

<b>TO:</b>	<b>CHAIR AND MEMBERS FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  MEETING ON OCTOBER 15, 2012</b>
<b>FROM:</b>	<b>TIM L. DOBBIE TIM L. DOBBIE CONSULTING</b>
<b>SUBJECT:</b>	<b>CIVIC ADMINISTRATION BY-LAW A-39 AMENDMENT</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of Tim L. Dobbie Consulting, the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on October 30, 2012 for the purpose of repealing and replacing By-law No. A-39, the Civic Administration By-law, with a new Civic Administration By-law to take effect on October 31, 2012, to:

- (i) better reflect all organizational changes recently completed;
- (ii) provide clarity with respect to reporting relationships;
- (iii) address consistency and housekeeping matters; and
- (iv) ensure flexibility for Administration in carrying out its work.

<b>BACKGROUND</b>
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As part of his ongoing work with the Corporation, Mr. Dobbie was asked to oversee the implementation details of the organizational review. In that regard, further review of the Civic Administration By-law was undertaken by Mr. Dobbie in consultation with the Legal and Human Resources Divisions and the City Manager.

The Civic Administration Bylaw attached at Appendix "A" has been amended to better reflect all organizational changes recently completed, provide clarity with respect to reporting relationships, address consistency and housekeeping matters and ensure flexibility for Administration in carrying out its work.

Specific changes to the Civic Administration By-law include:

- titling changes for some Managing Directors to better reflect their Service Area;
- substitution of provisions of the Municipal Act with references to the Municipal Act;
- changes to various headings throughout the by-law to provide consistency;
- providing certain Appointed Officers the ability to delegate their authority and appoint others to act in their absence
- clarifying the City Manager's reporting obligations for Appointed Officers to Council; and
- changes to the continuation of powers paragraph to provide flexibility to recognize that changes may occur under various circumstances

<b>REVIEWED AND RECOMMENDED BY:</b>	<b>CONCURRED BY:</b>
<b>TIM DOBBIE TIM L. DOBBIE CONSULTING</b>	<b>VERONICA MCALEA MAJOR MANAGING DIRECTOR, CORPORATE SERVICES AND CHIEF HUMAN RESOURCES OFFICER</b>
<b>CONCURRED BY:</b>	
<b>KELLY DAWTREY SOLICITOR</b>	