

**Staff**  
**Chapter 87 - 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 Acting Chief Administrative Officer - appointment**

The Council may appoint an Acting Chief Administrative Officer who shall act during the illness, absence or other incapacity of the Chief Administrative Officer to perform the duties of the office during the period of the Chief Administrative Officer not to exceed eight consecutive weeks in any one calendar year.

**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.