



**SPECIAL COUNCIL
MEETING AGENDA**

**TUESDAY, JANUARY 12, 2016
7 P.M.**

**COUNCIL CHAMBERS
AURORA TOWN HALL**



TOWN OF AURORA
SPECIAL COUNCIL
MEETING AGENDA

Tuesday, January 12, 2016
7 p.m.
Council Chambers

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

2. APPROVAL OF THE AGENDA

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

3. DELEGATIONS

4. CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN

RECOMMENDED:

THAT Council resolve into Closed Session to consider the following matter:

1. Personal matters about an identifiable individual, including a Town or Local Board employee; (section 239(2)(b) of the *Municipal Act, 2001*); and Labour relations or employee negotiations; (section 239(2)(d) of the *Municipal Act, 2001*); Re: Organizational Review

5. BY-LAWS

RECOMMENDED:

THAT the following by-law be given first, second, and third readings and enacted:

5802-16 BEING A BY-LAW to appoint a Chief Administrative Officer pg. 1
for The Corporation of the Town of Aurora.

THAT the following confirming by-law be given first, second, and third readings and enacted:

5801-16 BEING A BY-LAW to Confirm Actions by Council Resulting pg. 4
from a Special Council Meeting on January 12, 2016.

6. ADJOURNMENT

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5802-16

**BEING A BY-LAW to appoint a
Chief Administrative Officer for
The Corporation of the Town of
Aurora.**

WHEREAS section 229 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the "Act"), states that 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 such other duties as are assigned by the municipality;

AND WHEREAS the Council of The Corporation of the Town of Aurora (the "Town" or the "Corporation") deems it necessary and expedient to appoint a Chief Administrative Officer;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA ENACTS AS FOLLOWS:

1. THAT Douglas Nadorozny be and is hereby appointed as Chief Administrative Officer on behalf of the Town.
2. THAT the duties and responsibilities of the Chief Administrative Officer shall be as set forth in Schedule "A" attached hereto and forming part of this by-law.
3. THAT By-law Number 5750-15 be and is hereby repealed.
4. THAT this By-law shall be deemed to have come into full force and effect on the 15th day of January, 2016.

READ A FIRST AND SECOND TIME THIS 12th DAY OF JANUARY, 2016.

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF JANUARY, 2016.

GEOFFREY DAWE, MAYOR

*Approved as to Form
By Legal Services*
Signature: _____
Date: Jan-8, 2016

STEPHEN M.A. HUYCKE, TOWN CLERK

By-law Number 5802-16

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SCHEDULE "A"

Job Description No. S221 – Key Responsibilities

SUBJECT to the provisions of the Act and any other statutes, the duties and responsibilities of the Chief Administrative Officer shall be:

1. Administering and supervising the management and business affairs of the Corporation in accordance with the policies and plans established and approved by Town Council (hereinafter "Council").
2. Coordinating and facilitating the flow of information between the administration and Council, and between Committees and Council, including the development of an effective format and mode of presentation with respect to the reports and other communications from the Town's administration and Committees to Council.
In doing so:
 - (a) reviews and ensures that all information presented to Council, or that could be of assistance to Council is accurate, pertinent, timely and facilitates decision making by Council;
 - (b) approves all reports from each Department in the Administration prior to consideration by Council and/or Committees of Council; and
 - (c) submits to Council all reports and recommendations of Directors together with comments or recommendations where deemed necessary.
3. Directing, coordinating and generally supervising the implementation of all policies, plans and programs approved by the Council:
 - (a) enhances productivity by creating a positive work environment that motivates and improves morale;
 - (b) ensures the adequacy of the Corporation's organization and structure to deliver services and programs effectively and efficiently;
 - (c) provides individual and group leadership to the Executive Leadership Team (ELT); and
 - (d) ensures the development and promotion of appropriate and effective corporate administrative policies and procedures.
4. Attending all meetings of Council and, where necessary, committees established by Council and to participate in discussion for the purpose of clarifying or providing information on any matter being discussed by Council.
5. Keeping current with the community needs and trends that may be reflected in the Corporation's priorities, policies and plans.
6. Directing the overall policy direction relating to the Town's Economic Development Program as established by Council.
7. Coordinating the presentation to Council, on an annual basis, of a report on the Corporation's operations, finances and works-in-progress together with any recommendations necessary for Council to achieve its objectives and any other matter that ought to be reported to Council.
8. Encouraging throughout the Town's administrative departments a continuous search for improvement in the delivery of Town services to the public and the management of the Town's affairs.
9. Developing long and short range plans to achieve established priorities and goals and objectives and recommending to Council services and programs to support the goals and objectives.

By-law Number 5802-16

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10. Preparing and submitting to Council, primarily through Directors, recommendations for the establishment of new, or the revision of existing, Town policies, programs and services.
11. Ensuring that all public inquiries and/or complaints are responded to in a timely manner.
12. Attending to the interests of the municipality on intergovernmental matters at the administrative level.
13. Directing, preparing and submitting the Corporate Strategic Plan, on a five (5) year basis, to Council and directing its implementation, once approved.
14. Undertaking such other responsibilities as may be assigned by Council, or exercising any power from time to time, as lawfully granted by Council.

Human Resources Administration:

15. Overseeing the process involving the appointment, employment, suspension and dismissal of employees of the Town, other than Directors and other statutory officers, in accordance with generally accepted Human Resources Procedures and Policies.
16. Recommending to Council the appointment and terms of employment of the Directors and statutory officers of the Town while maintaining the authority to suspend and recommend to Council the termination of the employment of any Directors and statutory officer in accordance with generally accepted Human Resources Procedures and Policies.
17. Conducting an annual performance appraisal of Directors, as per generally accepted Human Resource Procedures and Policies.
18. Directing the collective bargaining process carried out by Human Resources staff with CUPE and associations of Town employees and recommending to Council the terms of any agreements concerning wages, benefits, and terms of service, and upon approval to direct the administration of such agreements by Human Resources staff.
19. Ensuring the implementation and maintenance of all health and safety legislation.

Financial Administration

20. Directing the preparation, with the assistance of the Treasurer, the presentation to Council of the annual operating budget and its submission to Council together with such recommendations and observations with respect to the expenditures and revenues which are deemed appropriate.
21. Directing the preparation, with the assistance of the Treasurer, the presentation to Council of an annual capital budget together with a ten (10) year forecast of the Town's capital requirements, revenues and operating costs and the subsequent administration and control of the municipality's financial affairs according to the estimates as approved by Council.
22. Exercising and maintaining sound financial management over the Corporation including the effective monitoring and control of revenue and expenditures.

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5801-16

**BEING A BY-LAW to Confirm Actions by Council
Resulting from a Special Council Meeting on
January 12, 2016.**

**THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA HEREBY
ENACTS AS FOLLOWS:**

1. THAT the actions by Council at its Special Council meeting held on January 12, 2016, in respect of each motion, resolution and other action passed and taken by the Council at the said meeting is, except where prior approval of the Ontario Municipal Board is required, hereby adopted ratified and confirmed.
2. THAT the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the corporate seal to all such documents.

READ A FIRST AND SECOND TIME THIS 12TH DAY OF JANUARY, 2016.

**READ A THIRD TIME AND FINALLY PASSED THIS 12TH DAY OF JANUARY,
2016.**

GEOFFREY DAWE, MAYOR

STEPHEN M.A. HUYCKE, TOWN CLERK