

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 86-19

Being a by-law to establish the office of  
Township Administrator

The Council of the Corporation of the Township of Prince pursuant to section 208(45) of The Municipal Act, R.S.O. 1980, Chapter 302, ENACTS as follows:

1. THAT there is hereby established the position of Township Administrator, hereinafter referred to as the "Administrator", who shall be the chief administrative officer of the Township and responsible only to the Council.
2. THAT Lucy Konkin is hereby appointed Township Administrator for the Township of Prince.
3. THAT the Administrator shall:
  - (a) co-ordinate the civic administration in accordance with the policies and plans approved and established by the Council;
  - (b) co-ordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, maintenance, development and improvement of civic properties, facilities and services;
  - (c) co-ordinate, direct and broadly supervise the implementation of all programs approved by the Council;
  - (d) compile, consider, prepare and present to the Council for adoption recommendations arising from departmental operations, and, with the advice and assistance of the Municipality's Solicitor, propose by-laws and resolutions to give effect to such recommendations as are adopted by the Council;
  - (e) prepare, compile and present to the Council, the annual estimates of revenues and expenditures and the capital budget.
  - (f) exercise general financial control over all civic departments in terms of approved appropriations;
  - (g) control all civic purchasing.

- (h) submit all accounts in statement form at meetings of the Council for approval before payment is made;
  - (i) supervise all civic officers and employees in the performance of their duties.
  - (j) present at least quarterly to the Council reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and his exercise of financial and administrative oversight and control.
  - (k) meet with employees regularly for discussion of matters of policy approved by the Council for co-ordination of all departmental activities.
  - (l) attend all Council meetings with the right, with the consent of the presiding officer, to speak, but not to vote thereat;
  - (m) be responsible for administrative liason with the local boards and agencies, other municipalities, the Provincial and Federal Governments; and
  - (n) without limiting the foregoing, perform all other duties from time to time assigned to her by Council.
4. The Administrator may,
- (a) for and in the name of the Corporation enter into any contract of routine occurrence involving an expenditure not exceeding \$2,500.00 for which provision has been made in the estimates for the current year;
  - (b) recommend to the Council the appointment, employment, suspension or dismissal of any civic employee;
  - (c) without limiting the foregoing, exercise any other power from time to time lawfully granted to her by the Council.

5. Notwithstanding anything herein contained, this by-law shall not be deemed to empower the Administrator in any way whatsoever to exercise or encroach upon the legislative powers of the Council.

PASSED in open Council this 14th day of October, 1986.

David Edgar  
Reeve

Suey Korkein  
Clerk