

# **STAFF**

## **Chapter 112 CHIEF ADMINISTRATIVE OFFICER APPOINTMENT**

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**Article 1  
APPOINTMENT**

**112.1.1 Darryl Lee**

Darryl Lee is hereby appointed Chief Administrative Officer of The Corporation of the City of Brantford. By-law 36-2017, 28 February, 2017.

## **Article 2 AUTHORITY - DUTIES**

### **112.2.1 Council - decisions - implementation**

The Chief Administrative Officer shall report to, be accountable to, and receive authority from the Council of The Corporation of the City of Brantford and shall perform his/her duties in conformity with Council decisions.

### **112.2.2 Responsibilities**

The responsibilities of the Chief Administrative Officer shall be as set out in Sections 112.2.3 through 112.2.21 inclusive.

### **112.2.3 Business affairs - direct - manage**

The Chief Administrative Officer shall direct and manage the business affairs of the Corporation in accordance with the by-laws, policies and plans established and approved by the Council. The Chief Administrative Officer shall also advise Council as necessary with respect to the business affairs of any subsidiaries of the Corporation and, subject to the legislative requirements respecting such subsidiaries, may have a direct role in their management.

### **112.2.4 Direct - City property - services - development**

The Chief Administrative Officer shall direct the preparation of plans and programs to be submitted to Council for the construction, maintenance and rehabilitation of Corporate property and facilities, and for the development and improvement of Corporate services.

### **112.2.5 By-law - implementation - management**

The Chief Administrative Officer shall direct the implementation and management of all by-laws and programs approved by the Council.

### **112.2.6 Administrative operations - organize - present**

The Chief Administrative Officer shall organize, coordinate and present to the Council recommendations arising from administrative operations which require the approval of the Council and propose legislation or resolutions arising from such recommendations.

### **112.2.7 Estimates - fiscal policy - direction - with Treasurer**

The Chief Administrative Officer shall direct, in co-operation with the Treasurer, the preparation and compilation of annual estimates of current revenues and expenditures, and the capital forecast; present estimates to the Council; direct the regular review of fiscal policy and its management.

**112.2.8 Appropriations - fiscal control - with Treasurer**

The Chief Administrative Officer shall exercise, in cooperation with the Treasurer, the financial control over all Corporate operations in terms of appropriations approved by the Council.

**112.2.9 Report - programs - projects - fiscal status**

The Chief Administrative Officer shall present to the Council, in co-operation with the Executive Leadership Team, reports and information regarding progress and accomplishments of programs and projects; the status of revenue and expenditures; and the general administrative management of the Corporation.

**112.2.10 Codification - policies - decisions - report**

The Chief Administrative Officer shall direct the codification of all policy decisions of the Council and deal with matters arising from Council's decisions in accordance with such established policies without further reference to the Council except to regularly report to the Council upon action taken.

**112.2.11 Direct - reviews - management - communication**

The Chief Administrative Officer shall direct periodic reviews of the Corporate organization, its structural management and communication systems and report the outcome of those reviews to the Council.

**112.2.12 Collective bargaining - agreements - direct**

The Chief Administrative Officer shall direct the collective bargaining with all Corporation employees and recommend to the Council collective agreements concerning wages, benefits and terms of service and, upon approval by the Council, direct the administration of such collective agreements.

**112.2.13 Statutory duties - reporting - procedures**

The Chief Administrative Officer shall direct the activities of all Corporation employees through accepted reporting procedures including the statutory duties of such officers as are appointed and whose duties are prescribed by statute.

**112.2.14 Status - change - General Managers - other staff**

The Chief Administrative Officer shall have authority to recommend to the Council the appointment, promotion, demotion, suspension or dismissal of all General Managers and other staff reporting directly to him/her.

**112.2.15 Procedures - change - General Managers**

Despite Section 112.2.14, the Chief Administrative Officer, in recommending the appointment of General Managers, shall involve in the process and consult the Mayor, and any relevant committees or task forces.

**112.2.16 Annual review - performance of – General Managers**

The Chief Administrative Officer shall, annually, review the performance of and the priorities to be pursued in the following year by all General Managers.

**112.2.17 Communications - Boards – Advisory Committees - designate**

The Chief Administrative Officer shall, in co-operation with the Clerk, ensure all communications from Local Boards, Advisory Committees and Task Forces are received by the Council and ensure action, coordination and recommendation to the Council.

**112.2.18 Senior Management Team - meetings - convene**

The Chief Administrative Officer shall convene and conduct regular meetings with the Senior Management Team and other appropriate employees as required in order to facilitate the decision-making process.

**112.2.19 Staff Task Forces - appoint**

The Chief Administrative Officer shall appoint Staff Task Forces and direct them to report on any matter within the powers of the Council.

**112.2.20 Council meetings - attendance - right to**

The Chief Administrative Officer may attend Council meetings (and shall attend if requested to do so by Council) and, with the consent of the Chair, has the right to speak but not vote thereat.

**112.2.21 Powers - responsibilities - general**

The Chief Administrative Officer shall, without limiting the foregoing, perform the responsibilities and exercise the powers that may, from time-to-time, be assigned to him/her by the Council.

**Article 3****GENERAL PROVISIONS****112.3.1 Encroachment - powers of Council - prohibited**

The foregoing responsibilities shall not empower the Chief Administrative Officer to have, perform, do or direct any act or matter that would encroach upon the legislative powers of the Council.

**112.3.2 Annual review - by Council**

The Council shall, annually, meet with the Chief Administrative Officer and review and assess his/her performance during the past year and review and discuss the priorities which the Chief Administrative Officer shall pursue during the following year.

**112.3.3 Dismissal - majority vote - Council - appeal**

The Chief Administrative Officer shall not be dismissed from office except for cause or other reason permitted by any agreement between the Chief Administrative Officer and the City and by the provisions of a by-law passed at a Council meeting by a simple majority vote of the full Council (6 votes on a 11 member Council) at such meeting called for that purpose.

**Article 4  
FINANCIAL****112.4.1 Salary - annual**

The Chief Administrative Officer shall be paid for his/her services in accordance with the salary grid established pursuant to the Exempt Employee Group Wage/Salary Administration Policy.

**112.4.2 Other financial issues**

Such other financial matters as may appear necessary and appropriate may be incorporated into contractual agreement between the Chief Administrative Officer and the City, as the same may be approved by Council from time to time.

By-laws 37-2015, 23 March, 2015; 140-2016, 25 October, 2016; 36-2017, 28 February, 2017.