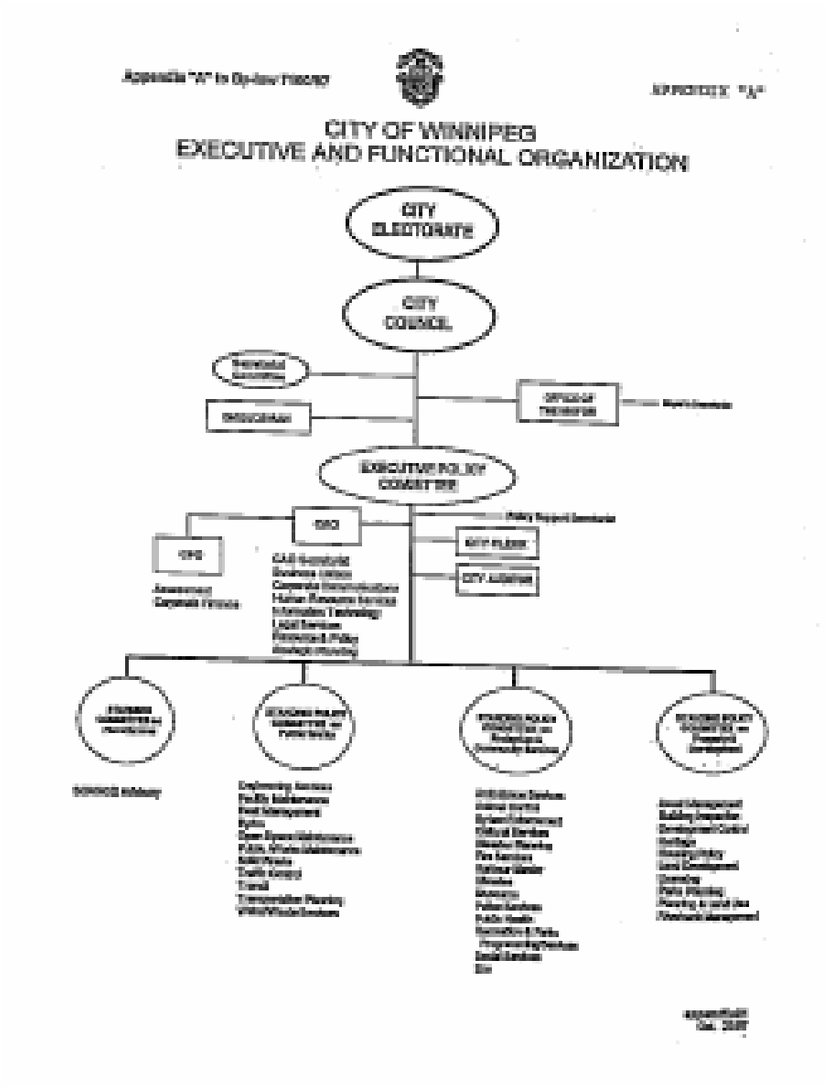
1130 - Appendix “A” referred to in Clause 1 of the Report of the Executive Policy Committee dated October 24, 1997



Appendix “B” referred to in Clause 1 of the Report of the Executive Policy Committee dated October 24, 1997

