

By-Law No.1
Duties of the Town Manager

Be it enacted by the Town Council of the Town of Woodstock on the 14th day of March A.D. 1955, as a by-law as follows:

1. The Town Manager shall be appointed by the Town Council and shall be responsible only to the Town Council. He may be dismissed by the Town Council on one month's notice, or may be dismissed at any time on the payment to him of one month's salary from the date of such dismissal. He shall not resign or cease to carry out the duties of Town Manager without giving one month's notice of the Town Council.
2. The Town Manager shall have complete charge of all other town employees with power to hire or discharge them at his own discretion. He must, if required, give an accounting for the hiring or discharge of any employee at the meeting of the Town Council next following such hiring or discharge. The wages of any employee shall not be raised or lowered without authority of the Town Council. The Town Manager shall at all times have the payroll of Town employees available for inspection by the Town Council.
3. He shall have complete charge of all construction or maintenance work ordered by the Town Council, and no member of the Town Council shall interfere with any employee except at a meeting of the Town Council. But where the Town Council shall have appointed a committee to supervise or assist with any particular work then the Town Manager shall consult and co-operate with such committee and be subject to the supervision of such committee.
4. The Town Manager shall have the care and control of all machinery owned by the town and shall be responsible for the same. No councillor or councillors, unless at a duly called meeting of the Town Council, shall have power to lend, rent or sell any machinery or property of the Town. Provided always that in the absence of the Town Manager the chairman or acting chairman of the committee concerned may exercise the powers of the Town Manager under this section.
5. In the event of an emergency arising requiring work in which time is an important factor the Town Manager shall have authority to act without first consulting the Town Council, but he must advise the councillors of what is being done at the earliest possible moment. In such emergencies he shall consult the committee concerned before acting if possible.
6. Under ordinary conditions the Town Manager shall make only such expenditures as are authorized by the Town Council. He shall not make any individual expenditure of more than one hundred dollars except in case of emergency or if authorized so to do by the chairman of the committee concerned. All expenditures under the budget shall be subject to the supervision of the council.
7. As Town Treasurer the Town Manager shall supervise the collection of taxes, licenses and water rates. He shall follow as closely as possible the instructions of the Town Council as to methods of

collection, but shall bear in mind that the result will be taken as justification of the means. In these duties no citizen or councillor shall interfere and any interference or attempted interference may be reported by the Town Manager at the next meeting of the Town Council. He is authorized to issue executions in accordance with the Acts of the Legislative Assembly of New Brunswick relating to or concerning to the Town of Woodstock. Provided always that in any individual case arising under this section the finance committee are authorized to determine on such actin as they shall deem fit, and may notify the Town Manager accordingly.

8. When tenders are required for any work or for any purchase of material or for any other purpose the Town Manager shall call for such tenders to be submitted at his office sealed and marked "tender". Such tenders shall be opened and dealt with at a duly called meeting of the Town Council.
9. The Town Manager shall order all materials required by the Town provided that the purchase of such materials has been authorised by the Town Council. He may order necessary materials to a value not exceeding one hundred dollars without authorization, but in the event of any expenditure exceeding the sum of one hundred dollars he shall wherever possible call for tenders.
10. The Town Manager shall not purchase or shall not sell, loan, pledge, or otherwise dispose of any bond, debenture, stock certificate, or other valuable security belonging to the Town without the authorization of the Town Council.
11. It shall be the duty of the Town Manager to supervise the enforcement of the by-laws, and in such enforcement it shall be the duty of all peace officers of the town to assist him in every way.
12. All by-laws and parts of by-laws inconsistent herewith are hereby repealed.

Mayor

Town Clerk

2(a)

Be it enacted by the Town Council of the Town of Woodstock on the 13th day of March A.D. 1956, as follows:

1. By-Law Number 1, entitled Duties of the Town Manager, is hereby amended by adding after the word "discretion" in section 2 thereof the words, "except the Chief of Police and the members of the police force. The chief of Police shall have power to hire, suspend, or discharge members of the Police Force, and shall be responsible for the discipline thereof. He shall be answerable directly to the Town Council."

Mayor

Town Clerk

Be it enacted by the Town Council of the Town of Woodstock on the 18th day of March A.D. 1958, as follows:

1. By-Law Number 1, entitled Duties of the Town Manager, is hereby amended by striking out the following words in Section 2 thereof: "Except the Chief of Police and the members of the police force. The Chief of Police shall have power to hire, suspend, or discharge members of the police force, and shall be responsible for the discipline thereof. He shall be answerable directly to the Town Council."
2. The intent of this amendment is to repeal and nullify an Amendment to By-Law 1 enacted on the 13th day of March, A.D. 1956, and to make the said By-Law read as it read immediately prior to the amendment enacted on the 13th day of March A.D. 1956.

Mayor

Town Clerk