

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2007-48

CHIEF ADMINISTRATIVE OFFICER: (A.3.3) A by-law regarding the responsibilities of the Chief Administrative Officer and to repeal By-laws 80-380 and 84-56.

THE COUNCIL of The Corporation of the City of Sault Ste. Marie, pursuant to Section 229 of the *Municipal Act* 2001 ENACTS as follows:

1. There is hereby re-established the position of Chief Administrative Officer, who shall be responsible only to the Council.
2. The Chief Administrative Officer shall:

POLICY AND PLANNING

- (a) develop, complete and ensure compliance with the Corporate Strategic Plan, policies and other plans approved and established by the Council;
- (b) ensure that the Corporate Information Manual is maintained as needed;

ADMINISTRATION OF CORPORATE OPERATIONS

- (c) co-ordinate, direct and broadly supervise the implementation of all programs approved by the Council;
- (d) be responsible for the overall efficient operation of the Corporation and to be responsible for motivating and developing the skills of the department heads and their staff in alignment with the City's Corporate Values to foster productivity, professionalism and morale;
- (e) meet with Department Heads regularly and the Head of Council as required or as directed by Council to assist in advancing policy or pursuing matters as Council deems necessary to carry out the responsibilities as set out in the Municipal Act.;
- (f) without limiting the foregoing, perform all other duties from time to time assigned by the Council;
- (g) act in accordance with the City of Sault Ste. Marie Media Policy;

REPORTS AND INFORMATION TO COUNCIL

- (h) co-ordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, maintenance, development and improvement of civic properties, facilities and services, and to recommend to Council any changes or improvements which will improve the quality of such services;
- (i) compile, consider, prepare and present to the Council for adoption recommendations arising from departmental operations, and, with the advice and assistance of the City Solicitor proposed by-laws and resolutions to give effect to such recommendations as are adopted by the Council;
- (j) provide all necessary information and advice to Council for purposes of decision making and approving By-laws;
- (k) receive and consider all communications from local boards and submit such communications to the Council and recommendation thereon;
- (l) have knowledge of government affairs and have a knowledge of Provincial legislation and advise Council on compliance with respect to the Municipal Act or any other applicable legislation;

COUNCIL MEETINGS

- (m) attend all Council meetings with the right, with either the consent of the presiding officer or the majority of Council to speak, but not to vote thereat;

PERSONNEL ADMINISTRATION

- (n) direct collective bargaining with all direct City employees other than members of the Police Services, recommend to the Council agreements concerning wages, salaries and working conditions, and, upon approval by Council, administer such agreements, and in general be responsible for wage and salary administration subject to normal grievance procedures;
- (o) recommend to the Council the appointment, employment, suspension or dismissal of any department head;
- (p) subject to any overriding directive by Council and in accordance with the City's Hiring and Selection policies, to appoint or employ any civic employee who is not covered by a collective bargaining agreement; further to suspend or dismiss any such employee subject to the right of such employee to appeal to the Council any such suspension or dismissal;
- (q) appoint and employ persons as civic employees in accordance with procedures provided in the applicable collective bargaining agreement, and suspend or dismiss any such employee for cause;
- (r) carry out annual performance appraisals on department heads and ensure that performance appraisals are carried out through the balance of the non-union municipal staff, in accordance with the Corporation's Performance Management and Appraisal policies and protocols;
- (s) Assure Corporate compliance with the Ontario Occupational Health and Safety Act and the City of Sault Ste. Marie Health & Safety policies;

FINANCIAL ADMINISTRATION

- (t) exercise general financial control over all civic departments in terms of approved budget allocations;
- (u) direct the preparation and compilation of, and present to the Council, the annual estimates of revenues and expenditures and the capital budget;
- (v) control all civic purchasing as approved by Council;
- (w) present on a regular basis to the Council reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and exercise financial and administrative oversight and control;
- (x) (i) with respect to operating expenditures, report to Council at six months, nine months and twelve months and highlight for Council any anticipated significant variances from the budget approved by Council;
- (ii) for major capital projects having a value in excess of \$250,000, including road projects, report to Council at the midpoint of the project and at the end of the project on the cost of the project and at intervals, if staff is of the opinion that the cost of the project is going to exceed the approved budget amount;

PERFORMANCE REVIEW

- (y) be subject to a performance appraisal by the Council in accordance with the Corporation's Performance Management and Appraisal policies and protocols.

3. The Chief Administrative Officer may:

ADMINISTRATION OF CORPORATE OPERATIONS

(a) without limiting the foregoing, exercise any other power from time to time lawfully granted to the Chief Administrative Officer by the Council. Nothing, however, in this bylaw shall be deemed to limit the power of the Chief Administrative Officer to exercise any statutory duties and powers as specifically set out in the Municipal Act;

FINANCIAL ADMINISTRATION

(b) subject to the approval of Council, increase the remuneration paid to any non-union employee in accordance with and not exceeding the salary scale fixed by by-law for the job classification established for the position to which that employee was appointed;

(c) for and in the name of the Corporation enter into any contract of routine occurrence involving an expenditure not exceeding an amount in accordance with the Purchasing Policy as approved from time to time by the Council for which provision has been made in the budget for the current year;

(d) for, and in the name of the Corporation, execute options to purchase property and pay deposits to secure such options. The total amount of deposits paid shall be in accordance with the purchasing policy as approved from time to time by the Council and once Council has approved the property purchase, the deposit paid shall be considered a payment under the authority of this subsection (c). In the absence or incapacity of the Chief Administrative Officer, the Head of Council and the City Clerk together may execute options and pay deposits in the same manner as the Chief Administrative Officer, the Head of Council and the City Clerk together may execute options and pay deposits in the same manner as the Chief Administrative Officer;

VOLUNTEER ACTIVITIES

(e) for and in the name of the Corporation participate in the volunteer sector in the community, however, subject to approval of Council.

4. PROHIBITION OF ENCROACHMENT UPON COUNCIL'S POWERS

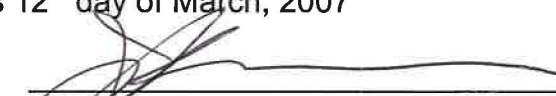
Notwithstanding anything herein contained, this by-law shall not be deemed to empower the Chief Administrative Officer in any way whatsoever to exercise or encroach upon the legislative powers of the Council.

5. REPEAL OF BY-LAW 80-380 AND 84-56

By-laws 80-380 and 84-56 are hereby repealed.

6. This by-law comes into force on the day of its final passing.

READ THREE times and PASSED this 12th day of March, 2007



MAYOR- JOHN ROWSWELL



CITY CLERK - DONNA IRVING