

BY-LAW NUMBER

532

*Repealed by
By-law # 519*

By Law 53

71

BEING a By-law to appoint a Town Engineer and Clerk for the Municipality of the Town of North Bay and specifying his duties.

WHEREAS it is deemed advisable by the Municipal Council of the Town of North Bay that an Engineer and Clerk should be appointed for the said Town.

THEREFORE the Municipal Council of the Town of North Bay enacts as follows;-

1. That By-laws No. 442. 505 and 518 of the Town of North Bay be and the same are hereby repealed.

2. That H. J. McAuslan be and is hereby appointed Town Engineer and Clerk in and for the Town of North Bay.

3. That the said Town Engineer and Clerk so appointed shall be paid at the rate of Two Thousand dollars per annum, payable in monthly instalments.

4. That the duties and powers of the said Engineer and Clerk shall be as follows;-

(a) To carry out and enforce all By-laws and resolutions of the Council of the said Town affecting his department in any manner whatsoever, together with all reports of Committees, as approved of by the Council, which have any reference to the said Engineer's department, and to perform all engineering work required to be performed by the Town Council on Municipal Works of all kinds under the jurisdiction of the said Municipality.

(b) To have general supervision and care of all departments of the Town pertaining to Public services and of all property, improvements, roads, streets and public places owned or controlled by the Town, and to have complete control in making all purchases of goods or materials, which may be required to facilitate and maintain the work in every department, and to carry out the instructions given by the Council from time to time, and if considered prudent to call for tenders for the supply of the same, according to subsection No. 2 of section No. 2. of By-law 442. To request the head of each department to prepare during the last week of each month a requisition of supplies, which maybe considered necessary for the following month.

4. (c) To take full charge and control all employees of the Municipality performing any work or services under the engineering department.

(d) To prepare estimates and supplementary estimates of the proposed expenditure of the year and of all expenditures proposed under money by-laws and submit the same to the Council from time to time for its consideration.

(e) To make a report to the Council during the month of December in each year, of the work which has been carried out under his directions during the current year, and to submit to the Council at its first regular meeting after the annual election in each year, recommendations and estimates for expenditure which in his opinion should be made by the Council during the then current year.

(f) To prepare specifications for the awarding of all contracts under the jurisdiction of his department, and for that purpose to call all tenders for works, materials, supplies, implements, machinery, or other goods or property required, and which may be lawfully purchased for the use of the Corporation, and to report the same to the Council at its next meeting following such purchases. Upon the opening of any tenders advertised for under this paragraph, the Engineer shall require the presence of the Committee of the Council under whose department the work is to be performed, and also the presence of the Town Solicitor if required.

(g) To report from time to time to the Council on any and all matters, which may be referred to him by the Council.

(h) To attend all meetings of the Council and when required to attend meetings of the various Committees thereof in an advisory and consulting capacity.

(i) To devote his whole time and attention to the business of the said Town, and not to engage in any other business or occupation of any kind, and to attend to the duties of his office between the hours of nine o'clock in the forenoon and 1.30 o'clock in the afternoon till six o'clock on all days of the year excepting Sundays and legal holidays, and to be ready at any and

all times during the day or night when called on by the Mayor or Council, to attend to any matters of importance requiring immediate attention.

This By-law shall take effect immediately after the passing thereof.

Passed in open Council this 4th day of March 1918

I. J. Patton

MAYOR

J. J. McManis

CLERK