

Staff

Chapter 0087 - Chief Administrative Officer Appointment

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WHEREAS section 229 of the *Municipal Act, 2001*, c. 25, as amended, provides that a municipality may appoint a chief administrative officer who shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and who shall perform such other duties as are assigned by the municipality.

Article 1 - Short Title

87.1.1 Citation

This Chapter may be cited as the "Chief Administrator's Appointment By-law."

Article 2 - Appointment

87.2.1 Chief Administrative Officer

David Creery is hereby appointed Chief Administrative Officer for The Corporation of the City of Woodstock.

Article 3 - Authority

87.3.1 Duties - general supervision - oversight

The Chief Administrative Officer, subject to the control of and responsibility to the Mayor and Council, shall have general supervision and oversight of all departments and officials under control of Council.

87.3.2 Control - direction - all employees - exception

The Chief Administrative Officer shall have full control and direction of all City of Woodstock employees except such officials as are appointed under statute in respect to their statutory duties and responsibilities.

87.3.3 Advise Council - direction to staff

The Chief Administrative Officer shall advise Council and be subject to and direct staff in accordance with all applicable policies, rules, by-laws, professional standards, regulations and legislation.

87.3.4 Responsibility - duties - job description

The Chief Administrative Officer shall assume the responsibilities and duties as described in the job description for this position and as may be assigned by Council from time to time.

87.3.5 Duties prescribed by Municipal Act

For greater certainty, but not as to restrict the generality of the foregoing, the Chief Administrative Officer shall perform the duties as described in section 229 of the Municipal Act, 2001, c. 25 as amended from time to time.

87.3.6 Deputy Chief Administrative Officer - appointment

The Clerk for the City of Woodstock is appointed as the Deputy Chief Administrative Officer who shall perform duties as assigned by the Chief Administrative Officer and who shall act during the illness, absence or other incapacity of the Chief Administrative Officer. By-law 9547-22, September 1, 2022.

87.3.7 Authorized designate - restriction

The Chief Administrative Officer is authorized to designate, subject to Council's approval, an Acting Chief Administrative Officer during the Chief Administrative Officer's temporary absence for a period not to exceed eight weeks in any calendar year.

Article 4 Repeal - Enactment

87.4.1 By-law - previous

By-law 6596-88 and By-law 6673-89 is hereby rescinded.

87.4.2 Effective Date

This Chapter shall come into full force and effect upon the final passing thereof. By-law 8658-11, February 3, 2011.