

T O W N O F V U L C A N

BY-LAW NO. 1146

BEING A BY-LAW OF THE COUNCIL OF THE TOWN OF VULCAN TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO OUTLINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, subsection 91(1) of the Municipal Government Act, R.S.A., 1980, c.M-26 provides that Council may provide for the delegation of any or all of its executive and administrative duties and powers to a Municipal Commissioner, and

WHEREAS, subsection 91(2) of the Municipal Government Act (supra) provides that the Municipal Manager shall exercise the powers and duties as may be vested, confirmed or delegated by By-Law or resolution of Council; and

WHEREAS, Council deems it proper and expedient to establish the position of Chief Administrative Officer and to define the duties, powers, authority and responsibilities of the Chief Administrative Officer;

NOW THEREFORE THE COUNCIL OF THE TOWN OF VULCAN DULY ASSEMBLED ENACTS AS FOLLOWS:

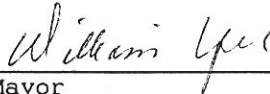
1. This By-Law shall be cited as "the Chief Administrative Officer By-Law".
2. The position of Chief Administrative Officer shall be established and Council, by By-Law, shall appoint an individual as Chief Administrative Officer who shall be appointed by reason of his or her qualifications and training, preferably in the field of public administration and the Chief Administrative Officer shall be deemed to be a Municipal Commissioner or a Municipal Manager for the purposes of Section 91 of the Municipal Government Act (supra) and the other provisions contained in that Act.
3. The Chief Administrative Officer shall carry out those executive and administrative duties and powers of Council which are described in the job description attached as Schedule "A" to this By-Law, those powers and duties set out in the Municipal Government Act, R.S.A. 1980, c.M-26 as amended to be performed or carried out by a Municipal Commissioner or a Municipal Manager and any other powers or duties vested, confirmed or delegated by By-Law or resolution of Council either prior to or subsequent to the passage of this By-Law.
4. The Chief Administrative Officer shall be deemed to be a Municipal Administrator for the purposes of section 60 of the Municipal Government Act (supra) and shall carry out those combined duties of the office of Municipal Secretary and Treasurer as provided for in the Municipal Government Act (supra).
5. This By-Law shall come into force and take effect upon the final reading thereof.

W. J. [Signature]

READ A FIRST TIME THIS 23rd DAY OF NOVEMBER, A.D. 1992.

READ A SECOND TIME THIS 23rd DAY OF NOVEMBER, A.D. 1992.

READ A THIRD TIME, BY UNANIMOUS CONSENT OF THE COUNCILLORS
PRESENT AND FINALLY PASSED THIS 23RD DAY OF NOVEMBER, A.D.
1992.



Mayor



Municipal Administrator

TOWN OF VULCAN
POSITION DESCRIPTION

Position Title: Municipal Administrator

Reports to: Mayor & Council

Subordinate Positions: All municipal employees and contract positions.

Position Summary: Functioning as the senior administrative officer of the Town of Vulcan, providing overall management direction to the Town's administration and municipal operations. Is responsible for the overall planning, co-ordination and control of municipal operations in accordance with the policies and plans approved by Council and the requirements of the Municipal Government Act.

TASK	DESCRIPTION
1.	SENIOR ADMINISTRATIVE OFFICER:
1.1	Attends all regular and special meetings of Council assisting in the decision making process by providing advice, guidance and consultation as required.
1.2	Collaborate with Council on the formulation of objectives and policies, recommend policies and programs and implement those that are approved by Council.
1.3	Ensure that information concerning policies, organization and procedures, is distributed to and understood by all who need to know.
1.4	Report as required to Council on the effectiveness of its policies and programs, and recommend measures to enhance these and to better achieve the objectives of Council.
1.5	Keep informed about governmental and community affairs and ensure that Council and Town employees are made aware of significant trends.
1.6	Ensure that Vulcan residents are kept informed of current Town issues by circulating factual news releases to the media.

- 1.7 Conduct such dealings with individuals or groups outside of the Town (boards, commissions, developers, engineers, utility companies, government departments, etc.) as are necessary to carry out his responsibilities and to promote the interests of the Town.
- 1.8 Coordinates the prompt and proper handling of all requests, enquiries or complaints by the public.
- 1.9 Coordinates departmental activities.
- 1.10 Coordinates and supervises the preparation of utility billings.
- 1.11 Responsible for maintaining the Town's personnel Policy Manual and advising Council of any necessary changes in organization structure, position duties and conditions of work.
- 1.12 Within established personnel policies, collective agreements and budget guidelines, participates in the appointment, promotion, demotion, transfer or dismissal of staff.
- 1.13 Within established personnel policies and collective agreements, conduct performance evaluations on subordinate positions.
- 1.14 Responsible for directing and coordinating municipal services under contract.
- 2 FINANCIAL (MUNICIPAL TREASURER)
 - 2.1 Ensure the development of policies and procedures concerning budgets, expenditures and financial controls.
 - 2.2 Responsible for the overall coordination and preparation and submission to Council of capital and operating budgets with appropriate explanative and substantiating information.
 - 2.3 Supervise and oversee the preparation of the tax roll and assessments.
 - 2.4 Ensure the preparation of monthly and annual financial statements.

2.5 Coordinates and supervises payroll and personnel functions; ensures that cheques, payrolls and personnel records are completed at the required time.

2.6 Handle submission of tenders and/or requisitions as required covering purchase of materials and supplies for the operation of various departments and projects.

2.7 Duties as outlined in Section 59 of the Municipal Government Act.

3 ADMINISTRATIVE (MUNICIPAL SECRETARY)

3.1 Attends all regular and special Council meetings, recording an accurate account of the proceedings of the meeting.

3.2 Directs the execution of all documents, agreements or contracts approved by Council

3.3 Ensure the satisfactory preparation of bylaws and that copies of all official correspondence, record, bylaws, etc. are retained by the Office. Delegates as appropriate.

3.4 Drafts correspondence resulting from decisions of Council or delegates as appropriate.

3.5 Coordinates the provision of special services (ie. audit) to the municipality.

3.6 Ensure the satisfactory preparation of all municipal advertisements and public notices.

3.7 Administer land sales transactions on behalf of the Town within guidelines established by Council.

3.8 Duties as outlined in Section 58 Municipal Government Act.

4 GENERAL:

4.1 Act as Director of Disaster Services

4.2 Perform other related duties as may be requested by Council.

EDUCATION AND EXPERIENCE:

1. High School Graduate;
2. Certificate in Local Government Administration, Municipal Management or the equivalent;
3. A minimum of three years experience in a senior management position with a Municipal Government in Canada;
4. Working knowledge of municipal accounting system; or
5. An equivalent combination of experience and education.

SPECIAL REQUIREMENTS

1. Must be bondable