

The Corporation of the County of Perth
By-law Number 3447-2015
Schedule “D”

COUNTY OF PERTH
POSITION DESCRIPTION
PERTH COUNTY ACTING WARDEN

PRINCIPAL RESPONSIBILITIES:

Statutory Duties (Municipal Act, 2001) &
Duties Defined by County Council (Perth County Procedure By-law)

1. Performs the statutory duties of the Head of Council, while acting as the Warden when the Warden is absent or refuses to act or his/her office is vacant as stipulated in the Municipal or any other Act.
2. While executing the authority of the Perth County Acting Warden will do so in accordance with the Municipal Act, 2001 and the duties defined by the most current Position Mandate of the Perth County Warden.
3. If the Warden desires to leave the Chair for the purpose of taking part in the debate or for any other reason, the Acting Warden shall assume the Chair in his/her place until he/she resumes the Chair.
4. Commitment to communicating with the Perth County Warden to ensure that the Corporation is able access the Head or Acting Head of Council at all times.

LEGISLATED QUALIFICATIONS:

1. Must be a properly elected or appointed member of Perth County Council.
2. Must be able to complete the Declaration of Qualification.

DESIRABLE QUALIFICATIONS:

1. Excellent organizational, interpersonal and communication skills are an asset.
2. Must be prepared to devote a considerable amount of time as this is a part-time position with irregular hours.
3. Knowledge of the Municipal Act and other pertinent legislation would be an asset.
4. Knowledge of the Perth County Procedure By-law would be an asset.
5. Thorough geographical knowledge of the County would be an asset.