



**TOWN OF ERIN  
Special Council Meeting  
AGENDA**

**June 29, 2016**

**3:00 PM**

**Municipal Council Chamber**

Pages

1. **Call to Order**
2. **Declaration of Pecuniary Interest**
3. **Topic of Discussion**  
Interim CAO Appointment
4. **By-Laws**  
Appointment By-Law- Interim CAO  
Confirming
5. **Adjournment**

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**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law 16 –**

**Being a By-Law to provide for the  
appointment and duties of  
Interim Chief Administrative Officer**

**Whereas** Section 229 of the Municipal Act, 2001, S.O. 2001, as amended, provides a Municipality with the authority to appoint a Chief Administrative Officer;

**Now therefore** the Corporation of the Town of Erin hereby enacts as follows:

1. That Derek McCaughan is be appointed to the contract position of Interim Chief Administrative Officer to July 31, 2016;
2. That the purpose and responsibilities of the contract position shall be in accordance with the job description attached and marked as Schedule A;
3. That this By-law shall come into force and effect on the date of its passing.

**Passed in Open Council on June 29, 2016.**

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Mayor

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Clerk

Schedule A  
Corporation of the Town of Erin  
Job Description

**Department:** Administration

**Title:** Chief Administrative Officer/ Town Manager

**Classification:** Permanent Full Time

**Position Summary:** Responsible for providing vision and leadership and for administering, planning, organizing, directing and controlling all Municipal operations and services in accordance with Municipality policies and relevant legislation. Responsible for the management and stewardship of assets, business and financial health of the Municipality. Attends council meetings and manages the relationship between the elected officials and staff. Provides high level representation to government, media, community and public organizations. Directs planning processes to ensure the ongoing development of the community.

**Principle Duties:**

- Undertake research and provide advice to Council on policies and programs pertaining to all aspects of the operation of the Municipality.
- Develop and administer policies and procedures required to implement decisions of Council.
- Perform duties related to and associated with the role of the human resources officer for the municipality.
- Perform duties related to and associated with the role of a municipal economic development officer.
- Perform duties related to and associated with the role of Recreation Director
- Provide direction to and supervise department heads as required.
- Perform duties related to and associated with the role of the municipal planning director including development and administration of subdivision agreements, zoning by-law administration, and matters pertaining to development and interpretation Official Plan documents and policies.
- Act as the Municipality's Emergency Measures Coordinator.
- Perform duties of municipal clerk in his/her absence.
- Represent the municipality and its interests at the most senior level in dealings with other levels of government and any other business interests.
- Public Relations representative of the Town at all times.
- Commissioner for Oaths and Affidavits.
- Related duties as assigned.

**Education Requirements**

University Degree or Diploma in municipal administration or related relevant program. Certified Municipal Officer Designation

**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law # 16 -**

**A By-law to confirm the proceedings of Council at its  
Special Meeting held on June 29, 2016.**

**WHEREAS**, Section 5, Subsection 1 of the Municipal Act, being Chapter 25 of the Statutes of Ontario, 2001, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS**, Section 5, and Subsection 3 of the Municipal Act the powers of every Council are to be exercised by By-Law;

**AND WHEREAS**, it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Erin at its meeting held **June 29, 2016** be confirmed and adopted by By-Law;

The Council of the Corporation of the Town of Erin **ENACTS AS FOLLOWS:**

1. That the action of the Council at its Special Meeting held on **2016 06 29** in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Town to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter of thing referred to in subsection 65 (1) of the **Ontario Municipal Board Act**, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with **Environmental Assessment Act**, R.S.O. 1990, Chapter E.18.

Passed in open Council on **June 29, 2016**.

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**Mayor**

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**Clerk**