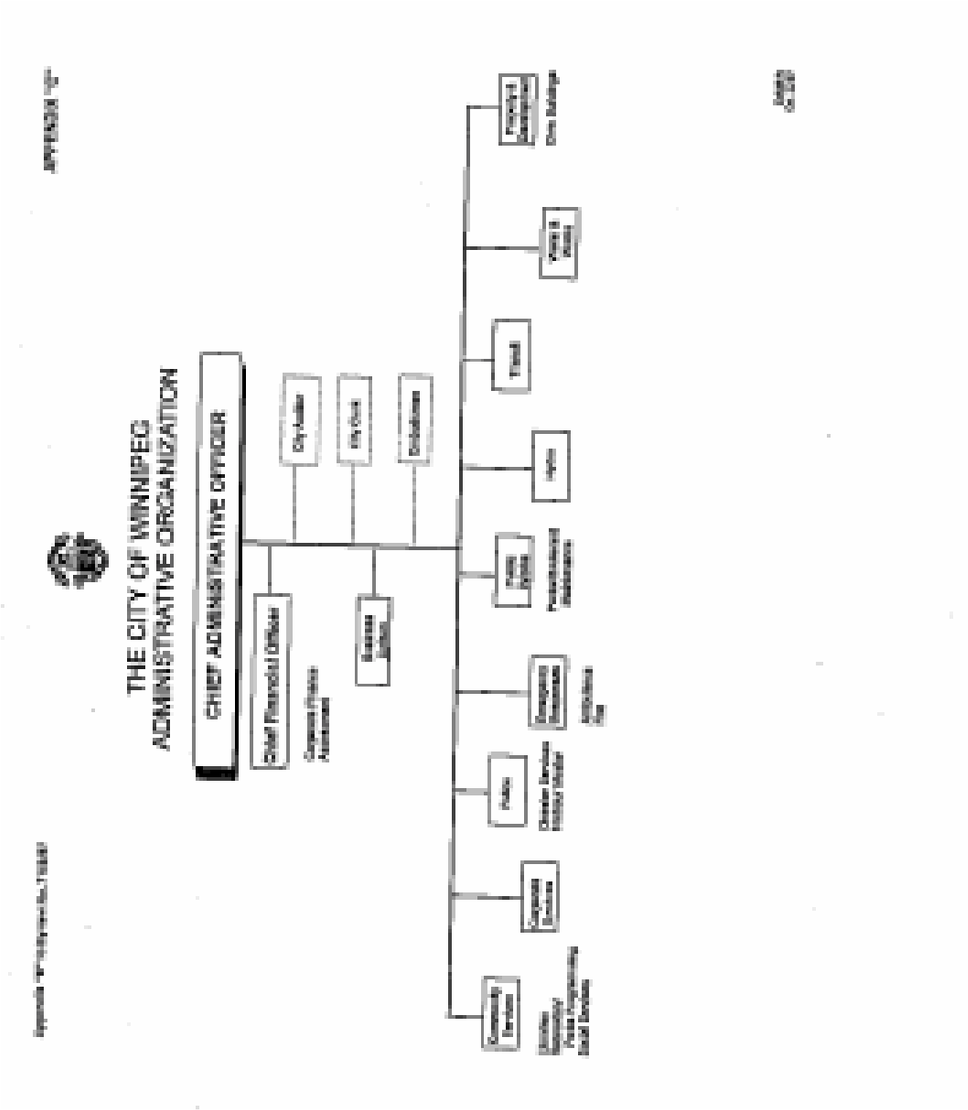
CITY OF WINNIPEG ACT PROPOSED AMENDMENTS AS RECOMMENDED IN THE ORGANIZATIONAL REVIEW AND PERFORMANCE ASSESSMENT - A CORPORATE REVIEW DATED OCTOBER 1997 BY GEORGE B. CUFF AND ASSOCIATES LTD.

Proposed Legislative Amendments		
	Definitions	Redefine “City Administrator” as an employee of the City who is appointed to act as the chief administrative officer
a.	**Part I: Incorporation, Boundaries and Political Organization**	**s.9: Term of Office** Provide for a 4 year term of office for the election of members of Council
b.		**s. 16: Meetings to be open to the public** **s. 17: In Camera meetings of committees** Provide that Council may go “In Camera” if deemed necessary to deal with matters within the category of matters outlined in a by-law approving “In Camera” matters
c.		**s. 18(2): Tie Vote** Provide that in the event of a tie vote at a meeting of Council, the Mayor has a casting or deciding vote in addition to his/her vote as a member of Council
d.		**s. 28(3)(4): Powers of the Mayor/ Absence** Expand Section 28 to permit the Deputy Mayor or Acting Deputy Mayor to exercise the powers of the Mayor in cases of absence or unavailability
e.		**s. 28(3): Powers of the Mayor** Provide that the Mayor may appoint Chairpersons or other members of Council as members of sub-committees or ad hoc committees as Council may establish Enable the Mayor to suspend a chief administrative officer for a period not to exceed 3 working days upon which this action must be addressed by Executive Policy Committee who must ratify the suspension for a term not to exceed 30 days; or recommend the dismissal of the chief administrative officer to Council; or reinstate the chief administrative officer
f.		**s. 29(1): Executive Policy Committee established** Enable Council to prescribe the number of members of Executive Policy Committee except that membership not be permitted to exceed 2 members less than a majority of Council (7 members), all members to be chosen by the Mayor
g.		**s. 30:** Provide authority for Executive Policy Committee to establish sub-committees of Executive Policy Committee as it deems advisable with the authority to advise Executive Policy Committee and assign duties and responsibilities {similar to authority of standing committees under s.34(1)} and which may include non elected members (a corresponding amendment to s. 25(3) flows from this amendment)
h.		**s. 30(1): General duties of EPC** Expand responsibility of EPC to also include: a) approving the change in duties and responsibilities of department heads as recommended by the chief administrative officer
i.		**s. 32: Documents to be available to members** Restrict the circulation of any confidential materials relating to individuals applying for the position of chief administrative officer who are not chosen for the position of chief administrative officer (this could be accomplished with permissive legislation
j.		**s. 33(1): Standing committees (establishment)** Delete the reference to a specific number of standing committees which can be established by Council and make the provision for the establishment of standing committees permissive rather than mandatory.

