

**CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION  
BY-LAW # 12 – 12 – 575**

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**BEING A BY-LAW TO APPOINT A CHIEF ADMINISTRATIVE  
OFFICER/CLERK OF THE TOWNSHIP OF WHITEWATER REGION.**

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**WHEREAS** Section 229 of the Municipal Act, 2001, S.O. 2001 provides that the Council may appoint a Chief Administrative Officer.

**AND WHEREAS** Section 228(1) of the Municipal Act, 2001, S.O. 2001 provides that the Council shall appoint a Clerk.

**AND WHEREAS** the Council of the Township of Whitewater Region feels it appropriate to set out such appointments in a By-Law.

**NOW THEREFORE**, the Council of the Corporation of the Township of Whitewater Region enacts as follows:

1. That Christine FitzSimons is hereby appointed Chief Administrative Officer for the Corporation of the Township of Whitewater Region.
2. That Christine FitzSimons is hereby appointed Clerk for the Corporation of the Township of Whitewater Region.
3. The duties, roles and responsibilities will be according to the Job Description which is attached and approved.
4. Bylaw 00-10-01 is hereby repealed
5. This By-Law shall be deemed to take effect on December 3<sup>rd</sup>, 2012 and shall remain in force until repealed by Council.

**READ** a first time, a second time and finally passed this third reading this 12<sup>th</sup> day of December, 2012.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CAO/Clerk

## TOWNSHIP OF WHITEWATER REGION

### PERFORMANCE MANAGEMENT

<b>TOWNSHIP OF WHITEWATER REGION Job Description</b>	<i>Job Title: Chief Administration Officer/Clerk -- CAO/Clerk</i>	<i>Page #</i> _____								
<i>Location:</i>  <i>Department: <u>Administration</u></i>	<i>Reports To:</i>  _____ <u>Council</u>	<i>Revision date:</i> <u>Sept 2005</u>  <i>Salary grid:</i>								
<i>Approval:</i> <table style="margin-left: 20px; border: none;"> <tr><td>{ }</td><td>Department Head</td></tr> <tr><td>{ }</td><td>Supervisor</td></tr> <tr><td>{ }</td><td>Employee{s}</td></tr> <tr><td>{ }</td><td>Staff Administration Committee</td></tr> </table>			{ }	Department Head	{ }	Supervisor	{ }	Employee{s}	{ }	Staff Administration Committee
{ }	Department Head									
{ }	Supervisor									
{ }	Employee{s}									
{ }	Staff Administration Committee									

#### **Position Summary:**

Provides administrative and leadership expertise on all municipal affairs and ensures compliance of all Council decisions. Acts as manager of all municipal departments.

#### **Qualifications:**

- X Requires Post Secondary Education in Administration or equivalent combination of education and experience.
- X AMCTO or CMO designation would be considered an asset.
- X Managerial experience and previous experience in a municipal environment.
- X Knowledge of Provincial Legislation and Municipal By-laws.
- X Computer experience required.
- X Proven leadership ability combined with excellent interpersonal written and oral communication skills.
- X Must be Bondable
- X Valid Driver's License

#### **Position responsibilities:**

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township of Whitewater Region.
2. Maintains general financial control over all departments of the municipality.
3. Directs, co-ordinates and oversees all department as directed by Council. Acts as Human Resources Coordinator for the Township.
4. Co-ordinates and prepares research and preparation of all bylaws, resolutions, and submissions to council.

5. Acts as Clerk to Council.
6. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

**TOWNSHIP OF WHITEWATER REGION**

**PERFORMANCE MANAGEMENT**

DATE: \_\_\_\_\_

LIMIT OF AUTHORITY
The employer has the following standards of performance regarding the limits of authority for the position of <u>CAO/Clerk</u> .
1. Employee will not deviate from Township policies and procedures.
2. Employee will take disciplinary measures according to council direction and policy.
3. Approves and decides on all Township purchases according to policy and bylaws.
4. Employee will not approve an expenditure over \$5000.00 without Council Approval
5. Employee will not terminate an employee without Council approval
6. Employee will not release confidential information consistent with the Freedom of Information Act
The above standards are understood to be the limits of authority for the above position.  Department Head Supervisor Employee Staff Administration Committee

