

**THE CORPORATION  
OF  
THE TOWNSHIP OF SOUTH ALGONQUIN**

**BY-LAW NO. 16-514**

**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 South Algonquin deems it expedient to combine the said offices of CAO, Clerk and Treasurer and to appoint a CAO/Clerk Treasurer for the Township of South Algonquin;

NOW THEREFORE the Council for the Corporation of the Township of South Algonquin enacts as follows:

1. That Holly Hayes is hereby appointed to the office of CAO/Clerk Treasurer.
2. That the salary attached to said office shall be as determined from time to time by resolution 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 upon final passing thereof.
5. Duties and responsibilities of this position shall be contained in the job description attached as "*Schedule 1*" and forming part of this by-law.

**READ A FIRST AND SECOND TIME this 6<sup>th</sup> day of October 2016.**

\_\_\_\_\_  
Jane Dumas, Mayor

\_\_\_\_\_  
Holly Hayes, CAO/Clerk-Treasurer

**READ A THIRD TIME AND PASSED AND ENACTED this 6<sup>th</sup> day of October 2016.**

\_\_\_\_\_  
Jane Dumas, Mayor

\_\_\_\_\_  
Holly Hayes, CAO/Clerk Treasurer

**“Schedule 1”  
TOWNSHIP OF SOUTH ALGONQUIN**

**JOB DESCRIPTION**

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**JOB TITLE:** CAO/Clerk-Treasurer

**JOB CODE:**

**REPORTS DIRECTLY TO:** Council

**DEPARTMENT:** Administration

**DATE PREPARED:** July 15, 2014

**DATE REVISED:** August 2014

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**POSITION SUMMARY:**

The Chief Administrative Officer/Clerk-Treasurer is the most senior management position in the Township. This position provides the key link between Council and the Staff of the Township. As such, the CAO/Clerk-Treasurer is responsible for delegation of certain duties to employees of the Township.

As the Chief Administrative Officer, this position is responsible for exercising general control and management of the affairs of the Township for the purpose of ensuring the efficient and effective operation of the Township.

As the Clerk-Treasurer, this position is responsible for performing statutory duties as outlined in the *Municipal Act, 2001*.

As the most senior management position, the CAO/Clerk-Treasurer is expected to provide advice to Council and the Committees of the Township and to implement and administer the objectives, policies and programs as established and approved by Council.

The CAO/Clerk-Treasurer ensures the existence of guidelines for all employees and employers as required under the Ontario Occupational Health and Safety Act and, as will all employees, is responsible for following applicable legislation under this Act or other Acts designed to protect personal health and the health of others as governed by the Municipal Health and Safety Policy.

**DUTIES AND KEY RESPONSIBILITIES:**

**As Chief Administrative Officer**

- Acts as the main policy advisor to Council;
- Recommends and formulates policies for Council’s consideration and implements those Council approves;
- Communicates and interfaces with the Mayor and Members of Council as the primary channel of communications between Council, Staff and the General Public on administrative matters;
- Organizes and monitors the effective and efficient implementation of Council policies and programs;
- Provides leadership and direction to employees of the Township including the effective direction and management of human resources;
- Recommends to Council the appointment, employment, suspension, or dismissal of all full-time employees, recognizing the appropriate procedures specified for those employees covered by legislation and municipal by-laws or policies;
- Ensures training and performance review programs are carried out in accordance with approved guidelines and policies;
- Acts as the benefit administrator for the Township benefit programs relating to pension, medical and dental benefits;
- Ensures the efficient, economical, and effective organization and administration of the Township with the direction of Council;
- Is the direct supervisor of other administrative positions and Township volunteers;
- Adheres to, and ensures adherence by other Township Staff, to all Township policies and procedures;
- Ensures the safety, maintenance, and management of equipment and material resources related to municipal operations;
- Conducts periodic reviews of the organization’s structure and recommends any changes to Council;

- Coordinates the development and implementation of short and long term operating plans and strategies for the Township;
- Direct the focus of the corporate administration to accomplish the approved plans for the year;
- Keep fully informed of all department operations through frequent meetings with Department Heads for coordination of activities and formulation of recommendations concerning policies, plans, budgets and the effective implementation of these;
- Participates in interdepartmental and intergovernmental projects as required;
- Attends all meetings of Council and Committees, makes observations, advises and responds to questions as required on behalf of administration;
- Researches and prepares recommendations to Council relating to municipal operations and proposes legislation or resolutions to address these;
- Draft and review by-laws, policies and recommendations for Council's consideration;
- Ensures that adequate insurance coverage is in place;
- Ensures the maintenance and confidentiality of all documents of the Township as required by regulation or other law or policy;
- Performs other duties required by Council which are in keeping with the duties of this position.

