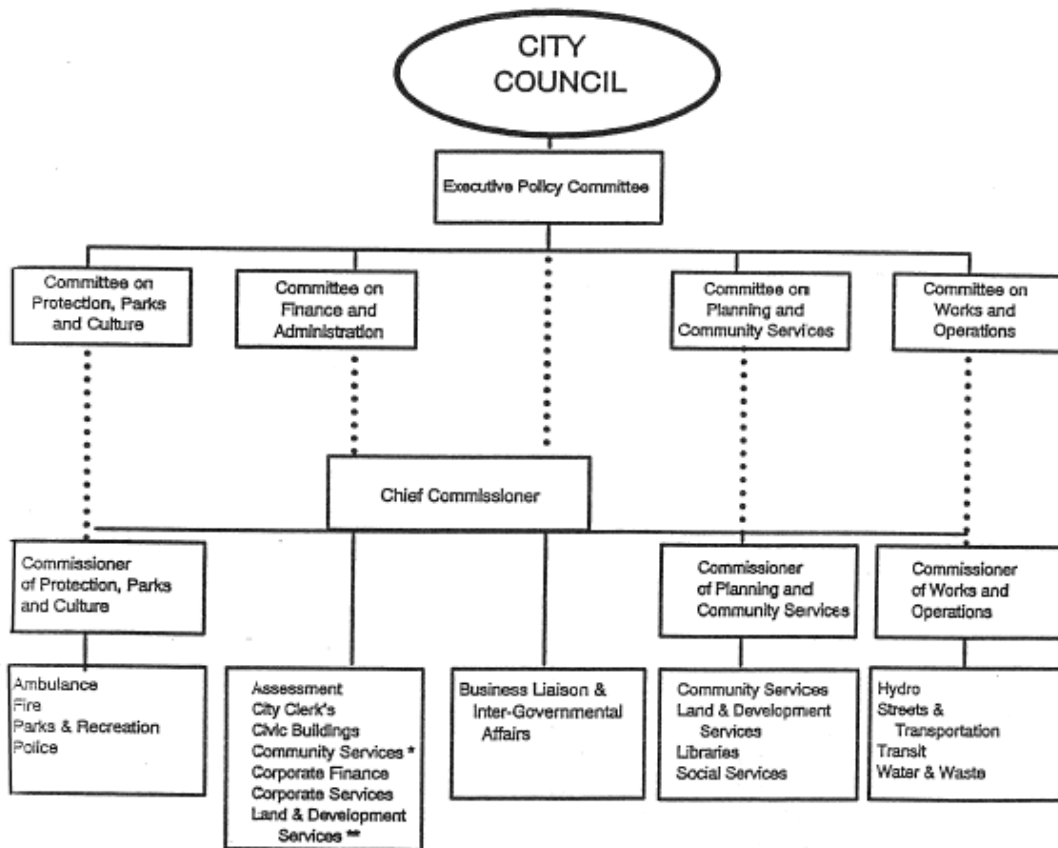
APPENDIX "A" to By-law No. 6550/95

**THE CITY OF WINNIPEG
EXECUTIVE AND FUNCTIONAL ORGANIZATION
REPORTING RELATIONSHIPS**



APPENDIX "B" to By-law No. 6550/95

**THE CITY OF WINNIPEG
ADMINISTRATIVE ORGANIZATION
REPORTING RELATIONSHIPS**



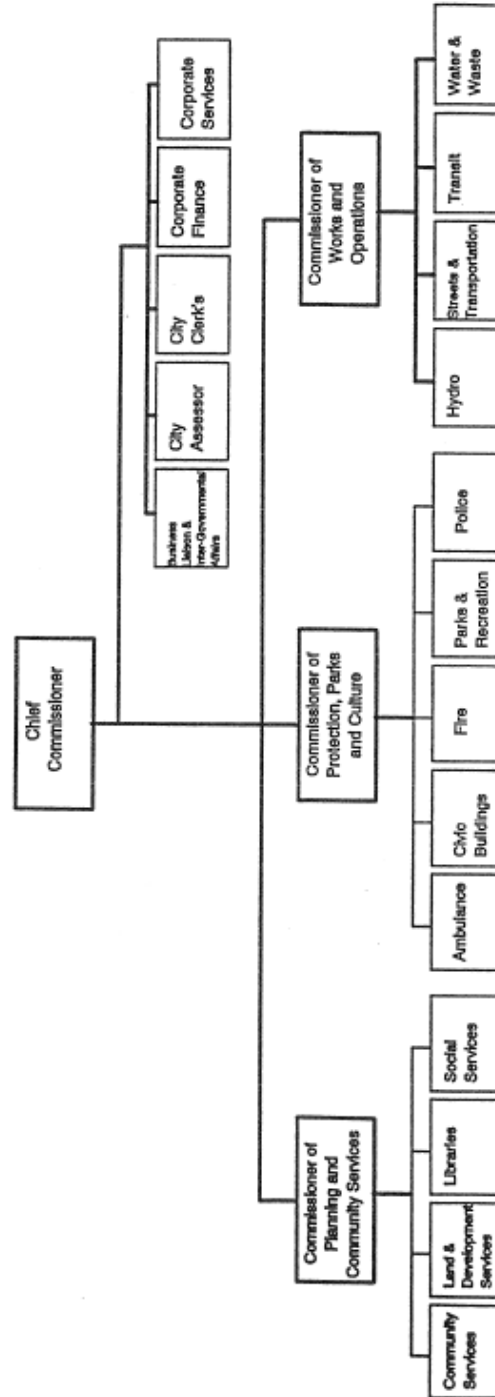
* Animal Control and Licensing functions report to the Committee on Finance and Administration under Community Services

** Land Acquisition and Mapping & Surveys functions report to the Committee on Finance and Administration under Land & Development Services

APPENDIX "C" to By-law No. 6550/95



**THE CITY OF WINNIPEG
ADMINISTRATIVE ORGANIZATION**



APPENDIX "D" to By-Law No. 6550/95*amended 6997/97*

Column 1	Column 2
1. The Commissioner of Finance and Administration	1. The Chief Financial Officer
2. The City Treasurer	2. The Director of Corporate Finance
3. The City Assessor	3. The Director of Assessment
4. The Director of Purchasing	4. The Director of Corporate Finance
5. The Director of the Budget Bureau	5. The Director of Corporate Finance
6. The General Manager of Hydro	6. The Director of Hydro
7. The Director of Land Surveys and Real Estate	7. The Director of Land and Development Services
8. The Director of Waterworks, Waste and Disposal	8. The Director of Water and Waste Disposal
9. The Director of Personnel	9. The Director of Corporate Services
10. The General Manager of Parks and Recreation	10. The Director of Parks and Recreation
11. The Director of Planning	11. The Director of Land and Development Services

APPENDIX "E" to By-Law No. 6550/95

Column 1	Column 2
1. Budget Bureau	1. The Department of Corporate Finance
2. The Finance Department	2. The Department of Corporate Finance
3. The Purchasing Department	3. The Department of Corporate Finance
4. Winnipeg Hydro	4. The Hydro Department
5. The Department of Land Surveys and Real Estate	5. The Department of Land and Development Services
6. The Department of Waterworks, Waste and Disposal	6. The Department of Water and Waste Disposal
7. The Personnel Department	7. The Department of Corporate Services
8. The Planning Department	8. The Department of Land and Development Services