

**CITY OF THOMSON
BY-LAW NUMBER 1864-2012**

**BEING A BY-LAW OF THE CITY OF THOMPSON FOR THE PURPOSE OF
ESTABLISHING A CHIEF ADMINISTRATIVE OFFICER POSITION, AND
DEFINING THE DUTIES, RESPONSIBILITIES, AND POWERS OF SAID
POSITION**

WHEREAS subsection 125(1) of The Municipal Act, R.S.M. 1996, c.M225, directs City Council to establish by by-law the position of chief administrative officer and to appoint a person to this position;

AND WHEREAS it is deemed necessary and expedient to pass a by-law for the purpose of establishing the position of chief administrative officer, setting out the responsibilities and duties of the position, and appointing a person thereto;

NOW THEREFORE the Council of the City of Thompson enacts as follows:

1. This By-law may be cited as the "City Manager By-law".
2. The City of Thompson hereby establishes a chief administrative officer position and the person appointed to that position will have all the responsibilities and duties as outlined in this by-law and in the Act.
3. The City of Thompson shall appoint a person to the position of City Manager and enter into a contract of employment with that person who, when appointed and upon entering into the contract of employment, shall be the chief administrative officer for the affairs of the corporation of The City of Thompson.
4. The position of City Manager is a full time position and the person appointed thereto shall devote full business time and attention to this position.
5. Pursuant to the Act, the following statutory responsibilities are assigned to the City Manager:
 - (a) is the administrative head of the municipality;
 - (b) is responsible for ensuring that the policies and programs of the municipality are implemented;
 - (c) is responsible for advising and informing the council on the operation and affairs of the municipality;
 - (d) except as the council may decide otherwise, is responsible for the management and supervision of the employees of the municipality;
 - (e) carries out the powers, duties and functions assigned to a chief administrative officer by the council or by this or any other Act; and
 - (f) must notify the council if money of the municipality is spent or invested contrary to a by-law or resolution or this or any other Act.

- 6. Pursuant to the Act, the following statutory duties are hereby assigned to the City Manager:
 - (a) the minutes of every council meeting are made without note or comment;
 - (b) the by-laws and minutes of council meetings and all other records and books of account of the municipality are kept safe and in accordance with Division 1 (Retention and Disposition of Municipal Records) of Part 9;
 - (c) the revenues of the municipality are collected;
 - (d) money belonging to or held by the municipality is deposited in the bank, credit union, caisse populaire, or trust corporation designated by the council;
 - (e) the accounts for authorized expenditures of the municipality are paid;
 - (f) accurate records and books of account are kept of the financial affairs of the municipality; and
 - (g) any information requested of the municipality by the minister is provided within a reasonable time.

- 8. The City Manager may delegate to a designated officer or other employee of the City a power, duty or function given to the City Manager under this or any by-law or the Act or any other Act, unless such by-law or Act prohibits the delegation.

- 9. In the event that any conflict arises between the provisions of this by-law and any other by-law of the City, the provisions of this by-law shall prevail.

- 10. By-law No. 1526-95 is hereby repealed.

- 11. This by-law shall come into full force and effect on the date following its final passage.

DONE AND PASSED by the Council of the City of Thompson in regular session assembled, this 16th day of January, A.D. 2012.

Dennis Fenske
Deputy Mayor

Jenny Krentz
Acting City Manager

Read a first time on 3rd day of January , A.D. 2012
 Read a second time on this 16th day of January , A.D. 2012
 Read a third time this 16th day of January , A.D. 2012