

THE REGIONAL MUNICIPALITY OF YORK

BILL NO. 50

BY-LAW NO. 2009-50

A By-law Respecting the Duties and Responsibilities
of the Chief Administrative Officer

WHEREAS pursuant to Section 229 of the *Municipal Act, 2001*, as amended, the Regional Council may appoint a Chief Administrative Officer for the purposes of (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 Regional Council of the Regional Municipality of York hereby enacts as follows:

1. The Chief Administrative Officer shall be the head of the Administrative Branch of Regional Government and shall be responsible to Regional Council for the proper administration of the affairs of the Region in accordance with the objectives and policies approved by Council. Subject to the provisions of the *Municipal Act, 2001* and as hereinafter provided, the duties and responsibilities of the Chief Administrative Officer shall be as follows:

- (a) Co-ordinate, lead and direct Municipal employees in the administration of the business affairs of the Regional Municipality of York in accordance with the by-laws, policies and plans established and approved by Council.
- (b) Advise Council and/or its committees of matters and policy issues requiring their attention and response.

- (c) Develop procedures and administrative framework to assist Council in responding to requirements for policy development and long term planning for the Region.

Financial Administration

- (d) Co-ordinate and direct preparation of annual operating plans and programs.
- (e) Oversee preparation of and presentation to Council of annual budget for operating and capital programs.
- (f) Exercise financial control over all corporate operations by exercising administrative control of the directions of Council, approval programs and budget expenditures in each year.
- (g) Authorize the procurement of goods and services in accordance with the policies and bylaws adopted and approved by Regional Council from time to time.

Human Resources

- (h) Supervise the uniform and consistent application of Human Resource Policy with respect to compensation, performance management, staff development, employee activity and labour relations subject to the provisions of personnel policies adopted by Council or Collective Agreements applicable to the employees of the Region.
- (i) Provide performance appraisal for all management personnel reporting directly to the CAO including Commissioners.
- (j) Recommend to Council the appointment, suspension or dismissal of Commissioners.

- (k) Direct the collective bargaining with all unionized Municipal employees and to recommend to Council collective agreements governing wages, benefits etc. for approval by Regional Council.
- (l) Ensure adequate training and development of employees to enhance their skills and abilities.
- (m) Direct activities of all Municipal employees except where such direction would contradict the statutory duties of such employees.

Policy Development

- (n) Develop, approve and implement policies and procedures that are administrative in nature.
- (o) Co-ordinate the development of corporate policy and recommend such policy to Council for approval.
- (p) Create and re-organize such departments as may be considered necessary to ensure the effective and efficient administration of the business of the Region, subject to approval of Regional Council for substantial changes in structure.

General Duties and Responsibilities

- (q) Maintain effective relations at the administrative level with all other local government authorities in the Region and other government agencies.
- (r) Co-ordinate and approve the submission of reports and information to Committees and Council;
- (s) Ensure that Council is provided with complete, impartial and accurate information upon which to make informed decisions;
- (t) Act on all Council directives and establish controls to monitor and report thereon to Council;
- (u) Attend all meetings of Committee and Council, as reasonably required.

- (v) Carry out such additional duties and exercise such additional responsibilities as may be required in the interests of the Region and as Council may assign.
- 2. The Chief Administrative Officer is hereby authorized to designate in writing a Commissioner as an Acting Chief Administrative Officer to act during his or her temporary absence. The appointment of a designate may be subject to approval by Regional Council. Where the Chief Administrative Officer designates a delegate to exercise his or her duties from time to time pursuant to this By-law or the Purchasing By-law, such Commissioner shall obtain the signature of a second Commissioner to authorize or approve a contract pertaining to his or her own department.
- 6. In cases of emergencies, Council may appoint an Acting Chief Administrative Officer.
- 7. By-law Number A-156-93-12 is hereby repealed. This By-law comes into force on the date it is passed.

ENACTED AND PASSED this 19th day of November, 2009.

Regional Clerk

Regional Chair

Authorized by Clause 7, Report 8 of the Finance and Administration Committee, adopted by Regional Council at its meeting on November 19, 2009.