



City of
Peterborough

The Corporation of the City of Peterborough

By-Law Number 18-[Clerk's Office will assign the number]

Being a By-law to Identify the Responsibilities of the Chief Administrative Officer

Whereas Section 229 of the **Municipal Act, 2001** states that a municipality may appoint a chief administrative officer 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 are assigned by the municipality.

Now Therefore, The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

1.
 - a) There is hereby established the position of Chief Administrative Officer (CAO) and that Council may by by-law, passed by a vote of two-thirds of all the members thereof, appoint a person to such position on such conditions of employment as it may deem proper.
 - b) At the CAO's discretion, there is hereby established the ~~role~~position of Deputy Chief Administrative Officer (DCAO), whose duty it shall be to act as the CAO in the absence or illness of the CAO. In the absence of a DCAO, the CAO will appoint a staff member to be an Acting CAO in advance a specific absence.
2. The CAO shall be responsible to the Mayor and Council collectively and shall perform the hereinafter described duties and responsibilities:
 - a) Coordinate, lead and direct the Department Heads, and the Fire Chief, in the administration of the municipality, in accordance with policies and plans approved by Council.
 - b) Coordinate and direct the Department Heads and the Fire Chief in the preparation of plans and programs to be submitted to Council for consideration for the construction, maintenance, development and

improvement of civic properties, facilities and services.

- c) Coordinate, direct and broadly supervise the implementation of policies of Council and deal with any matter, including complaints from citizens arising therefrom, in accordance with the policies of Council, with the assistance of the Department Heads, without further reference to the Council and subject to reporting regularly to Council upon actions taken.
- d) Codify the policies of Council and ensure that information and reports requested by Council or that, in the CAO's opinion, could be of assistance to Council, are obtained or prepared and submitted to Council.
- e) Review the municipality's organization and departmental structure regularly and recommend any changes that would, in the CAO's opinion, improve the effectiveness or the efficiency of the structure on an on-going basis to ensure it effectively meets the needs of the City to respond to change.
- f) Compile, consider, prepare and present to Council for adoption, recommendations of the Department Heads arising from departmental operations and with the advice and assistance of the Department Heads, propose by-laws and resolutions to give effect to such recommendations as are adopted by Council.
- g) Direct the presentation, at least quarterly, to Council, of a report, including a statement of the revenues and expenditures and the work-in-progress, with a comparison to with the estimates and the five-year capital and the budget; a statement of the progress of each project; a statement with regards to the exercise of administrative and financial direction and control of the affairs of the municipality and any matter that, in the CAO's opinion should be reported to Council.
- h) Recommend to Council the appointment, employment, suspension or dismissal of Department Heads.
- i) Meet with the Department Heads, regularly, for discussion of matters of policy approved by the Council and for coordination of all departmental activities.
- j) Direct the exercise of general financial control of all civic departments, with the assistance of the Chair of Finance and the Treasurer~~Director of Corporate Services~~, including the preparation of the presentation to Council of the annual estimates of revenues and expenditures and the Capital Budget forecast and the subsequent administration and control of the municipality's affairs according to the estimates and the budget, as

approved by Council.

- k) Monitor staffing needs throughout the corporation on an ongoing basis and approve increases or decreases in permanent staff levels that can be accommodated within the City's overall approved budget, excluding any one-time or limited funding opportunities.
 - l) Direct the control of all civic purchasing in accordance with the City's Purchasing By-law and the sale of all assets; for and in the name of the Corporation.
 - m) Direct collective bargaining with all employees; recommend to Council agreements concerning wages, salaries, fringe benefits and working conditions and, upon approval by Council, direct the administration of such agreements and, in general, be responsible for wage and salary administration subject to the normal grievance procedures.
 - n) Attend all Council Meetings with the right to speak subject to the consent of the presiding officer, but not to vote thereat.
 - o) Without limiting the foregoing, exercise any other power from time-to-time lawfully granted by Council.
- 3. No part of this by-law shall be amended or repealed except by a vote of not less than two-thirds of all the Members of Council.
 - 4. By-law Number 15-039 is hereby repealed.
 - 5. This by-law comes into force and effect on January 1, 2019.

By-law read a first, second and third time this 10 day of December 2018.

Diane Therrien, Mayor

John Kennedy, City Clerk