

The Corporation of the Township of Killaloe, Hagarty and Richards

By-Law # 21-2022

Being a by-law to provide for the appointment of a CAO/Clerk Treasurer

WHEREAS under the provisions of Section 228 and Section 229 of the Municipal Act, R.S.O.2001 C.25, as amended, a municipality shall appoint a Clerk and a Chief Administrative Officer(CAO), respectively, who shall have all the powers and duties of said offices under the Municipal Act and every other Act;

AND WHEREAS under the provisions of Section 286 of the Municipal Act, R.S.O. 2001 C.25 as amended, a municipality shall appoint a Treasurer and tax collector who is responsible for handling all the financial affairs of the municipality on behalf of and in the manner directed by the Council of the municipality;

AND WHEREAS, the Municipal Council of the Corporation of the Township of Killaloe Hagarty and Richards deems it expedient to combine the said offices of CAO, Clerk and Treasurer and to appoint a CAO/Clerk Treasurer for the Township of Killaloe, Hagarty and Richards;

NOW THEREFORE the Council for the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

1. That Tammy Gorgerat is hereby appointed to the office of CAO/Clerk Treasurer effective June 1, 2022.
2. That the salary attached to said office shall be as determined from time to time by by-law of the Municipal Council.
3. Pursuant to Section 288(4)(5) of the Municipal Act, 2001, Chapter 25, the Clerk may delegate in writing to any person other than a member of council, any of the Clerk's powers and duties under this or any other Act, and that in spite of this delegation, may continue to exercise the delegated powers and duties.
4. This by-law shall come into force and take effect the 1st day of June 2022.
5. Duties and responsibilities of this position shall be contained in the job description attached as "Schedule A" and forming part of this by-law.

Read a first and second time this 17th day of May.

Read a third time short and finally passed this 17th day of May 2022.

Mayor - Janice Tiedje

CAO Clerk-Treasurer – Sue Sheridan

"Schedule A"

Position/Title: **CAO/Clerk-Treasurer**

Work Relationship: **Reports directly to Council**

Purpose of Position:

To act as corporate co-ordinator in accordance with the decisions of Council to facilitate interdepartmental efficiency. To perform statutory duties and exercise the responsibilities of the Clerk. To advise Council and Committees and to implement and administer objectives, policies and programs established and approved by Council, in accordance with all applicable legislation and by-laws. To act as corporate secretary to the Municipality, ensuring the accurate recording, preparation and distribution of the minutes of Council meetings. To prepare and amend by-laws and to act as local registrar for the registration of births and deaths, and issuance of various licenses. To direct the development and implementation of long- and short-term goals and objectives of the treasury function, and to ensure that all requirements of the function as defined by legislation, are met.

MAJOR RESPONSIBILITIES:

1. Program/Service:

- Ensures the efficient, economical and effective organization and administration of the Corporation in accordance with the direction of Council.
- Researches and prepares recommendations to Council relating to municipal operations.
- Organizes and monitors the effective and efficient implementation of Council policies and programs and ensures corporate compliance with all relevant statutory and regulatory requirements.
- Communicates and interfaces with the Head of Council and Council members, staff and the general public regarding administrative matters. In this regard, prepares briefs, correspondence, agreements, advertisements where applicable, and other documentation as required.
- Establishes liaisons and positive relationships with boards and other authorities, and upper levels of government.
- Prepares agenda or directs preparation of same, provides background information and all related correspondence to Council prior to meetings.
- Attends all Council meetings and committee meetings as required, and accurately records the minutes of the procedures and resulting decisions.
- Ensures the timely preparation and distribution of minutes in accordance with established procedures.
- Ensures that Council's decisions are communicated to all applicants, petitioners and to persons, agencies and other interested parties who are required to be advised of these decisions and procedures.
- Prepares or directs the preparation of all required by-laws for submission to Council for approval.
- Ensures that all by-laws requiring approvals from other agencies or levels of government are presented to the appropriate party for approval.
- Keeps records of all by-laws passed by Council and ensures appropriate record keeping and retrieval systems are in place for all agreements, deeds and other important papers.
- Acts as the local registrar for all births and deaths occurring in the township and directs the issuing of burial permits and other related documents as required.
- Assures the appropriate procedures are in place and adhered to for the issuance of marriage licences and acts as advisor to departmental staff of problems relating to same.
- Maintains a list of Boards and Commissions with official municipal standing and their membership.
- Directs the development and preparation of policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the municipality.
- Develops the long- and short-term goals, objectives and strategies of the treasury function for approval by Council.
- Provides advice and assistance to the township and department heads regarding financial issues as they may affect the operation of the municipality.