Appendix “B” referred to in Clause 1 of the Report of the Executive Policy Committee dated October 24, 1997

k.		**s. 35: Community Committees** Enable Council to determine the process for citizen participation including the option of Community Committees
l.		**s. 41: Residents’ Advisory Groups** Delete the statutory reference to Residents’ Advisory Groups
m.		**s. 46(1): Duties of City Administrators** Delete requirement that City Administrators (other than Chief Administrative Officer) must be appointed by Council upon recommendation of Executive Policy Committee
n.		**s. 46(2) By-law to Establish Procedures** Delete requirement that Organizational By-law specify procedures for city administrators to follow in conducting meetings
o.	**Part 4 - Elections**	**s. 89: Election of Council** Provide for the election of members to be held on the third Monday of April, commencing April 2002
p.	**Part 5 - Jurisdiction, general powers and by-laws**	**s. 105: Limit on delegation of powers** Subject to the restrictions outlined in s.105, permit Council to delegate its authority to Executive Policy Committee or a standing committee by resolution or by-law.
q.	**Review of City of Winnipeg Act**	Request that the Province conduct a thorough review of the City of Winnipeg Act to reduce its prescriptive nature and to introduce increased flexibility and authority for City Council in many of the areas now mandated by legislation
r.	**Consequential Amendments**	Various sections throughout the CWA which contain specific reference to city administrators; commissioners or standing committees will require amendment.

Appendix “C” referred to in Clause 1 of the Report of the Executive Policy Committee dated October 24, 1997



Appendix “D” referred to in Clause 1 of the Report of the Executive Policy Committee dated October 24, 1997

POSITION EXPECTATIONS OF THE CHIEF ADMINISTRATIVE OFFICER

- Provides advice to the Council and Executive Policy Committee on policies, programs, new initiatives and fiscal matters
- Coordinates the preparation of the annual operating and capital budget in consultation with the Executive Policy Committee and recommend adoption of the budgets to the appropriate Committee(s) of Council
- Provides input on behalf of the administration to Council’s goals, objectives and strategies
- Maintains an awareness by Council of all key current and anticipated issues
- Approve the appointment and dismissal of all department heads
- Approves administrative input to Council and Executive Policy Committee agendas
- Approves and coordinates departmental input to the standing committees (and any other ad hoc, advisory or external body to which council appoints representatives)
- Chairs the management team of department heads
- Coordinates the work of department heads so as to promote integration and efficiency and remove or mitigate any duplication
- Recommends contract settlements between the City and its employee unions
- Approves any changes of structure and the placement of personnel within departments
- Recommends to the Executive Policy Committee any changes in the reporting relationships or numbers of civic departments
- Oversees and administers the effective administration of all City Council (and EPC) approved policies and plans
- Ensures the ongoing preparation of departmental business plans in response to Council goals and objectives
- Attends meetings of Council, the Executive Policy Committee and any other committee Council may establish and provides prior advice through written communication and verbal input at the request of the presiding officer
- Retains external expertise as necessary and as approved within budget to expedite the mandate of the City
- Authorizes legal defence or action in the name of the city and advises the Executive Policy Committee immediately of this action
- Recommends a management classification and remuneration plan to the Executive Policy Committee
- Approves any award of contracts or tenders up to $1,000,000 subject to the prior approval of the annual operating and capital budget which describes such projects
- Approves any settlement of claims or accounts not exceeding $100,000 upon the advice of the City Solicitor; immediately advises the Executive Policy Committee of such action
- Implements promptly all resolutions of Council and/or the Executive Policy Committee unless prior or subsequent legal counsel advises against such action; seeks direction from Council and/or the Executive Policy committee should this occur
- Acts as the administrative head of the corporation