

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW 93-8

Being a by-law to appoint a Clerk-Treasurer/Administrator for the Township of Prince

WHEREAS section 77 of the Municipal Act, R.S.O. 1980, ch. 302 requires the councils of municipalities to appoint a Clerk;

AND WHEREAS section 79 of the Municipal Act, R.S.O. 1980, ch. 302 requires the councils of municipalities to appoint a Treasurer;

AND WHEREAS section 76 of the Municipal Act, R.S.O. 1980, ch. 302 authorizes the councils of municipalities to appoint a Chief Administrative Officer;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE ENACTS AS FOLLOWS:

1. That RACHEL TYCZINSKI be appointed Clerk-Treasurer/Administrator of the Corporation of the Township of Prince effective the 17th day of July, 1993.
2. THAT the Clerk-Treasurer/Administrator shall, in addition to those duties imposed by statute:
 - (a) co-ordinate 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 her 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 liaison with the local boards and agencies, other municipalities, the provincial and federal governments; and
- (n) without limiting the generality of the foregoing, perform all other duties from time to time assigned to her by Council.

3. The Clerk-Treasurer/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.

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

5. By-laws 75-3 and 86-19 are hereby repealed.

6. THIS BY-LAW TAKES EFFECT ON THE 17TH DAY OF JULY, 1993.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 13TH DAY OF JULY, A.D. 1993.

David Edger
Reeve

Shuey Kooker
Administrator