

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2022-17

Being a By-law to authorize the appointment of a Municipal Administrator

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act, 2001, S.O. 2001, c.25, ("Municipal Act")* as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its council.

Powers Exercised by By-Law

Section 5 (3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

By-laws

Section 10 (2) of the *Municipal Act* provides that a single-tier municipality may pass by-laws respecting among other things the governance structure of the municipality and its local boards (section 10 (2) 1).

Preamble

Council for the Corporation of the Township of Prince ("Council") acknowledges that good governance systems and practices are critical for the effective and efficient delivery of municipal services.

Council further acknowledges that the organizational structure currently in place in the Township is one in which all Officers and Employees of the Municipality report to a senior administrator the CAO/Clerk-Treasurer and not directly to Council.

Council has reconsidered the position title for its most senior administrator.

Decision

Council of the Corporation of the Township of Prince decides it in the best interest of the Corporation to adopt a new position title for the senior administrator position which shall be called "Municipal Administrator" replacing the Township CAO/Clerk-Treasurer position title.

Direction


NOW THEREFORE the council of the Corporation of the Township of Prince directs as follows:

1. That the Position of Municipal Administrator is hereby created.
2. That the Municipal Administrator shall report directly to Council all other Officers and Employees will report directly or indirectly to the Municipal Administrator.
3. That the Schedule "A" – Municipal Administrator Duties and Responsibilities attached hereto form part of this bylaw.
4. That any changes to Schedule "A" may be adopted by resolution.
5. That Council may appoint the Municipal Administrator by resolution.
6. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution 2022-126^A this 27th day of July 2022.



Mayor



Clerk

Schedule "A"
Municipal Administrator Duties and Responsibilities

General Duties & Responsibilities:

- a. Promote the Municipality's mission and values as established by Council.
- b. Establish and maintain an effective working relationship with staff, administration, members of Council, and the public.
- c. Undertake strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
- d. Recruit, select and train staff.
- e. Prepare annual budget; control expenditures, optimize various revenue sources and ensure cost effective operations are implemented and maximized.
- f. Maintain a high profile and public relations function in the community and province.
- g. Serve as an effective liaison with municipal organizations, Provincial and Local Governments.
- h. Maintain a constant awareness of new trends and developments in the municipal leadership field.
- i. Ensure workplace health and safety and perform (2) recorded inspections annually.
- j. Demonstrate strong self-management skills and further personal development.
- k. Undertake performance management reviews for direct reports (as applicable).
- l. Complete general administrative (special) projects assigned.