

THE CORPORATION OF THE TOWNSHIP OF TEMAGAMI

BY-LAW NO., 93-304

Being a by-law to provide for the appointment of a Chief Administrative Officer and to define the duties of the Office of the Chief Administrative Officer.

WHEREAS The Municipl Act, R.S.O. 1990, c. M45, Section 72, provides for the appointment by by-law of a Chief Administrative Officer;

AND WHEREAS the Council of the Corporation of the Township of Temagami considers it desirable and expedient to appoint a Chief Administrative Officer and then prescribe his duties and the security to be given for the performance of them;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TEMAGAMI HEREBY ENACTS AS FOLLOWS:

1. That John Hodgson be and is hereby appointed Chief Administrative Officer of the Corporation of the Township of Temagami (hereinafter called the "Corporation") and is hereinafter referred to as the "Chief Administrative Officer" or "C.A.O.".
2. The Chief Administrative Officer shall report to, be accountable to, and receive authority from the Corporation Council and shall perform his duties in conformity with Council decisions.
3. The responsibilities of the Chief Administrative Officer shall be as follows:
 - 3.1 To direct and manage the business affairs of the Corporation in accordance with the by-laws, policies and plans established and approved by the Council.

3.2 To direct the preparation of plans and programmes to be submitted to Council for the construction, maintenance and rehabilitation of Corporate property and facilities, and for the development and improvement of Corporate services.

3.3 To direct the implementation, management, and evaluation of all by-laws and programmes approved by the Council.

3.4 To organize and co-ordinate and present to the Council, recommendations arising from administrative operations which require the approval of the Council, and to propose legislation or resolutions arising from such recommendations.

3.5 In accordance with Sections 73 and 77, the C.A.O. shall be appointed as Clerk and as Treasurer and shall be responsible to the duties as prescribed.

3.6 To exercise the financial control over all corporate operations in terms of appropriations approved by the Council.

3.7 To present to the Council, in co-operation with the established Committee, reports and Information regarding progress and accomplishments of programmes and projects, the status of revenues and expenditures, and the general administrative management of the Corporation.

3.8 To direct the codification of all policy decisions of the Council and to deal with matters arising from Council decisions in accordance with such established policies without further reference to the Council except to regularly report to the Council upon action taken.

3.9 To direct periodic reviews of the corporate organization, its structural, management and communication systems and to report the outcome of those reviews to the Council.

3.10 To direct the activities of all Corporation employees through accepted reporting procedures including the statutory duties of such officers as are appointed and whose duties are prescribed by statute.

3.11 To have authority to appoint, employ, promote, demote, suspend and dismiss all other employees of the Corporation in accordance with procedures contained in the Municipal Act.

3.12 To designate all communications from Local Boards, Commissions, Advisory Committees and Task Forces, and to ensure action, co-ordination and recommendations to the Council.

3.13 To obtain the advice of the Town Solicitor, Town Auditor and consultants retained by the Corporation, and the advice offered by various provincial ministries, as deemed necessary.

3.14 To attend Council meetings with the right, and with the consent of the Chair, to speak but not vote thereat.

3.15 Without limiting the foregoing, to perform the responsibilities and exercise the powers which may, from time to time, be assigned to him by the Council.

4. The foregoing responsibilities shall not empower the Chief Administrative Officer to have, perform, do or direct any act or matter that would encroach upon the legislative powers of the Council.

5. The Chief Administrative Officer shall be paid for his services within the Corporate salary policy, which may be reviewed from time to time.

6. The Chief Administrative Officer shall not be dismissed from office except for cause and by the provisions of a by-law passed at a Council meeting by a two-thirds vote of the full

Council at such a meeting called for that purpose, subject to the right of appeal in respect of demotion, suspension, or dismissal.

READ A FIRST AND SECOND TIME IN OPEN COUNCIL THIS 14th DAY OF JANUARY 19 93.

Head of Council

Clerk

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY ENACTED AND PASSED THIS 14th DAY OF JANUARY 19 93.

Head of Council

Clerk