# TOWNSHIP OF WHITEWATER REGION

## PERFORMANCE MANAGEMENT

EMPLOYEE \_\_\_\_\_ POSITION CAO/Clerk DEPARTMENT Administration

DATE: \_\_\_\_\_ PERIOD COVERED \_\_\_\_\_

JOB DESCRIPTION FACTOR	STANDARD OF PERFORMANCE
<p>1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township of Whitewater Region.</p>	<p>1- Required to interpret and remain current on the content and changes of the Municipal Act and all other Acts relevant to Municipal Operations.</p> <p>2- Responsible to distribute and communicate Township policies and procedures to municipal employees &amp; public.</p> <p>3- Knowledge of Procedural Bylaw and Council Agendas</p> <p>4- Responsible to ensure the relevant legislative and municipal law amendments are communicated to Council and the public.</p>
<p>2. Maintain general financial control over all departments of the municipality.</p>	<p>1- The CAO shall ensure that the system of accounting being used accurate and enables council and staff to obtain desired information.</p> <p>2- The CAO conducts effective monitoring of revenues and expenditures of the Corporation in accordance with approved budgets.</p> <p>3- The CAO shall direct the preparation and compilation of annual budgets in accordance with the requirements of legislation and the instructions of Council.</p> <p>4- The CAO shall direct the presentation to Committees and Council of the annual budgets.</p> <p>5- The CAO shall have prepared and submitted to Council at the end of the fiscal year a complete report on the finances of the Corporation for the preceding year.</p> <p>6- The CAO shall put into place sound procedures for purchasing, for tendering and for entering into contracts.</p> <p>7- The CAO shall exercise general financial control over all departments of the municipality.</p>
<p>3. Directs, co-ordinates and oversees all department as directed by Council. Acts as Human Resources Coordinator for the Township.</p>	<p>1- Supervise and direct all staff.</p> <p>2- Ensure all council policies and decisions are followed and implemented.</p> <p>3- Maintains personnel file for Municipal</p>

	<p>Staff.</p> <p>4- Maintain a harmonious attitude and communication with the Staff and Council.</p> <p>5- Ensure all deadlines are met.</p> <p>6- Ensure proper conduct of employees is carried out.</p> <p>7- Be sure the office is adequately staffed at all times.</p> <p>8- The CAO shall have the right to participate in meetings pertaining to negotiations on collective agreements or meetings on any dispute or discussion arising there from.</p>
<p>4. Co-ordinates and prepares research and preparation of all bylaws, resolutions and submissions to council.</p>	<p>1- Prepare all by-laws, resolutions and submissions to Council.</p> <p>2- Research grants and subsidies</p> <p>3- Gather and implement all necessary legislation into by-laws and resolutions.</p> <p>4- Ensure recording and maintenance of all by-laws and resolutions.</p> <p>5- Working knowledge of all by-laws and resolutions.</p>
<p>5. Acts as Clerk to Council</p>	<p>1- Responsible to establish Council=s agenda and record minutes.</p> <p>2- Liaise with government, professionals, suppliers, public and contract labourers.</p> <p>3- Reports to Council on monthly activities.</p> <p>4- Administer all statutory responsibilities.</p> <p>5- The CAO shall give particular attention to the following:</p> <p>a) The processing of correspondence and other communications of concern to Council and its Committees prior to their presentations to Council or its committees;</p> <p>b) The content and format of agendas, reports and minutes;</p> <p>c) The codifying of any Council, Committee, local boards or administration procedures and policy, ensuring convenient access to such policies and procedures;</p> <p>d) The indexing and retention of all records, documents, correspondence, books of account and legislation and their legal disposition when no longer used.</p> <p>6- The CAO may be assigned such other duties, responsibilities, privileges and authorities as council may legally assign, provided that the CAO shall have the right to request council's reconsideration of any such</p>

	<p>additional assignment and to propose alternative courses of action.</p> <p>7-Acts as media liaison for items approved by the Reeve/Council.</p> <p>8-Attend Council meetings.</p> <p>9-Provide background information and all related correspondence to Council.</p> <p>10-Amend and enforce municipal by-laws as required.</p> <p>11-Communicate regularly with Council regarding municipal matters.</p> <p>12-Act as Local Registrar for the Registrar General of Ontario.</p> <p>13-Act as Returning Officer for the Municipal Elections every four years.</p> <p>14- Establishes and maintains contracts when required.</p>
<p>6. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.</p>	<p>1- Ensure compliance with Occupational Health and Safety Act</p> <p>2- Responds to health and safety Workplace Inspection Deficiencies.</p>

The above standards of performance are agreed to and have been jointly set by the undersigned, dated this 12th day of December, 2012

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_ Dept. Head \_\_\_\_\_