

THE CITY OF VAUGHAN

BY-LAW

BY-LAW NUMBER 012-2013

A By-Law to amend By-Law 403-203 that defines the general duties, roles and responsibilities of the City Manager.

AND WHEREAS the Council of the City of Vaughan enacted By-Law 403-2003 on the 15th day of December, 2003;

NOW THEREFORE the Council of the City of Vaughan enacts as follows:

1. That By-Law No. 403-2003 is hereby amended by deleting the Schedule "A" thereto and replacing it with Schedule "A" attached hereto.
2. That this By-Law comes into force on the day it is passed.

Enacted by City of Vaughan Council this 29th day of January 2013.

Hon. Maurizio Bevilacqua, Mayor

Jeffrey A. Abrams, City Clerk

SCHEDULE "A"

CITY MANAGER

GENERAL DUTIES, ROLES AND RESPONSIBILITIES

INTRODUCTION

The City Manager shall carry out the general duties, roles and responsibilities set out herein in accordance with any and all relevant and applicable by-laws and resolutions that may be enacted from time to time by Council.

Nothing contained in this document shall be deemed to empower the City Manager to perform, do or direct any act which shall be in any manner or extent whatsoever that will encroach upon the legislative powers of Council.

1. GENERAL DUTIES AND RESPONSIBILITIES

Subject to the provisions of the Municipal Act, and as hereinafter provided, the duties and responsibilities of the City Manager shall be as follows:

- 1.1 To coordinate, lead and direct the Commissioners in the administration of the business affairs of the Corporation in accordance with the by-laws, policies and plans established and approved by Council.
- 1.2 To meet with the Council to review performance and salary and benefit provisions on an annual basis. The Council will meet with the City Manager to establish a set of objectives for the next fiscal year and will confirm those objectives after the approval of the capital and operating budgets. The City Manager and the Council will conduct a periodic review of performance against the established set of objectives at the end of each quarter of the fiscal year.
- 1.3 To be responsible for the overall efficient operation of the Corporation's administration, and to be responsible for motivating and developing the skills of the Commissioners and their staff to foster productivity, professionalism, high morale, initiative, innovations and open communications.
- 1.4 To coordinate and facilitate the flow of information between the Administration and the Council and Committees of Council, including the preparation and distribution of agenda's for Council meetings, after review with the Commissioners, who shall have the right and obligation to add items to the agenda for any matter which they believe is just and should be considered by the Council. The City Manager to consult with Commissioners, where appropriate, on matters to be dealt with at closed sessions of Council.
- 1.5 To coordinate, lead and direct the Commissioners in the preparation of plans and programs to be submitted to Council for the construction, maintenance and rehabilitation of municipal property and facilities, the development and improvement t of municipal services and the development and redevelopment of land in the municipality.
- 1.6 To coordinate, lead and direct the Commissioners in the implementation, management, enforcement and evaluation of all by-laws, programs and services approved by Council.
- 1.7 To present to Council, reports and information regarding progress and accomplishments of programmes and projects, the status of revenues and expenditures, status of strategic planning activities and the general administrative management of the Corporation.
- 1.8 To direct the periodic review of the corporate organization, its structure, management and communication systems.
- 1.9 To attend Council and Committees of Council with the right to speak, but not to vote thereat.
- 1.10 To provide all necessary and relevant information to Council for purposes of decision making an approving by-laws.
- 1.11 To direct the activities of all Corporation employees, as per the approved organizational chart and through established reporting lines, and ensure that and hold accountable all employees for the proper supervision and performance of their subordinates, and to take any disciplinary action where appropriate or seek approval where required, as per established procedures, except where such direction would contradict the statutory duties of such officers as are appointed under statute and whose duties are prescribed by statute.
- 1.12 To develop and maintain for reference purposes a comprehensive manual of all the Corporation's policies approved by Council.

- 1.13 To attend to the interests of the Corporation on federal, provincial, regional or local municipal intergovernmental issues and with boards, agencies and commissions at the administrative level.
- 1.14 To delegate appropriate duties and responsibilities to the Commissioners within the organizational structure for the purpose of establishing an efficient and effective administrative structure.
- 1.15 To lead and carry out the strategic and long range planning process for the corporation, as established by Council.
- 1.16 Without limiting the generality of the foregoing, to perform any additional responsibilities and to exercise the powers incidental thereto which may, from time to time, be assigned by Council.

2. PERSONNEL ADMINISTRATION

- 2.1 To have authority to recommend to Council the appointment or dismissal of a Commissioner and to have the authority to discipline a Commissioner.
- 2.2 To have authority and responsibility to appoint, promote, demote, suspend or dismiss employees of the Corporation below the position of Commissioner in accordance with the lines of authority that are defined in the organization chart with the exception of the appointment or dismissal of individuals with respect to the following positions:
 - City Clerk (Municipal Officer)
 - City Treasurer (Municipal Officer)
 - Chief Building Official (appointment required by the Building Code Act)
 - Fire Chief (appointment required by the Fire Protection and Prevention Act)
 - Director of Internal Audit
- 2.3 To have authority and responsibility to appoint, promote, demote, dismiss all other employees of the Corporation in accordance with the procedures contained in all collective agreements and in accordance with the lines of authority that are defined in the organization structure.
- 2.4 To coordinate the collective bargaining with all unionized Corporation employees, and to recommend to Council collective agreements concerning wages, benefits and terms of service and upon approval of Council, to direct the administration of such collective agreements.
- 2.5 To carry out performance evaluations of all Commissioners and initiate action to reward performance and correct deficiencies and improve overall individual or department performance. This may be done in consultation with Council.

3. FINANCIAL MANAGEMENT

- 3.1 To oversee the preparation and presentation to Council of the annual budgets for operating and capital programs.
- 3.2 To direct the presentation, at least on a quarterly basis, to the Council, of a report, including a statement of the revenues and expenditures and work in progress, with a comparison of estimates and the implications on the long range plan and the capital budget and any other matter, in the opinion of the City Manager, that should be reported to Council.
- 3.3 To exercise financial control over all corporate operations by exercising administrative direction of Council approved programs and budget expenditures in each year.
- 3.4 To direct the control of all municipal purchasing, the sale of assets and for and in the name of the Corporation, enter into any contract of routine occurrence involving the expenditure not exceeding the follow:
 - (i) Approval on a non-budgeted consultant selection, providing extraordinary services, where the estimate fee including disbursements does not exceed \$15,000.
 - (ii) Approval on non-budgetary, emergency items under \$15,000.

And to report to Council details of these expenditures, in a timely manner, for ratification by Council.

4. ADMINISTRATIVE ORGANIZATION, MANAGEMENT AND POLICY DEVELOPMENT

- 4.1 To create and reorganize such departments of the City as may be considered necessary and proper to fulfill obligations of the Corporation, subject to final approval of Council for proposed changes.
- 4.2 To develop, approve and implement procedures and practices that are considered administrative in nature.
- 4.3 To meet regularly with the Commissioners, for discussion of matters of policy approved by the Council and to coordinate departmental activities.
- 4.4 In the event of any uncertainty or ambiguity or in the event of material occurrence with respect to the affairs of the corporation, the City Manager shall refer all such matters to Council, who may undertake any steps or action which the Council deems just.