

# THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

## POLICY STRUCTURE OF ALL DEPARTMENTS

**PURPOSE:** To establish guidelines to ensure a consistent method of reporting for all departments of the municipality.

**SCOPE:** This guideline will be followed by Council, Administration, Roads and all other employees of the municipality.

### **POLICY STATEMENT** **COUNCIL:**

- Council will have the responsibility of recruiting and hiring new employees for all departments, when required
- Council will have the responsibility of leasing or contracting of equipment, if it became necessary for this to occur

### **CLERK-TREASURER**

- The Clerk-Treasurer will report directly to Council
- Will comply with all Provincial Legislation and Regulations
- Will comply with Municipal by-laws, resolutions and decisions of Council
- Budget for the current year
- Will attend all Council meetings

### **LEADHAND**

- Will prepare in consultation with the Clerk-Treasurer a draft Five (5) Year Road Program. This program will be updated annually and will be presented to Council by both the Leadhand and the Clerk-Treasurer. The Leadhand in consultation with the Clerk-Treasurer will conduct the necessary research and analysis to provide information for Council to debate and discuss the program. The final decision on the program will be Council's
- Will prepare a Roads Budget in consultation with the Clerk-Treasurer with final approval being made by Council
- Will maintain current road program with the budget figures set for this purpose
- Will do a review and evaluation of staff performance and submit them to the Clerk-Treasurer
- Will insure that all necessary records for the road equipment, log books and safety checks are up to date

## POLICY STRUCTURE OF ALL DEPARTMENTS (con't)

### LEADHAND (con't)

- Will discuss issues with the Clerk-Treasurer. Minor decisions will be made by the Clerk-Treasurer. All major decisions will be made by Council
- Will follow the Policies as set by Council for the Public Works Department
- Will follow the job description as set out for the position of Leadhand

### EQUIPMENT OPERATOR #1 AND #2, SEASONAL EMPLOYEES, TEMPORARY EMPLOYEES AND ROAD DEPARTMENT SUMMER STUDENTS

- Will report directly to the Leadhand
- Will do all duties as directed by the Leadhand

### ADMINISTRATIVE SUMMER STUDENTS

- Will report directly to the Clerk-Treasurer
- Will do all duties as directed by the Clerk-Treasurer

### DISPOSAL SITE CARETAKER

- Will report directly to the Clerk-Treasurer
- Will follow the job description as set out for the position of disposal site caretaker
- Will follow the policies of the Township

### DEPUTY CLERK-TREASURER

- Will report directly to the Clerk-Treasurer
- Will do all duties as directed by Clerk-Treasurer

### FIRE CHIEF

- Will report directly to the Clerk-Treasurer
- Will follow the policy for the Fire Department
- Will follow the Operating Guidelines for the Fire Department

### DEPUTY FIRE CHIEF

- Will report directly to the Fire Chief
- Will do all duties as directed by Fire Chief

## POLICY STRUCTURE OF ALL DEPARTMENTS (con't)

### FIRE DEPARTMENT MEMBERS

- Will report to the Fire Chief
- Will do all duties as directed by Fire Chief

### MUNICIPAL OFFENCES / PROVINCIAL OFFENCES ACT (POA) OFFICER

- Will report directly to the Clerk-Treasurer
- Will follow all Provincial Acts and all Municipal By-laws
- Will follow the policies of the Township

### DOG CONTROL OFFICER

- Will report directly to the Clerk-Treasurer
- Will follow all Provincial Acts and all Municipal By-laws
- Will follow the policies of the Township

### CHIEF BUILDING OFFICIAL

- Will report directly to the Clerk-Treasurer
- Will follow the Ontario Building Code and its Regulations
- Will follow all Provincial Acts and all Municipal By-laws

### LIVESTOCK VALUATOR

- Will report directly to the Clerk-Treasurer
- Will follow all Provincial Acts and all Municipal By-laws

### WEED INSPECTOR

- Will report directly to the Clerk-Treasurer
- Will follow all Provincial Acts and all Municipal By-laws

### JANITOR

- Will report directly to the Clerk-Treasurer
- Will follow the job description as set out for the position of janitor
- Will follow the policies of the Township

EFFECTIVE DATE: This policy shall come in effect as of the date of May 9<sup>th</sup>, 2011.

Reference: Amended May 9, 2011 – Res #8

# MUNICIPAL STRUCTURE

