



City of
Peterborough

To: **Members of the General Committee**

From: **Sandra Clancy, Chief Administrative Officer**

Meeting Date: **December 3, 2018**

Subject: **Report CAO18-007**
Appointment of City Engineer and Update of Chief
Administrative Officer By-law

Purpose

A report to recommend the appointment of the City Engineer and an update to the Chief Administrative Officer By-law.

Recommendations

That Council approve the recommendations outlined in Report CAO18-007, dated December 3, 2018, of the Chief Administrative Officer as follows:

- a) That By-law 15-104, a By-law to appoint Wayne Jackson as Deputy Chief Administrative Officer, be repealed as of January 1, 2019;
- b) That a By-law be passed to appoint Blair Nelson as the City Engineer effective January 1, 2019;
- c) That By-law 15-039, a By-law to identify the responsibilities of the Chief Administrative Officer, be repealed as of January 1, 2019.
- d) That the By-law to identify the responsibilities of the Chief Administrative Officer, attached as Appendix A, be approved.

Budget and Financial Implications

There are no budget and financial implications to these changes.

Background

Effective May 1, 2018, the City of Peterborough amalgamated five departments into three departments with increased sized portfolios led by Commissioners. The Commissioner of Infrastructure and Planning Services, Mr. Wayne Jackson, who has been appointed as City Engineer and the Deputy Chief Administrative Officer, is retiring as of December 31, 2018. It is necessary to repeal the by-law that appointed Mr. Jackson as the Deputy Chief Administrative Officer. Although Council appointed Mr. Jackson as the Chief Engineer, there was no by-law to that effect.

As part of the new organizational structure, it was planned and is now recommended that Mr. Blair Nelson, the Manager, Design and Construction be appointed the City Engineer. This position will continue to report to the Commissioner of Infrastructure and Planning Services. Mr. Nelson was hired by the City on March 7, 2005 as an Engineering Design & Construction Technologist. Effective April 16, 2007, he became the Design & Construction Engineer and in 2009, he became the Manager, Design & Construction. He is a licensed Professional Engineer and is registered as a member of the Association of Professional Engineers of Ontario.

In addition, it is necessary to make some housekeeping changes to the by-law to identify the responsibilities of the Chief Administrative Officer (CAO). These proposed changes are highlighted in Appendix A of this report. The main change is that the current by-law specifies the role of the Deputy CAO, which is an appointment made to one existing staff member as an ongoing responsibility. The new by-law permits the appointment of the Deputy at the discretion of the CAO but an alternative approach is that the CAO appoints a staff member to be an Acting CAO in advance of each specific absence. The role is then experienced by more than one staff member.

The City is currently recruiting for a new Commissioner of Infrastructure and Planning Services.

Summary

With the retirement of the Commissioner of Infrastructure and Planning Services, it is necessary to repeal the by-law that appointed him Deputy CAO, appoint a new City Engineer and amend the by-law that identifies the responsibilities of the CAO.

Submitted by,

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Chief Administrative Officer

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Attachment:
Appendix A – By-law to Identify the Responsibilities of the Chief Administrative Officer