



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 056-2019

A BY-LAW TO APPOINT AN INTERIM CHIEF ADMINISTRATIVE OFFICER FOR THE TOWN OF COBOURG.

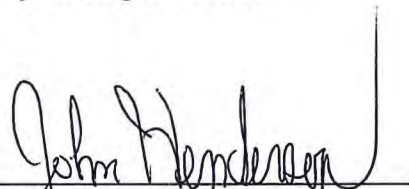
WHEREAS Section 229 of the Municipal Act, 2001, S.O. 2001 chapter 25, enables the Council of a municipality to appoint a Chief Administrative Officer for the purposes of the municipality;

AND WHEREAS it is deemed expedient by Council to appoint an Interim Chief Administrative Officer;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** Ian Davey is hereby appointed as Interim Chief Administrative Officer as of August 30th, 2019 with all duties of a Chief Administrative Officer as set out in Section 229 of the *Municipal Act, 2001* and in accordance with the approved terms of employment.
2. **THAT** By-law No.074-2009 continue to be in full force and effect with Section 1.3 be amended to include Ian Davey as the Interim CAO for the Town of Cobourg.
3. **THAT** this by-law shall come into full force on August 30th, 2019, and expire on February 28th, 2020 for a period of six (6) months.

Read a first, second, third time and finally passed in Open Council on this 12th day of August, 2019.


MAYOR


MUNICIPAL CLERK

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 74-2009

**A BY-LAW TO CONFIRM THE APPOINTMENT OF A
CHIEF ADMINISTRATIVE OFFICER FOR THE TOWN OF COBOURG**

WHEREAS pursuant to Section 229. of the Municipal Act, S. O. 2001, c. 25 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 other duties as are assigned by the municipality; and

WHEREAS this By-law reaffirms the terms and conditions of the appointment of a Chief Administrative Officer;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. Establishment of Office: Appointment to Office
 - 1.1 The position of Chief Administrative Officer for the Town of Cobourg is established and the Chief Administrative Officer shall be an employee of the Corporation.
 - 1.2 The salary, benefits and conditions for service of the Chief Administrative Officer shall be set up by Council and reviewed as required, in accordance with general employment and contractual arrangements.
 - 1.3 Stephen Peacock is appointed to the position of Chief Administrative Officer for the Town of Cobourg.
 - 1.4 The Chief Administrative Officer is authorized to delegate any duties or responsibilities assigned to him by Council for the purposes of establishing an efficient and effective administrative structure.
 - 1.5 The Chief Administrative Officer is authorized from time to time to appoint an alternate to act as Chief Administrative Officer on a temporary basis in absence of the Chief Administrative Officer from the Municipality.
- 2.0 Duties and Responsibilities of the Office of the Chief Administrative Officer
 - 2.1 The CAO reports directly to the Mayor and Town Council, and shall carry out the Responsibilities of the office established in this By-law and in accordance with any and all relevant and applicable by-laws and resolutions of Council.
 - 2.2 The Responsibilities of the Chief Administrative Officer are as detailed in Schedule "A" to this By-law.

A BY-LAW TO CONFIRM THE APPOINTMENT A CHIEF ADMINISTRATIVE OFFICER FOR THE TOWN OF COBOURG

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3.0 Division Directors

3.1 To assist the Chief Administrative Officer in carrying out his Responsibilities, there is established a management team consisting of all Division Directors.

3.2 Regular bi-weekly meetings of the Division Directors are convened by the Chief Administrative Officer to discuss administrative, operating and policy matters.

3.3 The Division Directors shall discuss matters of policy which are either to be considered or which have been approved by the Council and require co-ordinated implementation.

3.4 All recommendations and submissions from staff to Council should come from the Division Directors and Management Team Committees.

4.0 Management Team

4.1 To assist the Chief Administrative Officer in carrying out his responsibilities, there is established a Management Team consisting of all Division Directors and managerial/supervisory staff.

4.2 Regular bi-weekly meetings of the Management Team are convened by the Chief Administrative officer to discuss administrative, operating and policy matters.

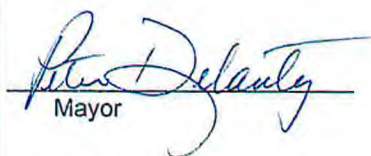
5.0 Severability

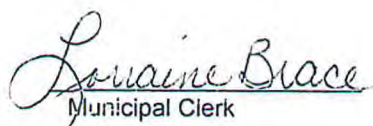
If a Court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law will continue to operate in full force and effect.

6.0 Effective Date

This By-law shall come into force and effect on the day it is finally passed.

READ a first, second and third time and finally passed in Open Council this 21st day of September, 2009.


