Docusign Envelope ID: 962FAEE5-C03A-425F-ACEF-D882D0AFD893

Town of Aylmer
Mayoral Decision MDE-2025-01

To Delegate to the Chief Administrative Officer the powers to determine the organization structure of the municipality and other administrative duties;

Under the Authority of Section 284.6 of the Municipal Act, 2001, R.S.O 2001 (the Act), assigns the powers of the municipality with respect to determining the organization structure of the municipality to the head of council; and,

Whereas, Section 284.13(1) provides that the head of council may delegate their powers and duties with respect to Section 284.6; and,

Whereas By-Law No. 12-21 assigns duties to the Chief Administrative Officer, including the overall management of the administration and operations of the Town;

Whereas Town of Aylmer Policy HR 3.1 Hiring Procedure provides guidelines on procedure for the creation of all new positions and the increase or decrease of staff, and procedure to fill vacancies; and,

Whereas the Town of Aylmer Human Resources Policy Manual provides for the Town's overall human resources management practices; and,

Whereas it is the role of the Chief Administration Officer to exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and

The Mayor has decided as follows:

1. This Mayoral Decision delegates the powers listed under Section 284.6 of the Act to the chief administrative officer in the subject to By-Law No. 12-21, the procedures within the Town of Aylmer policy HR 3.1 Hiring Procedure, the Town of Aylmer Human Resources Policy Manual, and further subject to the Council approval of any budget exceedances.

Docusign Envelope ID: 962FAEE5-C03A-425F-ACEF-D882D0AFD893

2. This Mayoral Decision comes into effect on May 12, 2025.

DocuSigned by:
Jack Couckuyt
78A3E6BAFA44482...

MAYOR, Jack Couckuyt

Dated: May 12, 2025

Signed by:

