(amended by By-law 89-2025, May 26, 2025)
(amended by By-law 94-2026, June 8, 2026)

BY-LAW NUMBER 149-2024

A BY-LAW TO ESTABLISH THE POSITION OF THE CHIEF ADMINISTRATIVE OFFICER FOR THE CORPORATION OF THE CITY OF WINDSOR

Passed the 23rd day of September, 2024

WHEREAS section 229 of the Municipal Act, 2001, S.O. 2001, c.25 ("Municipal Act") as amended, authorizes municipalities to appoint, by by-law, a chief administrative officer who shall be responsible for 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 performing such other duties as are assigned by the municipality;

AND WHEREAS the powers of the municipality under section 229 of the Municipal Act with respect to the chief administrative officer have been assigned to the head of council pursuant to the provisions of section 284.5 of the Municipal Act;

AND WHEREAS despite the provisions of section 284.5 of the Municipal Act, the Council of The Corporation of the City of Windsor considers it desirable and expedient to create the office of the Chief Administrative Officer and to define and determine the duties and responsibilities thereof;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

PARTI

1. POSITION OF CHIEF ADMINISTRATIVE OFFICER

The most senior administrative position within The Corporation of the City of Windsor ("the City") shall be known as the Chief Administrative Officer.

PART II

2. Where the head of council **does not exercise** the special powers and duties set out in section 284.5 of the Municipal Act, sections 3, 4, 5, and 6 of this by-law shall apply to the Chief Administrative Officer.

3. APPOINTMENT BY BY-LAW

Council shall appoint the Chief Administrative Officer by by-law.

4. RESPONSIBLE TO COUNCIL

The Chief Administrative Officer shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality, carrying out the responsibilities set out in this by-law and performing such other duties as are assigned by Council. **(deleted and replaced by By-law 94-2026, June 8, 2026)**

5. KEY RESPONSIBILITIES

5. The Chief Administrative Officer shall have the following responsibilities:

a) **Advise Council:** provide effective advice and support to the Mayor and Council on municipal policies, programs, plans and operations; provide timely information and reports as requested,
b) **Provide Financial Leadership:** oversee the City's financial control (with the Treasurer's assistance); lead annual operating and capital budget estimates and oversee implementation/monitoring (through the Treasurer); report to Council on financial status; report annual performance measures required by the Province,
c) **Implement Council Decisions:** lead/direct/coordinate/ supervise implementation of Council decisions and establish administrative practices/procedures to carry them out,
d) **Provide Strategic Leadership:** give strategic guidance and provide general control and management of the affairs of the City for effective and efficient operations and service delivery,
e) **Provide Operational Oversight:** Lead administration and manage all operational and performance management aspects within municipal government, including evaluating service delivery, operational efficiency, and progress toward Council-approved objectives,
f) **Manage Workforce and Labour Relations:** manage human, fiscal, and physical resources; foster positive working relationships with Council, employees, and bargaining units, and
g) **Community Relations & External Relations:** foster positive community relations; manage intergovernmental issues (incl. lobbying/associations) and maintain communication linkages with stakeholders and other jurisdictions to promote the City's interests, and
h) **Other Duties:** carry out other responsibilities as assigned by Council."

(deleted and replaced By-law 94-2026, June 8, 2026)

6. PERFORMANCE

The Chief Administrative Officer shall hold office at the pleasure of Council. Any matters related to the performance of the Chief Administrative Officer (including establishing corporate and personal objectives) shall be conducted by Council, or a Committee of Council, if so delegated. Meetings shall be scheduled at regular intervals for the purpose of reviewing the Chief Administrative Officer's performance. Council may in their sole discretion, suspend or dismiss the Chief Administrative Officer subject to compliance with any contractual agreement.

PART III

7. Where the head of council exercise the special powers and duties set out in Part VI.I of the Municipal Act, sections 4, 5, 8 and 9 of this by-law shall apply to the Chief Administrative Officer. **(deleted and replaced, By-law 94-2026, June 8, 2026)**

8. The Chief Administrative Officer shall carry out the responsibilities set out in in this by-law, save and except for employment matters related to the Corporate Leadership Team (CLT). **(deleted and replaced, By-law 94-2026, June 8, 2026)**

9. PERFORMANCE

The Chief Administrative Officer shall hold office at the pleasure of the head of council. The head of council may, in their sole discretion, suspend or dismiss the Chief Administrative Officer subject to compliance with any contractual agreement.

PART IV

10. DELEGATION OF AUTHORITY/RESPONSIBILITY

1. The Chief Administrative Officer is authorized to delegate such authority as is assigned to the position, for the purpose of establishing an efficient and effective administrative structure, and administrative processes.

2. The Chief Administrative Officer is authorized to appoint a member of the Corporate Leadership Team to act in the absence of the Chief Administrative Officer on a temporary basis. Such appointment shall be made in writing and be communicated to Council and all members of the Corporate Leadership Team and shall specify the period of time for the temporary appointment.

3. The head of council has the authority to make a temporary appointment of a Chief Administrative Officer during an extended period of absence by the Chief Administrative Officer, and to confirm such appointment by way of by-law.

10.1 POSITION OF DEPUTY CHIEF ADMINISTRATIVE OFFICER

The position of Deputy Chief Administrative Officer is hereby established.

The Deputy Chief Administrative Officer shall have the same responsibilities, duties and authorities as are assigned by this by-law to the Chief Administrative Officer and are to be exercised in the absence of the Chief Administrative Officer**. (added By-law 89-2025, May 26/25)**

11. SALARY AND BENEFITS

The salary, benefits, and conditions for service of the Chief Administrative Officer shall be determined in accordance with the established Non-Union - Corporate Leadership Team Salary Schedule as may be amended from time to time.

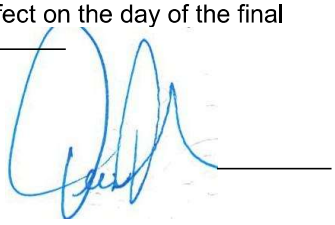
12. LIMITATIONS/CONFLICTING PROVISIONS

Despite any provisions contained in this by-law, there is no implied authority empowering the Chief Administrative Officer to do or direct any matter or thing, which would to any extent whatsoever, encroach upon the legislative powers of Council, its Committees or upon the statutory or professional duties of its officers.

13.REPEAL OF BY-LAW 218-2002

By-law 218-2002 passed on August 12, 2002 and any amendments thereto are hereby repealed upon the enactment of this by-law.

14. This by-law shall come into force and take effect on the day of the final passing thereof.



DREW DILKENS, MAYOR



CITY CLERK

First Reading- September 23, 2024
Second Reading- September 23, 2024
Third Reading - September 23, 2024