

THE CORPORATION OF THE CITY OF NORTH BAYBY-LAW NO. 30-73

BEING A BY-LAW TO DEFINE THE DUTIES AND RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER.

THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY, PURSUANT TO SECTION 214 OF THE MUNICIPAL ACT, R.S.O. 1970, ENACTS AS FOLLOWS:

1. That there shall be established the position of Administrator who shall be the chief administrative officer of the municipality.
2. That the duties and responsibilities of the Administrator shall be as follows:
  - (a) To direct and co-ordinate the business of the City in all its branches and departments in accordance with the policy and plans established and approved by the Council;
  - (b) To direct and co-ordinate the preparation of plans and programs to be submitted to the Council and to the appropriate Committees of Council for the development, construction, maintenance, improvement and rehabilitation of City property and facilities and for the development and improvement of City services;
  - (c) To direct and co-ordinate the compilation, consideration and presentation to Council, and the appropriate Committees, recommendations arising from departmental operations, which require Council's approval and to propose by-laws or resolutions arising from such recommendations;
  - (d) To direct the preparation and compilation of and to present to Council, the annual estimates of revenues and expenditures and the annual review of the periodic capital forecasts;
  - (e) To exercise general financial control over all departments in terms of the approved appropriation;
  - (f) To direct the placing and maintaining of adequate insurance on all City property, and to negotiate for the purchase and sale of all real property on behalf of the City.
  - (g) To have general control over all City purchasing with authority to enter into contracts for individual purchases of material required for the normal operation of the budget not exceeding the sum of \$2,500.00 including purchases provided for by any approved construction by-laws, provided that such expenditures are included within the annual estimates as approved by Council;
  - (h) To direct collective bargaining with all City employees within collective bargaining units, to recommend to Council agreements concerning wages, salaries and working conditions, and, upon approval by Council, to administer such agreements and in general to be responsible for wage and salary administration subject to normal grievance procedures, and to recommend to Council and its appropriate Committee, a system of grievance procedures for such employees as are not covered by existing agreements, or included in collective bargaining units;
  - (i) To have full control and direction of all City employees, except with respect to the statutory duties of such officials as are appointed pursuant to statute, and also subject to the personnel policies approved by Council.

(j) (i) To have authority to recommend to Council the appointment, employment, suspension or dismissal of department heads;

(ii) To have authority to appoint, employ, suspend or dismiss for cause employees below the rank of department head and not covered by collective bargaining agreements, subject to their right to appeal to Council in respect to any suspension or dismissal;

(iii) To have authority to appoint and employ all other employees of the City in accordance with procedures contained in collective bargaining agreements, and to suspend or dismiss such employees for cause, subject to the normal grievance procedures contained in the relevant collective bargaining agreements;

(k) To present to the Council reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and the general administration of the City;

(l) To have cognizance of all correspondence and communications to the Corporation and to receive all communications from the several local boards and commissions and to direct the submission of the same to the Council, together with his recommendations thereon;

(m) To meet with Department Heads regularly to discuss matters of policy which have been agreed upon by the Council and to co-ordinate all departmental activities;

(n) To attend all Council meetings;

(o) To perform such other duties and exercise such other powers as the Council may from time to time lawfully assign to him.

3. That the Administrator shall not be dismissed except by a by-law assented to by an absolute majority of the members of Council; provided that no such by-law shall be presented for consideration at any meeting of Council unless written notice thereof shall have been given at a previous meeting of Council.

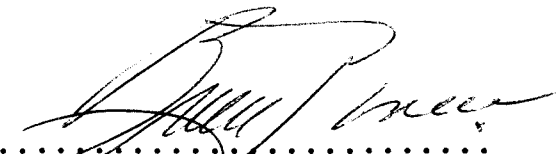
4. That By-law Nos. 1691 and 1790 are hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL THIS 16TH DAY OF APRIL , 1973.

READ A SECOND TIME IN OPEN COUNCIL THIS 16TH DAY OF APRIL , 1973.

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY ENACTED AND PASSED

THIS 16TH DAY OF APRIL , 1973.

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MAYOR

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CITY CLERK