

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW NUMBER 4341**

A BY-LAW to appoint a Chief Administrative Officer for the Town of Tillsonburg.

WHEREAS Municipal Councils may appoint a Chief Administrative Officer pursuant to Sections 72 and 73 of The Municipal Act, R.S.O. 1990, Chapter *M.45*.

BE IT THEREFORE ENACTED as follows:

1. THAT Ron Shaw is hereby appointed Interim Chief Administrative Officer with such authority and duties as contained in Schedule "A" attached hereto.
2. Schedule "A" shall form part of this By-Law as if written and incorporated herein.
3. That By-Law 3689, To Appoint David Calder as CAO, is hereby repealed.
4. This By-Law shall come into full force and effect on September 16, 2019.

**READ A FIRST AND SECOND TIME THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2019.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 9<sup>TH</sup> DAY OF SEPTEMBER, 2019.**

---

MAYOR Stephen Molnar

---

DEPUTY CLERK Lana White

Schedule “A”

POSITION DESCRIPTION

POSITION TITLE: Chief Administrative Officer

DEPARTMENT: CAO

REPORTING TO: Mayor /Town Council

POSITIONS SUPERVISED: 9

REVISED DATE:

POSITION SUMMARY:

The Chief Administrative Officer is the senior official of the municipality providing organizational leadership. This position is responsible to Council for administration and coordination of the delivery of services to the municipality’s residents and businesses in a manner that will ensure the effective utilization of the available human, financial and physical resources. Through Directors and Corporate Managers, implement policies approved by Council, advise Council on all matters under its jurisdiction, act as a liaison between Council and staff, represent the Town as directed with other governments and/or organizations.

PRINCIPAL RESPONSIBILITIES:

- 1. Reports to, is accountable to and receives direction from Council in the performance of their duties.
- 2. Coordinates the policy advice that is prepared by Directors/Corporate Managers, external agencies and consultants to ensure that Council is presented with clear, comprehensive information and alternatives on which to make reasoned policy decisions.
- 3. Attends Council and, when required, advisory Committee meetings, being available to provide advice and information in the formulation of Corporate policy.
- 4. Oversees the overall interpretation, implementation and administration of Council direction.
- 5. Provides a well coordinated communications network from all administrative levels to the political level and vice-versa.
- 6. Coordinates all functions of the various departments/offices working with the area municipalities and special boards and commissions to provide a high level of service to the residents of the Town.
- 7. Hires, directs, motivates, evaluates the performance, and disciplines up to and including termination, of the following:
  - Director of Development & Communication Services
  - Director of Operations
  - Director of Parks & Recreation Services
  - Director of Finance
  - Fire Chief
  - Town Clerk
  - Manager of Human Resources
  - Development Commissioner
  - Chief Building Official
- 8. Fulfils any functions of CAO as defined within the Municipal Act and such other legislation that may be relevant.

9. Provides leadership and support to the various Directors/Corporate Managers, Committees and Boards in the preparation of budgets and is responsible for the general administration of the budgets through the Treasurer and Directors/Corporate Managers.
10. Directs and assists with Human Resource matters within the mandates approved by Council.
11. Acts as central reference source for inquiries from the public regarding Town operations, providing prompt and accurate responses and referring technical items to the appropriate department/office.
12. Maintains positive public relations for the Town, dealing with the media and community groups. Will be the primary contact with officials of local municipalities, County of Oxford and all others concerned with Town operations.
13. Maintains up-to-date knowledge of trends and developments affecting Town operations including legislation, Ministry directives, funding opportunities, procedural rulings & related matters, bringing relevant items to the attention of Council and/or Committees and Boards.
14. Has signing authority.
15. May represent the Town's interests as a member of the Board of Directors of Tillsonburg Hydro Inc.
16. Performs such additional duties and exercises additional responsibilities that may be required in the interest of the Town and as Council may assign.