#### **As Clerk**

- Ensures that agendas are prepared and distributed in a timely manner with the appropriate background information;
- Ensures the minutes of Council and Committee meetings accurately reflect the proceedings and resulting decisions;
- Ensures records, by-laws, and municipal documentation are properly kept and maintained and that retrieval systems are in place for all important papers and documents;
- Prepares briefs, correspondence, agreements and advertisements as well as other documents required to ensure the effective communication from Council to internal and external audiences;
- Coordinates the compilation of notices that are included in mailings, publications in media, or posted on the Township website;
- Reviews all by-laws and resolutions and provides recommendations to Council;
- Ensure corporate compliance with all relevant statutory and regulatory requirements;
- Acts as the Freedom of Information coordinator for the Township;
- Acts as the Licensing Officer for the Township;
- Ensures the statutory duties of the Clerk are performed including those of Election Returning Officer, Commissioner of Oaths, Division Registrar and Issuer of Marriage Licenses;
- Performs other duties required by Council which are in keeping with the duties of this position.

#### **As Treasurer**

- Ensures the formulation, administration, and presentation of the annual and capital budgets for the Township;
- Ensures that all accounting and financial records of the Corporation are maintained accurately and in accordance with generally accepted accounting principles for Ontario Municipalities (PSAB);
- Provides final approval for expenditures as authorized by Council through the annual budget and municipal policy;
- Coordinates municipal banking services including investments, deposits, transfers, reconciliations, interact, and telephone/computer payments;
- Coordinate the annual municipal financial statement audit and other audits that may be required from time to time;
- Ensures the proper claims administration of all grants and joint funding arrangements;
- Prepares and reconciles employment grant applications with the appropriate Department Head;
- Considers financial implications of recommendations prepared for Council's consideration;
- Ensures remittance and accurate reconciliation of education levies;
- Ensures the statutory duties of the Treasurer are performed;
- Administers the procedures under the Municipal Tax Sales section of the Municipal Act 2001;
- Ensures the functions of accounting, taxation, payroll, accounts receivable, and accounts payable remain current;

- Performs other duties required by Council which are in keeping with the duties of this position.

### **QUALIFICATIONS:**

- College/University education in business administration, finance or accounting discipline, as well as Association of Municipal Clerks and Treasurers/Certified Municipal Officer's Designation or an equivalent combination of education and practice experience;
- Minimum 5 years' experience in municipal government operations, particularly in finance;
- Thorough knowledge of municipal administration, finance and accounting;
- Extensive knowledge of local government operations including public works, waste management, recreation and emergency services;
- Advanced level computer skills (i.e. word processing, spreadsheets, presentation software);
- Completion of the Municipal Accounting and Municipal Tax Administration courses would be an asset;
- Thorough knowledge of municipal accounting, financial controls and Provincial legislation as it pertains to municipal finance, property taxation and general government;
- Advanced knowledge of Provincial Statutes and Regulations as they may apply to the positions of CAO/Clerk-Treasurer and the municipal Corporation in general;
- Excellent planning and organizational and time management skills to handle heavy workload and to meet rigid deadlines;
- Excellent oral and written communication skills when responding to the media with information or acting as spokesperson;
- Excellent negotiation skills when working with consultants, contractors, auditors, and legal services for the discussion of a wide range of municipal matters;
- Excellent interpersonal skills are required to interact with Council, Committee Members, staff, members of the general public, and senior government officials;
- Possess a sound knowledge of municipal services and operations;
- Possess a high level of initiative and independent judgement when providing leadership and direction to employees, acting as main policy advisor or spokesperson for the Corporation.

### **WORKING CONDITIONS**

- High public profile
- Work subject to interruptions
- Good manual dexterity to operate computer and other office equipment, as required.
- Ability to work for long periods of time at a computer terminal.
- Work schedule is subject to shifting priorities of Council, changing Councils and deadlines imposed by legislation or municipal policy, and which may require work beyond the regular work schedule to meet deadlines and attend meetings.

### **WORKING RELATIONSHIPS**

#### Internal

- Takes direction from, and provides advice to, Council;
- Provides leadership, guidance and direction to other staff regarding all areas of municipal operation;

#### External

- Responsible for communicating with the public, media and other governments as required

### **IMPACT OF ERROR**

- Recognizes that errors could add significantly to municipal costs, and create poor relations between the municipality and the public as a whole;
- Recognizes that errors could lead to legal issues;
- The frequency of errors to be minimized by continual diligence and communication with other staff, Council and with regulatory bodies as required.