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

DEPUTY CLERK-TREASURER

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

ADMINISTRATIVE ASSISTANT

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

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

POLICY STRUCTURE OF ALL DEPARTMENTS (con't)

LEADHAND (con't)

- Will insure that all necessary records for the road equipment, log books and safety checks are up to date
- 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

GROUNDSKEEPER

- 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

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

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

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

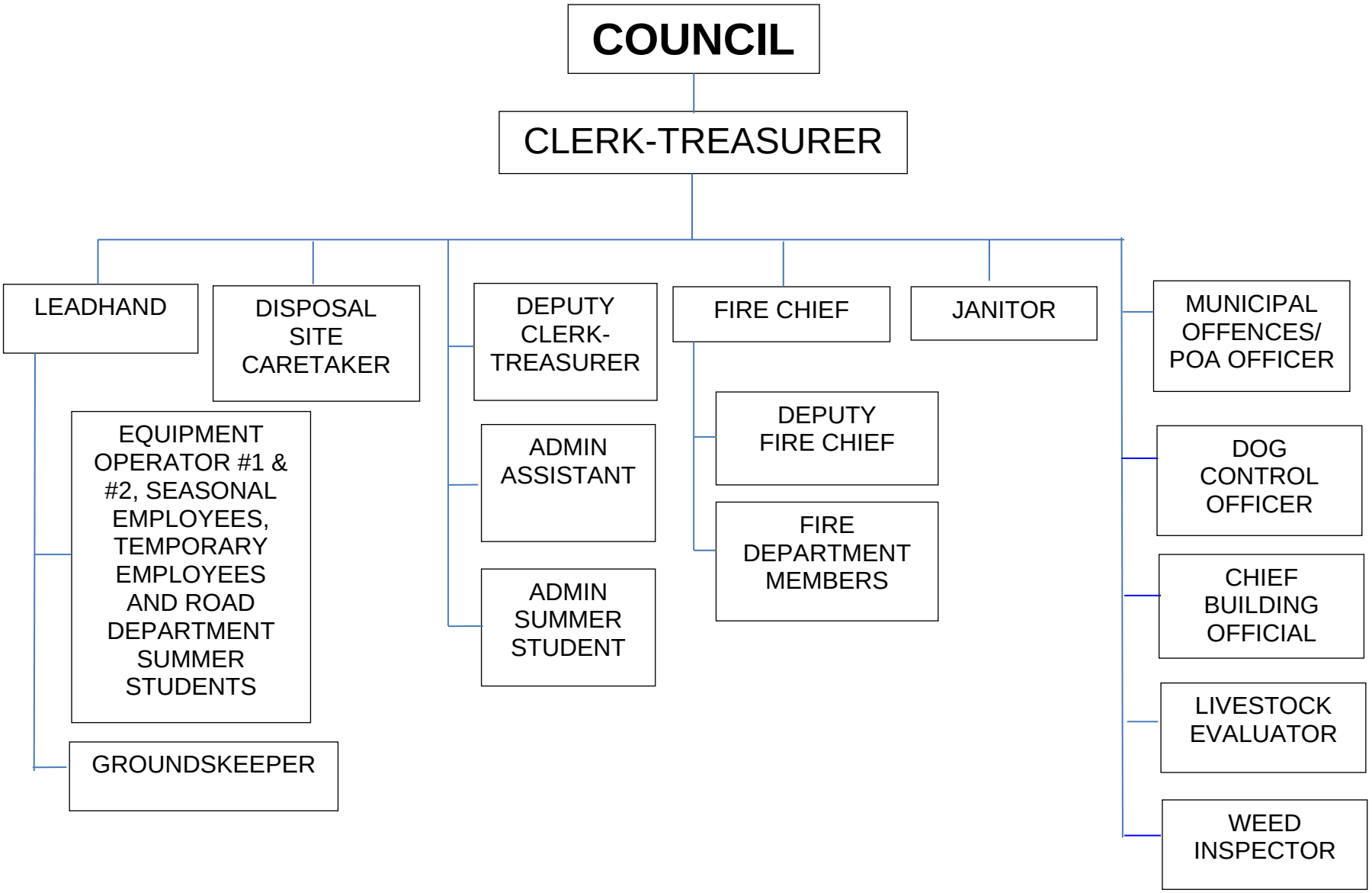
- Will report directly to the Clerk-Treasurer
- Will follow all Provincial Acts and all Municipal By-laws

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

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

Reference: Amended May 9, 2011 – Res #8
Amended July 13, 2020 – Res #7

Table to Policy 3.6 – Municipal Structure

MUNICIPAL STRUCTURE