

**The Corporation of the Township of Killaloe, Hagarty and Richards**

**BY-LAW NO 22-2022**

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

WHEREAS under the provisions of Section 228 (2) (3) and Section 229 of the Municipal Act, R.S.O.2001 C.25, as amended, a municipality shall appoint a Deputy CAO Clerk-Treasurer 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 Deputy 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 Sharlene Lapenskie is hereby appointed to the office of Deputy 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. This by-law shall come into force and take effect on June 1, 2022.
4. 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 17<sup>th</sup> day of May 2022.

Read a third time and finally passed this 17<sup>th</sup> day of May 2022.

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Mayor - Janice Tiedje

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CAO/ Clerk-Treasurer – Sue Sheridan

## Schedule "A"

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

**Work Relationship:** Reports Directly to the CAO/Clerk-Treasurer

### **Purpose of the Position:**

To provide assistance to the CAO/Clerk-Treasurer in administrative, financial and clerical duties including typing and filing under the direction of the CAO/Clerk-Treasurer, and to act on his/her behalf when required to do so. The Deputy CAO/Clerk-Treasurer is responsible for supervision of applicable employees in the absence of the CAO/Clerk-Treasurer.

### **Responsibilities:**

1. Program/Service:

- Assists the general public by answering questions or directing them to the appropriate department/person who may be able to provide assistance.
- Assists the CAO/Clerk-Treasurer in the preparation of annual budget and acquisition of funds in the completion of grant requests (summer student grants, etc.)
- Types letters, agreements, reports, invoices, purchase orders, forms, motions, by-laws and any other documents required from time to time for municipal purposes.
- Files correspondence, memos, minutes, etc. as directed by the CAO/Clerk-Treasurer.
- Administers and maintains the tax billing and collection functions, minimizing tax arrears and errors, administers water and sewage billing and collection and ensures collection of interest and penalties, including Grant in Lieu billings.
- Maintains receivable records, tax ledgers, water and sewage ledgers, and observes all procedures necessary for the flow of handling cash, calculations, posting and banking operations and reconciliations, under the direction of the CAO/Clerk-Treasurer.
- Attends committee meetings as required, takes minutes and follows up with correspondence, pursuant to direction from the committee.
- As the Deputy Registrar, records births and deaths occurring in the township and issues burial permits, marriage licenses and other related documents as required.
- Prepares payroll and related records for all staff, council and seasonal workers.
- Performs other duties as assigned.

In the absence of the Office Administrator: (Holidays, sick days, etc.)

- Sorts and distributes incoming mail.
- Maintains inventory of office stationery and supplies. Orders replacement material from suppliers according to municipal purchasing policy.

2. Human Resources:

- Not responsible for supervision of employees.

3. Financial Resources:

- Not responsible for the preparation of budgets or the acquisition of funds, except as directed by the Supervisor or Council.

4. Material Resources:

- Proper usage of office equipment including computers and their related programs.

### **SKILL AND EFFORT:**

5. Knowledge:

The job requires:

- Thorough knowledge of use of office equipment and procedures, including use of computer and related programs.
- Knowledge of legislation and regulations pertinent to the financial function, and provincial statutes and regulations applicable to municipal government.
- A knowledge of the structure of local governments.
- Good organizational and time management skills to prioritize workload.
- General knowledge of municipal operations and organizational structure.
- Good verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors.

6. Physical Skill and Effort:

- Manual dexterity to operate office equipment as necessary.

7. Decision Making and Judgement:

Work is performed under the direct supervision of the CAO Clerk-Treasurer, and in accordance with established policies and procedures.

Judgement is exercised in:

- Prioritizing workload to ensure deadlines are met.
- Responding courteously to visitors and callers.

8. Interpersonal Skills/Contacts:

Good interpersonal skills to interact effectively with the general public and to provide information regarding routine departmental operations.

Internal:

- With other departments to complete the distribution process of various reports, documents, etc.

External:

- With the general public to provide information and direct queries within the department.

**WORKING CONDITIONS:**

9. Environment:

- Works in a clean office environment.

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.

***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.***