

# ATTACHMENT A

## THE CORPORATION OF THE CITY OF NANAIMO, B. C.

### BY-LAW NO. 466.

#### A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF A CITY MANAGER.

The Municipal Council of the Corporation of the City of Nanaimo enacts as follows:-

1. Within the period of three months after the coming into effect of this By-Law, there shall be appointed by the Municipal Council an official who shall be designated the "City Manager".
2. The City Manager shall be the Chief Executive Officer of the City, whose duties shall be to supervise and direct the affairs of the City and the work it causes to be carried out, subject to the control of the Municipal Council.
3. The duties and powers of the "City Manager" shall be as follows:-
  - (a) Take cognizance of all correspondence and communications to the City, and see that they are promptly dealt with by the proper officials.
  - (b) Examine, and if correct, initial all payrolls and accounts due and payable to the City, and submit the same to the Council for payment.
  - (c) In co-operation and consultation with Heads of Departments, prepare for the first regular meeting of the Committee of the whole Council in each month, a full report of work done during the preceding month, with suggestions and recommendations for proposed work for the ensuing month.
  - (d) Heads of Departments shall report to, and consult with the City Manager regarding the work of their respective Departments in the same manner as they have hitherto done with the Chairman of the Committees.
  - (e) The City Manager shall be the Purchasing Agent of the City, and shall purchase all the materials and supplies required in the administration of the affairs of the City. When the amount of any one purchase exceeds the sum of One Hundred Dollars (\$100.00) he shall obtain competitive tenders, and when the amount of any purchase exceeds the sum of Three Hundred Dollars (\$300.00) he shall report such tenders to the City Council before accepting or rejecting any tenders. No purchase shall be made, or expenditure incurred except in ~~conference~~ <sup>conformance</sup> with money appropriations provided by By-Law or resolutions of the City Council.

(f) In conjunction with Heads of Departments, prepare plans and specifications for work to be done by contract and cause proper advertisement for tenders to be made.

(g) The Manager shall open all tenders in conjunction with the City Clerk, or Mayor or an Alderman, initialling same and reporting upon them to the Council. All tenders upon the same thing shall be opened and considered together.

(h) In conjunction with Heads of Departments, prepare all yearly estimates and report same to the City Council.

(i) To study the drafts of By-Laws, including loan By-Laws, and if deemed necessary to communicate to the Council, his views and suggestions on the provisions such draft By-Laws are intended to enact.

(j) To advise the Council on the steps to be taken to carry out the By-Laws of the City, and enforce their observance.

(k) To see that the monies voted by the Council are used for the purposes for which they were voted.

(l) Examine all complaints and claims which may be made against the City, and report upon them to the Council.

(m) Attend all meetings of the Council and Committees with the right, with the consent of the Chair, to speak, but not to vote thereat.

(n) To collect all and any of monies due to the City either for taxes or otherwise and to that effect, to take such legal procedure which may be deemed necessary to collect such monies.

(o) Report all applications for relief to the Mayor, who shall have charge of the relief fund, with power to dispense same in amounts not exceeding the sum of Twenty Dollars (\$20.00) in any one individual case.

4. The Council of the City of Nanaimo hereby delegates to the said City Manager, subject to the limitations hereinafter set out, the power ~~in~~ of appointing the officials of the City or any of them, and of appointing the employees, and assistants in the Civic Offices or any of them, and to define the duties of such officials, employees or assistants, and their term of employment, and giving power to suspend or dismiss any official, employee or assistant, and further the power to reduce the number of employees,

officials, or assistants, and to combine two or more offices or to dispense with any official or officials, and all such officials and employees shall be subject to his directions and instructions. Provided however, that any dismissal made by him shall be reported to the Council sitting in Committee of the Whole. This Clause shall not apply to the City Clerk, Auditor, and Medical Health Officer, who shall be appointed by the Council.

5. This By-Law shall be submitted for the assent of the electors as provided by Section 4 of the "MUNICIPAL MANAGER ACT".

6. This By-Law may be cited as "THE CITY MANAGER BY-LAW, NO. 466, 1929".

PASSED by the Municipal Council on the Thirtieth day of December, 1929.

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Take notice that the above is a true copy of the proposed By-Law upon which the vote of the Municipality will be taken at the Council Chambers, City Hall, Bastion Street, on Thursday, January 16th, 1930, between the hours of 8 o'clock a. m. and 8 o'clock p. m.

*W. H. Blackwood* C.M.C.

Nanaimo, B. C., January 4th, 1930.