

BY-LAW OF THE TOWN OF ST. GEORGE

CONCERNING THE AUTHORITY AND RESPONSIBILITIES

OF THE TOWN MANAGER

TOWN OF ST. GEORGE
ORIGINAL

The Council of the Town of St. George, under the authority vested in it by section 75 of the Municipalities Act, enacted as follows:

1. The Town Manager shall be appointed by the Town Council for an indefinite term and may be dismissed for cause by the affirmative vote of at least two-thirds of all members of Council.
2. The Manager shall have and exercise all powers and duties assigned to him by statute and such other authority as may be granted by the Town Council. He shall be charged with the enforcement of all laws and ordinances within the Town.
3. The Manager shall co-ordinate and exercise control over all designated departments, subject to law, and recommend to Council the hiring, promotion and dismissal of all employees, subject to law.
4. The Manager shall make such recommendations to the Council concerning the affairs of the Town as may tend to promote the greater economy and efficiency of the service and wellbeing of the Town and its citizens.
5. The Manager shall, in co-operation with the Treasurer, prepare the budget annually, submit it to the Council and be responsible for its administration after adoption by Town Council.
6. The Manager shall keep Council advised as to the Financial conditions and future needs of the Town.
7. The Manager shall have the right of speaking at all regular and special meetings of the Council, which he shall attend, and be an ex-officio member with the right to speak but not vote at such meetings.

8. The Manager shall approve all purchases up to a value of \$3,000.00 where same are contained in the budget.
9. The Manager shall examine all proposed contracts to which the Town may be a party, and may sign on behalf of the Town any contract authorized by the Town Council, excepting where the Council, or the law, directs that some other officer or officers shall do so.
10. The Manager shall be general purchasing agent of the Town and except where specific provision to the contrary is made by law or by the Council, he shall make all purchases of supplies, materials and equipment authorized by the Council, in the manner prescribed by and subject to the limitations imposed by law and this by-law.
11. The Manager shall keep a current inventory showing all real and personal property of the Town and its locations, and shall be responsible for the care and custody of all such property including equipment, buildings, parks and all other Town property, which is not by law assigned to some other officer or body for care and control.
12. It shall be the duty of the Manager to see to the publication of all notices, ordinances or other documents required by law to be published, and to prepare all reports which the Town or any of the officials thereof are required by law to prepare.
13. The Manager shall cause to be kept a complete set of maps and plans showing the location of all Town utilities and other municipal properties, all street and other public places and all lots or parcels of land subdivided according to law.
14. The Manager shall maintain an office in the Town Hall and shall spend such time in the performance of his duties as may be required by Council.
15. In the event that the Town Manager shall be absent from the Town or incapacitated from performing the duties of his position, the Assistant Clerk-Treasurer in co-operation with the Mayor shall act as Manager during such absence or incapacity.

16. Unless prevented by ill health or other sufficient cause, the Town Manager shall, during the said term, devote the whole of his time and attention to the business of the Town as stipulated in this by-law, and shall not engage in any other business without:

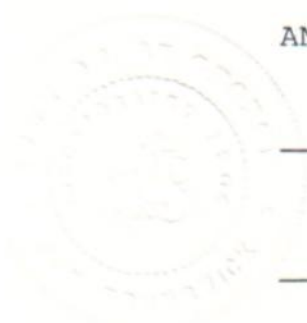
- (a) Advising the Council in writing that he has acquired a pecuniary interest in any other business and outlining the name of the business and any property or business in which it has a pecuniary interest, and
- (b) Ensuring that any business in which he has a pecuniary interest does not engage in the sale of, or otherwise deal in, any product or service to, or with, the Town of St. George.

17. All departments heads shall report directly to the Town Manager, as provided for under authority of Council in section 4 (3) of the Muncipalities Act.

18. The Town Manager is an employee of Council and policy decisions remain the responsibility of the Mayor and Council.

READ FIRST TIME December 9th, 1986
 READ SECOND TIME December 9th, 1986
 READ THIRD TIME FEBRUARY 11th, 1987

AND ENACTED



Robert Lee

DEPUTY MAYOR

Joan Hatt

ASST. CLERK