

TOWN OF NORMAN WELLS  
BY-LAW NO. 23-06

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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") appoints a Senior Administrative Officer and wishes to define the duties and responsibilities of that office,

**And Whereas** the Town wishes to appoint Cathy Clarke as its 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 upon the final adoption of the By-law and continuing during the pleasure of Council for the Town of Norman Wells.
- b. That Cathy Clarke shall be known as and referred to as the "Town Manager".
- c. That the duties and responsibilities for 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 the Employment Bylaw No. 13-11.
- e. That given the Town Managers' unique managerial status, The Town Manager's Employment Agreement provides additional and unique terms and conditions of employment from those outline in Employment Bylaw No. 13-11. Where the terms and conditions of the Town Managers' Employment Agreement vary from Employment Bylaw No. 13-11 the terms and conditions of the Town Manager's Employment Agreement apply.

It is hereby certified that this By-Law No. 23-06 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.

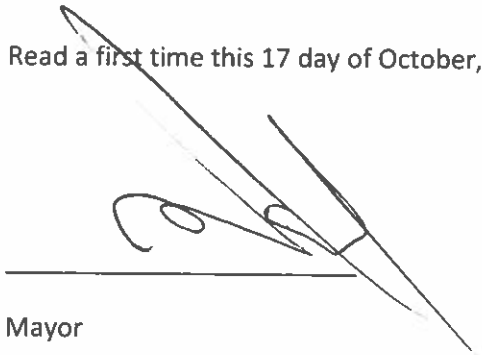
TOWN OF NORMAN WELLS  
BY-LAW NO. 23-06  
Schedule 'A'

DUTIES AND RESPONSIBILITIES OF THE TOWN MANAGER

1. The Town Manager or their designate, shall attend all meetings of Council, truly record all resolutions, decisions and other proceedings of Council, and, if so required by Council, shall record the name of every member voting and whether such member voted aye or nay on any question coming before Council;
2. The Town Manager or their designate, shall keep the books, records and accounts of Council and shall preserve them and file all accounts acted upon by Council and shall keep the original or certified copies of all by-laws of Council;
3. The Town Manager or their 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 Council;
4. The Town Manager shall administer the business affairs of the Municipality in accordance with the policies and plans approved and established by Council;
5. The Town Manager or their designate, shall coordinate and direct the preparation of plans and programs to be submitted to Council for the construction, maintenance and rehabilitation of Municipal property and facilities;
6. The Town Manager or their designate, shall coordinate and direct the preparation of plans and programs to be submitted to 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 Council;
8. The Town Manager shall compile, consider and present to 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 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 in accordance with the policies and procedures approved by Council;

15. The Town Manager shall present to Council, on a quarterly basis as a minimum, the status of revenues and expenditures, and his/her exercise of financial and administrative control;
16. The Town Manager or their designate, shall be responsible for the preparation of the agendas for all regular meetings of Council;
17. The Town Manager shall review internal office procedures so as to ensure that confidentiality is observed at all times;
18. The Town Manager shall assist and recommend to Council on the preparation of the long term capital planning activities of the Municipality;
19. The Town Manager is responsible for the conducting of elections within the Municipality.

Read a first time this 17 day of October, 2023 A.D.

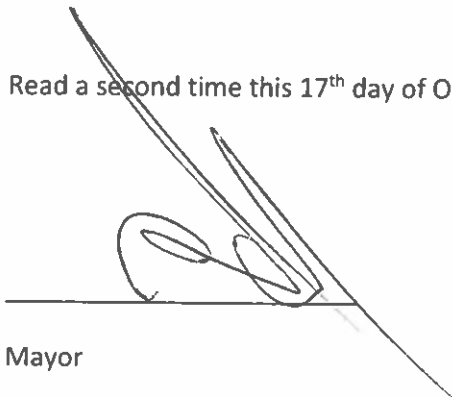


Mayor



Acting Senior Administrative Officer

Read a second time this 17<sup>th</sup> day of October, 2023 A.D.

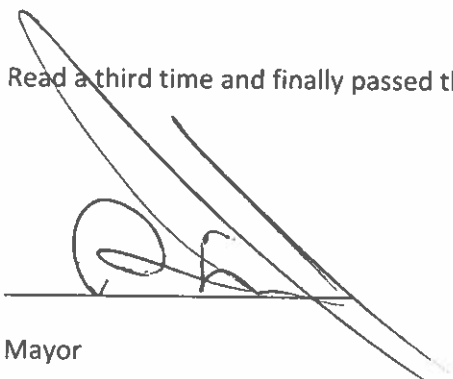


Mayor



Acting Senior Administrative Officer

Read a third time and finally passed this 17<sup>th</sup> day of October, 2023 A.D.



Mayor



Acting Senior Administrative Officer