- Develops and manages effective financial and cash management systems for the municipality and ensures that all accounting and financial records of the Corporation are in accordance with accounting principles generally accepted for Ontario municipalities.
- Protects the municipality's credit standings through correct accounting controls, investments and debt management procedures.
- Administers the municipality's tax collection function, minimizing tax arrears and errors, ensuring collection of interest and penalties, and applying tax sale procedures.
- Coordinates the municipality's purchasing system and assists operating areas through budgetary advice on major purchases.
- Prepares all money by-laws, borrowing by-laws and debenture by-laws for the approval of Council in conjunction with other department heads and the solicitor where necessary.
- Works with the auditor to ensure that all necessary information and documents are available in order that interim and year end audits for the municipality can be completed.
- Develops and co-ordinates the budget process. Designs, develops, prepares, presents and receives for approval current, capital reserve and reserve fund budgets.
- Monitors, in collaboration with the department heads, the budgets approved by council. Ensures that these budgets are implemented, administered and controlled within the required standards.
- Ensures that all required insurance coverages are in place for the township.
- Acts as a member of the management team to develop, administer and ensure uniformity in the implementation of township wide policies and procedures
- Performs other related duties as assigned

2. Human Resources:

Directly Supervises:

Deputy CAO/Clerk-Treasurer

Office Assistant

Community Development Officer

3. Financial Resources:

- Formulates schedules and co-ordinates the development of the corporate budget, reserve funds, long term capital budgets and daily cash flow.
- Formulates, administers, monitors and records details of the budget expenditures for each department.
- Approves expenditures in accordance with approved budgetary guidelines and council policies.

4. Material Resources:

- Ensures maintenance and confidentiality of all documents of the municipality as required by legislation or other law, or policy.
- Ensures the safe operation and management of all office, data processing, duplicating, telephone and computer equipment.

SKILL AND EFFORT:

5. Knowledge:

The job requires:

- A thorough knowledge of financial planning, analytical techniques, management accounting and controls to direct the performance and/or implementation of the department.
- A thorough knowledge of all legislation and regulations pertinent to the financial function, and provincial statutes and regulations applicable to municipal government.
- Planning and organizational skills to develop and implement long and short term policies and procedures.
- Knowledge of provincial policies and legislation that affects municipal government.
- Ability to prepare accurate reports and present workable policy recommendations.
- A thorough knowledge of the structure of local governments.
- Excellent verbal and written communication skills to prepare reports and minutes, make presentations to committees and council, and to co-ordinate policy advice to present sound, practical recommendations to council.

- Managerial and administrative skills to plan, direct, supervise and coordinate the functions of municipal operations.
- Analytical skills to initiate and execute programs, to identify and resolve problems and to formulate policies and procedures relevant to same.
- Excellent negotiating skills to resolve organizational and interdepartmental conflicts and to participate in the problem-solving process.

6. Physical Skill and Effort:

- Requires manual dexterity to operate computer and office equipment as necessary.

7. Decisions Making and Judgement:

Work is performed under the general direction of council. Access is available to the Head of Council, municipal solicitor, other area Cao's, Clerk-Treasurers and Provincial/Federal and other government resources for information. Access is also available to established policies and procedures and pertinent legislation.

Judgement is Exercised In:

- ensuring the timely preparation and distribution of agendas and background material for council and committee members prior to meetings
- accurately recording the minutes of council and committee meetings and ensuring the preparation and distribution of same.
- preparing township by-laws in accordance with all applicable legislation and regulation, submitting same for required approvals.
- ensuring that correct procedures are followed in the issuing of marriage licences, registration of births and death certificates, and the issuing of a variety of licences and permits.
- supervising, assigning tasks, ensuring appropriate training and reviewing the performance of reporting employees and ensuring that adequate training and information resources are available to them.
- developing and recommending long and short term financial policies and procedures for the township in co-operation with other department heads for approval by council.
- overseeing and directing the operation of the financial function and in all related activities and functions; i.e. purchasing, computers, etc.
- developing and co-ordinating budget preparation schedules, providing advice and guidance in relation to this activity and making appropriate adjustments prior to submission to council for approval.
- supervising, delegating assignments, training and conducting performance reviews for reporting staff, ensuring maximum efficiency and productivity.
- Acting as main policy advisor to Council and recommending, formulating and implementing the same.
- Participating in interdepartmental and intergovernmental projects as required.

8. Interpersonal Skills/Contacts:

Interpersonal skills to relate with members of council, other staff, and the public

Internal:

- with Head of Council, Council and Department Heads to provide advice, assistance and guidance in financial issues, meetings, agendas, delegations, etc.
- with auditor to exchange technical information.

External:

- with the general public regarding council and committee meetings, to provide any exchange of information, to relay decisions, respond to complaints, etc., to respond to incoming inquiries, and provide information at public meetings.
- with the township solicitor to obtain advice regarding legal documents, deeds, agreements, by-laws, etc.
- with the media as necessary in relation to council decisions and meetings.
- with provincial ministries to negotiate grants, exchange information, obtain assistance, etc.

- with consultants, auditors and legal services for the discussion of a wide range of township business.
- with boards, commissions, etc. to discuss township business matters.
- with other municipalities to exchange information.
- with banks to discuss cash management, finance management and control.

WORKING CONDITIONS:

9. Working Environment:

- Works in a clean, safe office environment.
- Similar to other public sector positions at this level, the employee is required from time to time to deal with members of the public who may become angry and agitated.

10. Control Over Work Schedule:

- Work is subject to unyielding deadlines that are imposed by legislation or council policy. Often works beyond normal working hours to achieve these deadlines and attend meetings.
- Occasional out of town travel is required.
- Often required to work late to attend meetings, and to ensure that work is completed and that necessary reports/applications are submitted in a timely manner and to meet required deadlines.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.