

VILLAGE OF MCADAM

BY-LAW NO. 50

A BY-LAW CONCERNING THE DUTIES AND
RESPONSIBILITIES OF A VILLAGE MANAGER

BE IT RESOLVED by the Council of the VILLAGE OF MCADAM as follows:

1. The Village Manager shall be appointed by the Village 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 Village Manager shall have and exercise all powers and duties assigned to him by statute and such other authority as may be granted by the Village Council. He shall be charged with the enforcement of all laws and ordinances within the Village.
3. The Village Manager shall attend all meetings of the Village Council, shall keep the Council informed as to the affairs of the Village, and shall recommend to the Council such actions as may be necessary or expedient for the welfare of the Village.
4. The Village Manager shall co-ordinate and exercise control over all designated departments of the Village and recommend hiring, promotion and dismissal of all employees of such departments, to the appropriate committee before such appointment or dismissal.
5. The Village Manager shall recommend the appointment or dismissal of department heads and other officials which the Village Council has the power to appoint.
6. The Village Manager shall make such recommendations to the Council concerning the affairs of the Village as may tend to promote the greater economy and efficiency of the service and wellbeing of the Village and its citizens.
7. The Village 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 Village Council.
8. The Village Manager shall keep council advised as to the financial conditions and future needs of the Village.
9. The village 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 of committees of Village Council that may be called from time to time.
10. The Village Manager shall approve all purchases up to a value of \$1000.00 where same are contained in the budget.
11. The Village Manager shall examine all proposed contracts to which the Village may be a party, and may sign on behalf of the Village any contract authorized by the Village Council, excepting where the Council, or the law, directs that some other officer of officers shall do so.

12. The Village Manager shall be General Purchasing Agent of the Village, and except where specific provision to the contrary is made by law or by 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.
13. The Village Manager shall keep a current inventory showing all real and personal property of the Village and its locations, and shall be responsible for the care and custody of all such property, including equipment, buildings, parks and all other Village property, which is not by law assigned to some other officer or body for care and control.
14. It shall be the duty of the Village 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 Village or any of the officials thereof are required by law to prepare.
15. The Village Manager shall cause to be kept a complete set of maps and plans showing the location of all Village utilities and other municipal properties, all street and other public places and all lots or parcels of land subdivided according to law.
16. The Village Manager shall maintain an office in the Village Hall and shall spend such time in the performance of his duties as may be required by Council.
17. In the event that the Village Manager shall be absent from the Village or incapacitated from performing the duties of his position, the Village Clerk and Works Foreman in co-operation with the Mayor and Council shall act as Manager during such absence or incapacity.
18. Unless prevented by ill health or other sufficient cause, the Village Manager shall, during the said term, devote the whole of his time and attention to the business of the Village Manager 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 Village of McAdam.
19. The Village Manager is an employee of Council and policy decisions remain the responsibility of the Mayor and Council.

READ FIRST TIME: February 9, 1988

READ SECOND TIME: February 9, 1988

READ THIRD TIME: March 15, 1988

Original signed by: Ralph Annis
MAYOR

Original signed by: Ann Donahue
VILLAGE CLERK