

**COUNTY OF ELGIN**

**BY-LAW NO. 23-47**

**“BEING A BY-LAW TO APPOINT BLAINE PARKIN AS CHIEF**

**ADMINISTRATIVE OFFICER/CLERK AND TO REPEAL BY-LAW NO. 23-25”**

WHEREAS pursuant to section 228(1) of the *Municipal Act, 2001* S.O. 2001, c. 25, as amended (the *Municipal Act, 2001*), a municipality shall appoint a Clerk responsible for the statutory and other duties as are assigned; and,

WHEREAS pursuant to section 229 of the *Municipal Act, 2001* a municipality may appoint a Chief Administrative Officer who shall be responsible for exercising general control and management of the affairs of the municipality and for performing such other duties as are assigned;

NOW THEREFORE the Council of the Corporation of the County of Elgin (the “County”) enacts as follows:

1. THAT this By-Law No. 23-47 shall come into effect on January 2, 2024;
2. THAT Blaine Parkin is hereby appointed Chief Administrative Officer/Clerk of the County;
3. THAT the Chief Administrative Officer/Clerk shall be responsible only to the Council of the County, perform such duties as are lawfully prescribed and generally manage the business affairs of the County in a diligent, competent and lawful manner through Directors and/or Department Heads and others reporting to the Chief Administrative Officer/Clerk and subject always to the policies and directions of Council;
4. THAT more particularly, the Chief Administrative Officer/Clerk shall be responsible for the duties, responsibilities and obligations set out in the complete job description attached to this by-law as Schedule “A”;
5. THAT the Chief Administrative Officer/Clerk shall delegate appropriate duties and responsibilities to Directors and/or Department Heads within the approved organizational structure;
6. THAT the Chief Administrative Officer is authorized to designate in writing a temporary appointment of a senior employee, Director or Department Head to act in the absence of the Chief Administrative Officer from the offices of the County. Such appointment shall be communicated to the Warden and all Directors / Department Heads and shall specify such period for the temporary appointment;
7. THAT By-Law No. 23-25, Being a By-Law to Appoint Don Shropshire as Interim Chief Administrative Officer/Clerk and to Repeal By-Law No. 17-24” be repealed;
8. THAT until such time as the Chief Administrative Officer/Clerk exercises his authority and responsibility pursuant to section 5 of this By-Law No. 23-47, the delegation of duties and responsibilities to Directors and/or Department heads authorized pursuant to By-Law No. 23-25 shall remain in force and effect, notwithstanding section 7 of this By-Law No. 23-47;

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6<sup>TH</sup> DAY  
OF DECEMBER, 2023.

---

Don Shropshire,  
Chief Administrative Officer/Clerk.

---

Warden.