Mayor


Municipal Clerk

appoint CAO S Peacock



Schedule "A"
Corporation of the Town of Cobourg

POSITION DESCRIPTION

TITLE:	Chief Administrative Officer
REPORTS TO:	Mayor and Council
Basic Function:	Provide direction and coordination for all municipal departments and ensure that Municipal Council Policies are implemented by Town staff in accordance with Legislative requirements

Principal Responsibilities:

1. Day to day supervision of the following direct subordinates:

- Director of Corporate Services
- Director of Public Works
- Director of Planning and Development
- Fire Chief
- Business Development Officer
- Human Resources Officer
- Events Coordinator
- Executive Secretary

And general management of the overall operations and administration of the Town

2. Consolidation and review of annual work plans and budgets (capital and operating) submitted by Divisions/Departments; recommendation of budgets to Council
3. Monitoring of overall performance of the Town's Divisions/Departments (operations and administration) with particular emphasis on delivery of services to the public; recommendations on corrective action where necessary
4. Approval of revisions to policies, procedures, work methods and standards, with referral to Council where necessary
5. Recommendations to Council re: periodic study/review of individual department operations and administration; development of terms of reference and timetable; direction of continuous improvement efforts with particular attention to team building within and between Town Divisions/Departments

Corporation of the Town of Cobourg

POSITION DESCRIPTION – CHIEF ADMINISTRATIVE OFFICER (continued)

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6. Oral presentation of material to Council; preparation of responses to Council inquiries/questions
7. Key management representative responsible for coordination/cooperation among Town's Divisions/Departments; provision of problem-solving/decision-making skills in the resolution of problem situations.
8. Implementation of Council decisions with appropriate notification to Divisions/Departments concerned; follow-up of implementation with initiation of corrective action where required
9. Approval of hire/de-hire decisions for management and non-management positions; recommendation to Town Council for hire/de-hire decisions for management positions
10. Recommendations to Council for corporate direction/guidelines for contract negotiations
11. Recommendations to Council for corporate direction/guidelines re: compensation, benefits and working conditions for non-contract employees (i.e. management, supervisory and administrative employees)
12. Development and maintenance of a contact network involving 1) counterparts in other municipalities, and 2) representatives of provincial and federal governments, both at the working level and policy level; on-going implementation of a planned program to promote the Town's interests
13. Tracking of trends and developments in municipal government and related fields for possible application within the Town
14. Direction of staff team and consultants contracted to manage Northam Industrial Park
15. In accordance with the Town's Emergency Plan the CAO will advise Head of Council on administrative matters; inform members of council on declaration and termination of emergency; call out additional staff; arrange special meetings of Council; authorize media releases.

Technical Responsibilities:

1. Working knowledge of the professional/technical disciplines relating to functions of the divisions managed by direct reports

Corporation of the Town of Cobourg

POSITION DESCRIPTION – CHIEF ADMINISTRATIVE OFFICER (continued)

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2. Working knowledge of the functions and activities of the Department and Sections that report directly to the CAO:
 - a) Finance (capital structure, cash flow management, banking relations) and accounting (collections, payable, payroll, chart of accounts, financial statements/reports); annual budgeting (expense and capital) and expense monitoring/budget control
 - b) Human Resources (salary & benefits administration, performance management, health & safety, contract negotiations & administration)
 - c) Purchasing of goods and services (tender process, contract negotiations, purchase optimization/leverage, etc.); inventory management and control
 - d) Community and Economic Development (manufacturing and commercial development; small business development; tourism and special events)
 - e) Fire Services (suppression, prevention and emergency management)
3. Knowledge of sources of information for each of the above disciplines; ability to research information from appropriate sources and to track/monitor trends and developments
4. General knowledge of the Municipal Act and Statutes as they pertain to each of the functions/sub-functions of the above
5. Working knowledge of current techniques for determining citizens' needs, measuring satisfaction with services delivered and monitoring quality control for each Department/Section in the Group

Communications/Working Relationships:

1. Maintain close liaison with senior staff
2. Maintain close liaison with Mayor and Council
3. Develop and maintain technical/professional contacts with counterparts in municipal field as well as provincial and federal government representatives

Corporation of the Town of Cobourg

POSITION DESCRIPTION – CHIEF ADMINISTRATIVE OFFICER (continued)

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4. Develop and maintain effective relations with the public including citizen groups, business associations, professional associations and other special interest groups
5. Chairperson or participant in various Boards and Committees
6. Meet with local industry executives to address initiatives and/or concerns.
7. Pursue potential business investment for the community.
8. Media relations

Education/Experience/Skills Training:

1. Bachelor of Arts in related discipline (business administration; public administration; political science) preferred
2. 10 years of progressive related experience
3. Certified Municipal Officer designation with AMCTO
4. Demonstrable high degree of skills in the following areas:
 - a) Leadership
 - b) Negotiating
 - c) Conflict management / resolutions
 - d) Oral / written communication
 - e) Coordinating
 - f) Project management
 - g) Change management
 - h) People management / communication

Corporation of the Town of Cobourg

POSITION DESCRIPTION – CHIEF ADMINISTRATIVE OFFICER (continued)

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- i) Government operating procedure – Federal/Provincial/Municipal
- j) Public sector finance
- k) Strategic planning

Approved effective the _____ day of _____, 20__.


MAYOR

ACKNOWLEDGMENT:

Reviewed with Mayor and Deputy Mayor this _____ day of _____, 20__.

CAO