

Authority: Notice of Motion, moved by Mayor Lastman,
seconded by Councillor Ootes, and
Report dated December 24, 1997,
from the Chief Administrative Officer,
adopted by Council on January 6, 1998

Intended for first presentation to Council: January 6, 1998

Adopted by Council: January 6, 1998

CITY OF TORONTO

BY-LAW No. 2-1998

To prescribe the duties and responsibilities of the Chief Administrative Officer.

WHEREAS, in accordance with sections 18 and 19 of the City of Toronto Act, 1997, the Council of the City of Toronto (the "Council") is deemed to have taken all steps required to appoint Michael Garrett to the position of Chief Administrative Officer for the City of Toronto (the "City"); and

WHEREAS the Chief Administrative Officer shall have such general control and management of the administration of the government and affairs of the City of Toronto and perform such duties as Council prescribes; and

WHEREAS the Chief Administrative Officer shall be responsible for the efficient administration of all departments of the City to the extent that he is given control over them by the Council in this by-law; and

WHEREAS the powers prescribed in this by-law do not encroach upon the powers of Council or its committees or the statutory duties of its officers;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. The Chief Administrative Officer is the senior official of the City, provides organizational leadership to staff, and is responsible for the efficient and effective delivery of services.

2. The Chief Administrative Officer is the head of the administrative and operational aspects of the government of the City of Toronto and is responsible to the Council for the proper administration of the affairs of the City, including organizational restructuring, in accordance with the by-laws adopted by the Council.

3. The Chief Administrative Officer is responsible for providing effective advice and support to the Mayor and Council in developing and implementing the policies, plans and programs of Council.

4. The Chief Administrative Officer shall manage the human, fiscal and physical resources of the City.

5. The Chief Administrative Officer shall appoint, promote, demote, suspend and dismiss, subject to the provisions of any personnel regulations adopted by Council or collective agreements applicable to employees of the City, all employees of the City except the first level of senior management and statutory officials.

6. The Chief Administrative Officer shall recommend to Council the appointment and dismissal of first level senior management and statutory officials of the City.

7. In addition to the other powers set out in this by-law, the Chief Administrative Officer shall possess all of the powers, duties and responsibilities of the Chief Administrative Officers, known as the City Managers, of the former Cities of York, Etobicoke, and Scarborough; and of the Chief Administrative Officers of the former municipalities of The Borough of East York and The Municipality of Metropolitan Toronto; and of the City Administrator for the former City of North York; and of the Board of Management, acting as a Board or as individual Commissioners, of the former City of Toronto.

8. The Chief Administrative Officer shall carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, prescribe.

9. Nothing in this by-law shall be deemed to empower the Chief Administrative Officer to exercise or encroach upon the powers of Council or its committees or upon the statutory duties of its officers.

10. Where this by-law conflicts with any other by-law setting out the powers and duties of a municipal official, this by-law prevails to the extent of the conflict.

11. This by-law shall be deemed to have come into force on January 1, 1998.

ENACTED AND PASSED this 6th day of January, A.D. 1998.

MEL LASTMAN,
Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)