

**TOWN OF NORMAN WELLS  
BY-LAW NO. 19-02**

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**BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF NORMAN WELLS IN THE NORTHWEST TERRITORIES TO APPOINT A SENIOR ADMINISTRATIVE OFFICER PURSUANT TO THE CITIES, TOWNS & VILLAGES ACT, S.N.W.T., 2003, c. 22.**

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**Whereas** the Council for the Town of Norman Wells ("the Town") is required, by by-law, to appoint a Senior Administrative Officer,

**And Whereas** the Town wishes to appoint Cathy Clarke as its Senior Administrative Officer,

**And Whereas** Cathy Clarke wishes to accept the Town's appointment as Senior Administrative Officer;

**Now Therefore Town Council**, in Session duly assembled, enacts as follows:

- a. That Cathy Clarke is appointed to the position of Senior Administrative Officer for the Town effective March 6, 2019 and continuing during the pleasure of the Council for the Town of Norman Wells.
- b. That Cathy Clarke shall, for the purposes of the Municipal Corporation, be called the "Town Manager".
- c. That the duties and responsibilities of the Town Manager shall be outlined in Schedule "A" that is attached and forms a part of the by-law.
- d. That the terms and conditions of the employment shall be set out in Employment By-Law No.13-11.
- e. That given the Town Manager's unique managerial status, the Town Manager's Employment Agreement provides additional and unique terms and conditions of employment from those outlined in Employment By-Law No. 13-11. Where the terms and conditions of the Town Manager's Employment Agreement vary from Employment By-Law No.13-11 the terms and conditions of the Town Manager's Employment Agreement will apply.
- f. That By-Law No. 18-08 is repealed effective March 6, 2019.

Introduced and Read a First Time the 5th Day of February, 2019 A.D.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Senior Administrative Officer

Read a Second Time the 5th Day of February, 2019, A.D.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Senior Administrative Officer

Read a Third Time and Finally Passed the 19<sup>th</sup> Day of February, 2019 A.D.



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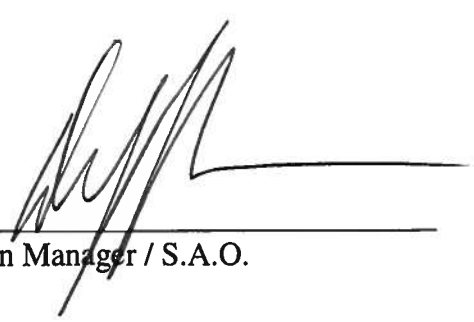
Mayor



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Senior Administrative Officer

It is hereby certified that the By-Law No. 19-02 has been made in accordance with the requirement of the Cities, Towns and Villages Act and the By-Laws of the Town of Norman Wells.



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Town Manager / S.A.O.

**TOWN OF NORMAN WELLS**

**BY-LAW NO. 19-02**

**SCHEDULE 'A'**

**DUTIES AND RESPONSIBILITIES OF THE TOWN MANAGER**

1. The Town Manager or her designate shall attend all meetings of Council, truly record all resolutions, decisions and other proceedings of the Council, and, if so required by the Council, shall record the name of every member voting and whether aye or nay on any question coming before the Council.
2. The Town Manager or her designate shall keep the books, records and accounts of the Council and shall preserve them and file all accounts acted upon by the Council and shall keep the original or certified copies of all by-laws of the Council.
3. The Town Manager or her designate shall collect and receive all monies belonging or accruing to the Municipality from whatever sources and shall deposit the same to the credit of the Municipality in a Chartered Bank designated by resolution of Council, and shall conjointly with the Mayor sign all cheques on such bank ordered to be issued by the Council.
4. The Town Manager shall administer the business affairs of the Municipality in accordance with the policies and plans approved and established by the Council.
5. The Town Manager or her designate shall coordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, maintenance and rehabilitation of Municipal property and facilities.
6. The Town Manager or her designate shall coordinate and direct the preparation of plans and programs to be submitted to the Council for the Development and improvement of Municipal services.
7. The Town Manager shall direct and broadly supervise the implementation of all programs approved by the Council.
8. The Town Manager shall compile, consider and present to the Council recommendations arising from departmental operations which require Council's approval and to propose legislation or resolutions arising from such recommendations.
9. The Town Manager shall direct the preparation, compilation and presentation to Council of the Annual Estimates of Revenues and Expenditures of the Municipality.
10. The Town Manager shall exercise general financial control over all departments of the Municipality in terms of approved appropriations.
11. The Town Manager shall have control of all Municipal capital purchases as well as the authority to enter into contracts as approved by resolution or by-law of Council.
12. The Town Manager shall submit all accounts to the Council.
13. The Town Manager shall have full control and direction of all Municipal employees including such officials as are appointed by by-law in respect to their statutory duties and responsibilities.

14. The Town Manager shall have authority to appoint, employ, suspend or dismiss employees subject to their right of appeal to Council in respect to any submission or dismissal.
15. The Town Manager shall ensure that, prior to appointment or employment of a direct subordinate or department head, a selection committee is established consisting of the Town Manager, the Mayor and one other Councillor.
16. The Town Manager shall present to Council, on a quarterly basis as a minimum, the status of revenues and expenditures, and her exercise of financial and administrative control.
17. The Town Manager shall attend all Council meetings with the right, with the consent of the Chair, to speak, but not to vote thereat, provided, however, that the said duties and responsibilities as set forth above shall, in no way, be deemed to empower the said Town Manager to have, perform, do or direct any act or matter that would, to any extent whatsoever, encroach upon the legislative powers of Council.
18. The Town Manager or her designate shall attend all committee meetings on an as required basis to act as a resource person.
19. The Town Manager or her designate shall be responsible for the preparation of the agendas for all regular meetings of Council.
20. The Town Manager or her designate shall handle all daily inquiries and correspondence and prepare letters of response as directed by Council.
21. The Town Manager shall review internal office procedures so as to ensure that confidentiality is observed at all times.
22. The Town Manager shall assist and recommend to Council on the preparation of the long term capital planning activities of the Municipality.
23. The Town Manager is responsible for the conducting of elections within the Municipality.

#### **Terms and Conditions of Employment**

The Town Manager's position is subject to all of the terms and conditions as set out in the Norman Wells Municipal By-Law No. 13-11 being a by-law to provide for the 'Employment and Conditions of Employment for Municipal Employees'.