

**CORPORATION OF THE TOWNSHIP OF PELEE**

**BY-LAW NO. 2013- 10**

Being a by-law to appoint Wayne Miller to the Position of  
Chief Administrative Officer /Clerk/Treasurer for the Township of Pelee  
and to Authorize the Mayor to execute the Agreement.

WHEREAS Section 229 of the *Municipal Act, 2001*, as amended, authorizes a municipal council to appoint a Chief Administrative Officer/Clerk/Treasurer who shall be responsible for (a) 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 (b) performing such other duties as assigned by the municipality; and

WHEREAS the Council of the Corporation of the Township of Pelee deems it advisable and expedient to appoint Wayne Miller as Chief Administrative Officer/Clerk/Treasurer for the Township of Pelee and to set out the authorities, responsibilities, and duties thereof;

NOW THEREFORE, the Council of the Corporation of the Township of Pelee, ENACTS AS FOLLOWS:

1. THAT Wayne Miller is hereby appointed Chief Administrative Officer/Clerk/Treasurer for the Township of Pelee effective May 27, 2013, with terms and conditions as set out in the appointment agreement between the Township and Mr. Miller designated as Schedule "A" to this By-Law.
2. THAT the position of Chief Administrative Officer/Clerk/Treasurer of the Township of Pelee shall have the authority, responsibilities and duties as set out in the attached Job Description, designated as Schedule "B" to this By-Law, and such Job Description may be amended from time to time by resolution of the Council of The Corporation of the Township of Pelee
3. THAT the Mayor and Clerk are authorized to execute the contract between the Municipality and Mr. Miller.
4. THAT any amendments to the contract between the Township and Mr. Miller, after it's executed, shall be approved by Council by resolution.
5. THAT this By-Law shall come into force and take effect on the date of its final passing.

AND THAT By-law 2012-21 be repealed in effect on the 27<sup>th</sup> day of May, 2013.

AND THAT this by-law shall come into the effect on the 13th day of May, 2013.

Read Three Times and Passed in open Council this 13th day of May, 2013.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

Employment Agreement  
between  
Municipality of Pelee Island  
and  
Mr. Wayne Miller

1. The undersigned hereby agree to the appointment of Mr. Wayne Miller to the positions of Chief Administrative Officer, Clerk and Treasurer for the Municipality, effective May 27, 2013, subject to the following term and conditions.
2. Compensation for the position will be an annual salary of \$78,000, paid in bi-weekly instalments.
3. The appointee is ineligible for contributions to the OMERS Pension Plan on his behalf and will not participate in the municipality's discretionary health benefits plan.
4. The municipality will provide suitable accommodation for the appointee to be available on a year round basis.
5. The municipality will provide for appropriate electronic communications devices for the position, to include Smartphone, laptop computer, and internet connection.
6. The "normal" work week will include three days of work, usually on the Island, recognizing that circumstances will from time to time necessitate that work needs to be performed off island.
7. Attendance at all regularly scheduled Council meeting is required as part of the normal work week.
8. It is agreed that there will be some flexibility in scheduling and that longer than normal work weeks, perhaps even including the occasional weekend in summer will occur; to be offset by less time on municipal duties in the winter months.
9. Holidays with pay will be granted at the equivalent of four normal weeks off with pay, recognizing the need to schedule these holidays so as not to disrupt municipal operations to the extent possible.
10. There shall be no compensation for overtime considering the flexibility in scheduling outlined above.
11. The appointee will be covered by the Municipality's indemnification by-law and all relevant municipal insurance policies.
12. Travel to and from the Municipality shall be at the appointee's cost.
13. A review of the appointee's performance will occur by November 1, 2013.
14. The intention is for this agreement to extend at least until February 1, 2015.
15. The appointee agrees to develop a training plan for staff to build capacity therein.



Wayne Miller



Mayor Rick Masse