

# CORPORATION OF THE COUNTY OF PERTH

## BY-LAW NUMBER 3118

### Being a by-law to appoint a Chief Administrative Officer/Clerk for the County of Perth

**WHEREAS** Section 229 of the *Municipal Act*, Statutes of Ontario, 2001, c.25 and amendments thereto provides that a municipality may appoint a Chief Administrative Officer who shall be responsible for,

- (a) exercising general control and management of the affairs of the municipality for the purposes of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality

**AND WHEREAS** Section 228(1) of The Municipal Act, 2001 S.O. 2001, c. 25 states that a municipality shall appoint a clerk

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

**AND WHEREAS** the Council of the County of Perth is desirous of, and deems it expedient to, appoint William (Bill) Arthur as the Chief Administrative Officer/Clerk of the County of Perth.

**NOW THEREFORE**, THE COUNCIL OF THE CORPORATION OF THE COUNTY OF PERTH enacts as follows:

- 1) That William (Bill) Arthur be appointed as Chief Administrative Officer/Clerk for the Corporation of the County of Perth effective January 5, 2009.
- 2) That the various conditions of employment, including the salary step at which William (Bill) Arthur is to be paid be confirmed as those set out in his letter of acceptance dated December 5, 2008, signed December 5, 2008 and filed in William Arthur's confidential personnel file.
- 3) That the role of the Chief Administrative Officer/Clerk be in accordance with Schedule "A" attached hereto.

- 4) That the job description of the Chief Administrative Officer/Clerk be in accordance with Schedule "B" attached hereto.
- 5) That this By-Law shall come into force and take effect on January 5, 2009.

Read a first and second time this 18th day of December, 2008.

Read a third time this 18<sup>th</sup> day of December, 2008


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Julie Behrns, Warden

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Carol Zimmer, Deputy Clerk

SCHEDULE "A"

	<b>Corporation of the County of Perth</b>
	<b>Role of the Chief Administrative Officer: Responsibility Level</b>

<b>Direction to Staff</b>	CAO is responsible for carrying out the direction of Council; Council Members and Committee Chairs would only go directly to managers to gather information.
<b>Reporting to Council</b>	All reports and recommendations are reviewed and approved by the CAO. Department Heads present reports and recommendations to Council. Any changes of personnel within a Department is to be reported to Council for information.
<b>Human Resource Management</b>	Through the HR Manager, responsible for overseeing negotiation and administration of Collective Agreements, compensation and employee relations for non-union employees and performance management for all employees. Council to provide bargaining mandate and Human Resources Policy. Report to Council on Human Resources issues and obtain council endorsement.
<b>Authority to Hire</b>	In conjunction with the Department Head the CAO has authority to hire, manage performance & discipline all staff up to the Department Head level. Recommends to Council the hiring, and discipline of Department Heads. CAO responsible for managing the performance of Department Heads.
<b>Program Responsibilities</b>	Departmental responsibility for Emergency Planning and Human Resources functions. Program responsibility for Economic Development.
<b>Corporate Planning</b>	The CAO facilitates and manages corporate strategic planning.
<b>Management of Day to Day Affairs</b>	Manages the day-to-day affairs of the County according to County Policy. In conjunction with the management team brings policy issues to Council. Report to Council on significant issues.
<b>Budget</b>	Oversees the preparation of fiscal policy, operating and capital budgets. Authority to manage budget within approved budgets. Report to Council regularly on expenditures and budget performance.



**COUNTY OF PERTH POSITION MANDATE**

**JOB IDENTIFICATION:**

Title: Chief Administrative Officer / Clerk

Department: Office of the CAO

Reports To: Warden and Council

Date Revised: September 24, 2008

**JOB PURPOSE:**

The Chief Administrative Officer (CAO) provides leadership and direction to the management team and staff of the municipality and serves as Council's principal policy advisor on all governance, public protection and community service issues. Liase between Council (policy), staff (administration) and all the organizations and individuals with which the municipality does business. In addition the CAO will oversee Economic Development activities.

**PRIMARY RESPONSIBILITIES:**

- Build and maintain a strong Management Team. Provides leadership and direction to the Department Heads and direct reports
- In conjunction with the Management Team, manages the day-to-day operations and procedures of the municipality under policy direction of Council and in accordance with current legislation and regulations. Reports to Council on County operations.
- Ensures the efficient, economical and effective organization and administration of all departments, boards and committees.
- Oversees the effective and efficient implementation of Council's policies and programs and ensures corporate compliance with all relevant statutory and regulatory requirements.
- Facilitates and manages the development and implementation of short and long range strategic and operational plans for the municipality.
- Acts as the chief policy advisor to Council and recommends, formulates and participates in inter-departmental and inter-governmental projects as required.
- Ensures the County's Human Resources and Health and Safety functions including policy and procedure development will inspire a dedicated workforce to deliver excellent municipal services while ensuring legislative requirements are met and employees are managed in a fair, consistent and equitable manner
- Leads the economic development and liaison function with the lower tier municipalities of Perth and assist in the promotion and development of Perth through integration of tourism, commercial, industrial and residential development.
- Ensures the development, maintenance and implementation of the County Emergency Management Program and Emergency Plan. Plays a focal role in the County's response to emergencies and disasters.

**ADDITIONAL RESPONSIBILITIES:**

- Organizes and presents recommendations to Council that arise from administrative operations that require Council's approval.
- Directs the preparation of appropriate by-laws and resolutions that give policy direction to the recommendations.
- Directs the preparation and presentation of reports to Council on the progress and accomplishment of various County programs, projects and operations, financial status reports, and the general management of the corporation.
- Develops, maintains and enhances relations with senior staff in the lower-tier municipalities, the Town of St.

Marys and the City of Stratford.

- Works with rural and small urban community stakeholders to identify immediate and long-term economic demands and develop and maintain relationships with neighbouring municipalities and offices of the various Provincial Ministries involved in economic development.
- Directs the negotiation and administration of Collective Agreements. Oversees compensation and employee relations for non-union employees.
- Recommends to Council the hiring, and discipline of Department Heads.
- Provides leadership, direction and ongoing performance management to direct reports.
- Reports to Council on Human Resources issues.
- Directs the preparation and compilation of annual budget estimates including operating and capital revenues and expenditures.
- Oversees the provision of services within approved budgets.
- Maintains positive relationships with the business community, media, boards, agencies and other levels of government.
- Fulfills the statutory duties of the County Clerk with the assistance of the Deputy Clerk
- Attends all meetings of Council and Committee meetings as may be required.
- Other duties as assigned.

**PURCHASING AUTHORITY:**

As per approved limits in the County's procurement policy.

**QUALIFICATIONS:**

- University degree in public administration, political science, business administration or an acceptable equivalent
- Excellent conceptual, analytical, problem-solving, interpersonal, organization, management, communication and judgment skills.
- Ability to interpret and administer agreements, statutes and by-laws
- Several years experience at a senior management level and posses extensive knowledge of municipal functions and responsibilities, applicable provincial legislation and regulations
- Strong leadership and the ability to work in a team environment.

**WORKING CONDITIONS:**

- Office environment, works with computers and other office equipment
- Required to drive using personal vehicle to attend meetings during the daytime or evening
- Some overtime and overnight travel required

**PHYSICAL REQUIREMENTS:**

- Extended periods of concentration and attention to detail
- Extended periods of sitting or standing

**DIRECT REPORTS:**

- All Department Heads, Deputy Clerk, Human Resource Manager, Economic Development Coordinator, Community Emergency Management Coordinator