THE CORPORATION OF THE TOWNSHIP OF LAURENTIAN VALLEY
BY-LAW NUMBER 00-01-19

Being a By-Law to create the positions of Chief Administrative Officer and Deputy Chief Administrative Officer of the Township of Laurentian Valley and to define their duties, and to repeal By-Law 656-2-81 of the former Corporation of the Township of Stafford now the former Corporation of the Municipality of the Townships of Stafford and Pembroke and By-Law 399 of the former Corporation of the Township of Pembroke, now the former Corporation of the Municipality of the Townships of Stafford and Pembroke.

Whereas The Municipal Act provides that a municipality may pass by-laws for appointing such officers and other personnel as may be necessary for the purpose of the Corporation, or for carrying into effect the provisions of any Act of the Legislature or by-law of the Council, and for fixing the remuneration and prescribing the duties thereof, and the security to be given for the performance of them pursuant to The Municipal Act, R.S.O. 1990, c.M.45 section 72, as amended.

And whereas the Council of the Township of Laurentian Valley deems it desirable to create the positions of Chief Administrative Officer and Deputy Chief Administrative Officer and to prescribe their duties.

Now Therefore the Council of the Corporation of the Township of Laurentian Valley enacts as follows:

1. That the positions of “Chief Administrative Officer” and “Deputy Chief Administrative Officer” are hereby created for the Township of Laurentian Valley.

2. That the duties and responsibilities in respect of the position of Chief Administrative Officer shall be as follows:

   (a) The Chief Administrative Officer of the Township of Laurentian Valley shall be responsible only to the Council thereof, and shall exercise a general supervision over all departments, boards and other bodies of the Council of the Township of Laurentian Valley.

   (b) To interpret and follow through all decisions from Council for the purpose of assuring that the policies determined by Council are properly implemented.

   (c) To administer the business affairs of the Township in accordance with the policies and plans approved and established by Council.

   (d) To co-ordinate and direct the preparation of plans and programs to be submitted to Council for the development and improvement of Municipal services, property and facilities.

   (e) To co-ordinate, direct and broadly supervise the implementation of all programs approved by Council.

   (f) To compile, consider and present to Council, through the proper committee, recommendations arising from departmental operations which require Council’s approval, and to propose legislation or resolutions arising from such recommendations.

   (g) To direct the preparation and compilation of and to present to Council the annual estimates of revenues and expenditures.
(h) To exercise general financial control over all departments of the Township of Laurentain Valley in terms of approved appropriations.

(i) To have control of all Municipal purchasing with authority to enter into contracts involving expenditures not exceeding $2,000.00, without first obtaining approval of Council or the appropriate Committee thereof; and no purchase to be made or orders given for goods in any department without the proper requisition and written order from the Chief Administrative Officer or the Deputy Chief Administrator Officer for such purpose.

(j) To submit all accounts on behalf of the Treasurer except payroll and employees’ travel expenses, as provided in Subsection (i) hereof, at the following meeting of Council for approval before payment is made.

(k) To be a member of the Negotiating Committee with all Municipal Employees. To administer all approved employment policies and by-laws, and in general to be responsible for wage and salary administration subject to normal grievance procedures.

(l) Upon consulting with the appropriate Department Heads, to have full control and direction of all Municipal Employees except such officials as are appointed under statute in respect to their statutory duties and responsibilities.

(m) (i) To have authority to recommend to Council the appointment, employment, suspension or dismissal of employees.

(ii) Upon consulting with the appropriate Department Heads, to have the authority to appoint, employ or suspend employees, subject, to their right of appeal to Council as laid down in the Employment By-Law.

(n) Without limiting the foregoing, to perform the duties and exercise the powers which, from time to time, may lawfully be assigned to or vested in him by Council.

(o) To meet with the Department Heads collectively when the Chief Administrative Officer may deem it necessary, to discuss matters of policy which may have been agreed upon by the Council, and to co-ordinate all departmental activities.

He shall have the right:

(i) To make recommendations to Council after consultation with the appropriate committee thereof with respect to the administration of any department; and

(ii) To obtain from any Department Head such reports and information with respect to any aspect of such department activities as he may consider advisable for the purpose of obtaining the best possible administration.

(iii) At his request, to receive reports of activities of all departments and consolidate same for transmission to Council.

(p) To attend all Council meetings with the right, with the consent of the Chair, to speak but not to vote thereat.

(q) To study all matters of business, before being put on the agenda of all council meetings, and to make recommendations for rules and regulations regarding the preparation of the agenda for these meetings.
(r) To keep under constant review the methods of transacting Municipal business by means of the committee system of Municipal government and from time to time make recommendations of ways and means of increasing the efficiency of this system.

3. That the Chief Administrative Officer and Deputy Chief Administrative Officer shall be paid such sums annually for their services as the Council shall from time to time by By-Law determine.

4. During the absence or illness of the Chief Administrative Officer, the Deputy Chief Administrative Officer shall execute the powers and duties of the office of Chief Administrative Officer as set forth in this By-Law or any amendments thereto.

5. That the Council of the Township of Laurentian Valley may from time to time by By-Law appoint such person or persons for the positions of Chief Administrative Officer and Deputy Chief Administrative Officer.

6. That By-Law 656-2-81 of the former Corporation of the Township of Stafford now the former Corporation of the Municipality of the Townships of Stafford and Pembroke and By-Law 399 of the former Corporation of the Township of Pembroke now the former Corporation of the Municipality of the Townships of Stafford and Pembroke are hereby repealed.

Read a FIRST and SECOND time this 10 day of ______, 2000

REEVE

CHIEF ADMINISTRATIVE OFFICER/CLERK

Read a THIRD time and FINALLY passed this ___ day of ______, 2000

REEVE

CHIEF ADMINISTRATIVE OFFICER/CLERK