



CORPORATION OF THE TOWNSHIP OF PRINCE

AGENDA

July 27, 2022 6:00 PM Museum Hall

Join Zoom Meeting

<https://us02web.zoom.us/j/81486417192>

Meeting ID: **814 8641 7192**

1. Call to Order
2. Approve Agenda
3. Disclosure of Pecuniary Interest
4. Minutes of Previous Meeting -None
5. Questions and information arising out of the minutes.
6. Petitions and/or delegations
7. Staff Reports - None
8. Planning -None
9. By-Laws
10. Notice and Notice of Motions
11. Correspondence
12. Minutes of Boards and Committees
13. New Business
  - The Appointment of a Municipal Administrator
  - The Appointment of a Municipal Clerk
  - The Appointment of a Municipal Treasurer
14. Old Business- discussion
15. Closed Session
16. Confirmatory By-Law- 2022-
17. Adjournment



CORPORATION OF THE TOWNSHIP OF PRINCE

AGENDA

July 27, 2022 6:00 PM Museum Hall

# CORPORATION OF THE TOWNSHIP OF PRINCE

## BY-LAW NO. 2022-17

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

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## 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 this 27<sup>th</sup> 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.

# CORPORATION OF THE TOWNSHIP OF PRINCE

## BY-LAW NO. 2022-18

### Being a By-law to Appoint a Municipal Clerk

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#### **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.

##### **Municipal Administration**

Section 227 of the *Municipal Act* provides it is the role of officers and employees of the municipality to implement the Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

##### **Municipal Clerk**

Section 228 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended ("Municipal Act")* provides that Council shall appoint a clerk whose duty is,

- a) To record, without note or comment, all resolutions, decisions and other proceedings of the council;
- b) If required by any member present at a vote, to record the name and vote of every member voting on any matter in question;
- c) To keep originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) To perform the other duties required under this Act or a under any other Act; and
- e) To perform such other duties are as assigned by the municipality.

## Preamble

Council for the Corporation of the Township of Prince Appointed Mary Lynn Duguay as CAO/Clerk-Treasurer for the Township. Ms. Duguay's employment with the Township ended in March of 2022.

The *Municipal Act* requires municipalities to appoint a Clerk.

A recruitment process was undertaken to fill the position of Municipal Administrator for the township. The Municipal Administrator will be designated as Municipal Clerk. Andrew Nowlan participated in the process and was selected as the top candidate for the Municipal Administrator position.

## Decision

Council of the Corporation of the Township of Prince decides it in the best interest of the Corporation to appoint a Municipal Clerk.

## Direction

**NOW THEREFORE** the Council of the Corporation of the Township of Prince directs as follows:

1. That Andrew Nowlan is hereby appointed as the Municipal Clerk for the Corporation of the Township of Prince.
2. That the powers and duties of the Clerk shall be those powers and duties as set forth in the *Municipal Act* and every other Act.
3. That Bylaw 2021-27 appointing Mary Lynn Duguay as CAO/Clerk-Treasurer is hereby repealed.
4. This by-law takes effect on the day of its final passing.

**Read and adopted by Resolution \_\_\_\_ this 27<sup>th</sup> Day of July 2022.**

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**Mayor**

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**Clerk**





# CORPORATION OF THE TOWNSHIP OF PRINCE

## BY-LAW NO. 2022-19

### Being a By-law to Appoint a Treasurer

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#### **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.

##### **Appoints Treasurer**

Section 286 (1) of the *Municipal Act* provides that the municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.

##### **Decision**

Council of the Corporation of the Township of Prince decides it in the best interest of the Corporation to appoint a Municipal Treasurer.

##### **Direction**

**NOW THEREFORE** the Council of the Corporation of the Township of Prince directs as follows:

1. That Andrew Nowlan is hereby appointed as the Municipal Treasurer for the Corporation of the Township of Prince.
2. That the powers and duties of the Treasurer shall be those powers and duties as set forth in the *Municipal Act* and every other Act.

3. That Bylaw 2021-27 appointing Mary Lynn Duguay as CAO/Clerk-Treasurer is hereby repealed.
  
4. This by-law takes effect on the day of its final passing.

**Read and adopted by Resolution \_\_\_\_ this 27<sup>th</sup> Day of July 2022.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**