



CITY OF MISSISSAUGA MAYORAL DECISION MDE-0016-2024

To appoint a City Manager for the City of
Mississauga

Under the authority granted by s. 284.6 of the *Municipal Act, 2001*, the Mayor hereby appoints Geoff Wright as the City Manager and Chief Administrative Officer for the City of Mississauga effective September 16, 2024.

The City Manager shall be responsible for carrying out all such responsibilities as have previously been assigned or delegated, and as may be assigned or delegated, to the City Manager by Council in accordance with section 229 of the *Municipal Act*. These duties and responsibilities include exercising general control and management of the affairs of the City for the purpose of ensuring the efficient and effective operation of the City, including the duties and responsibilities set out in Schedule A.

The necessary officers of the City be authorized and directed to take all actions necessary to fulfill this decision.

This Mayoral Decision shall be effective as of August 16, 2024.

Dated at Mississauga, this 16th day of August 2024.

Original signed by the Mayor

Mayor

Original signed by the Clerk

City Clerk

SCHEDULE A

1. DEFINITIONS

- 1.1 "Act" means the Municipal Act 2001, S. 0. 2001, c. 25, as amended, and any act substituted therefor;
- 1.2 "City Manager" means the Chief Administrative Officer;
- 1.3 "Corporation" means The Corporation of the City of Mississauga
- 1.4 "Council" means the Mayor and Councillors of the Corporation acting at a duly assembled meeting thereof;
- 1.5 "Department Head" means the Commissioner, Department Head, Director or Head of each Corporation Department, as appointed by Council and directly responsible to the City Manager and "Department Heads" shall have the same meaning.

2. APPOINTMENT AND REMUNERATION

- 2.1 There shall be, in and for the Corporation, a City Manager who shall be appointed by Council and who shall carry out any and all of the administrative duties and responsibilities as more particularly set out herein.
- 2.2 Council shall, at least once each calendar year, meet with the City Manager to review his performance and salary and benefit provisions.
- 2.3 Council or the Mayor, as the case may be, may appoint an Acting City Manager who shall act during the illness, absence or other incapacity of the City Manager, to perform the Duties of his office. The City Manager is hereby authorized to designate an Acting City Manager to act during periods of his temporary absence, not to exceed eight (8) consecutive weeks in any one (1) calendar year.
- 2.4 The duties and responsibilities of the City Manager as set forth in this agreement shall not empower the City Manager, to have, perform, do or direct any act or matter that would to any extent whatsoever encroach upon the legislative powers of the Council or the Mayor.
- 2.5 The City Manager shall carry out the duties and responsibilities set out herein in accordance with any and all relevant and applicable by-laws and resolutions of Council or Mayoral Decisions.

3. GENERAL DUTIES AND RESPONSIBILITIES

Subject to the provisions of the Act, and as hereinafter provided, the duties and responsibilities of the City Manager shall be as follows:

3.1 To co-ordinate, lead and direct the Department Heads in the administration of the business affairs of the Corporation in accordance with the by-laws, policies and plans established and approved by Council.

3.2 To be responsible for the overall efficient operation of the Corporation's administration, and to be responsible for motivating and developing the skills of the Department Heads and their staff to foster productivity, professionalism and high morale.

3.3 To co-ordinate and facilitate the flow of information between the administration and Council and Committees of Council.

3.4 To co-ordinate, lead and direct the Department Heads in the preparation of plans and programmes to be submitted to Council for the construction, maintenance and rehabilitation of municipal property and facilities, and for the development and improvement of municipal services and for the development and redevelopment of land in the municipality

3.5 To co-ordinate, lead and direct the Department Heads in the implementation, management, enforcement and evaluation of all by-laws and programmes approved by Council and Mayoral Decisions.

3.6 To organize and co-ordinate, and present to Council, recommendations arising from administrative operations which require the approval of Council and to propose legislation and resolutions arising from such recommendations.

3.7 To present to Council, reports and information regarding process and accomplishments of programmes and projects, the status of revenues and expenditures, status of strategic and long range planning and the general administrative management of the Corporation.

3.8 To direct the periodic review of the Corporation's organization, its structural, management and communication systems.

3.9 To attend Council and Committees of Council with the right to speak but not to vote thereat.

3.10 To provide all necessary information to Council for purposes of decision making and approving by-laws.

3.11 To direct the activities of all Corporation employees except where such direction would contradict the statutory duties of such officers as are appointed under statute and whose duties are prescribed by statute.

3.12 To delegate appropriate duties and responsibilities to Department Heads within the organizational structure.

3.13 To develop and maintain for reference purposes a comprehensive manual of all the Corporation's policies approved by Council.

3.14 To attend the interests of the Corporation on intergovernmental issues at the administrative level.

3.15 Without limiting the generality of the foregoing, to perform any additional responsibilities and to exercise the powers incidental thereto which may, from time to time, be assigned to the City Manager by Council or the Mayor, as the case may be.

4. PERSONNEL ADMINISTRATION

4.1 (a) To have authority to recommend to Council or the Mayor, as the case may be, the appointment, promotion, demotion, suspension or dismissal of Department Heads;

(b) To have authority to employ, promote, demote, suspend or dismiss employees of the Corporation below the position of Department Head and not covered by collective agreements;

(c) To have authority to employ, promote, demote, suspend and dismiss all other employees of the Corporation in accordance with procedures contained in all collective agreements and in accordance with the lines of authority that are defined in the Corporation's organizational structure.

4.2 To direct the collective bargaining with all unionized Corporation employees, and to recommend to Council collective agreements concerning wages, benefits and terms of service and, upon approval by Council, to direct the administration of such collective agreements.

4.3 To administer all salaries and performance agreements of employees who are subject to the City Manager's supervision, within the limitation of any salary plan or salary contract agreement.

4.4 To oversee the effective classification and any comprehensive personnel management programme for non-bargaining unit staff.

4.5 To recommend to Council or the Mayor, as the case may be, such personnel management and salary systems as may improve the overall management of the Corporation and to implement and administer such systems after approval by Council or the Mayor, as the case may be.

5. FINANCIAL ADMINISTRATION

5.1 To oversee the preparation and presentation to Council of the annual budgets for operating and capital programmes.

5.2 To exercise financial control over all corporate operations by exercising administrative direction of Council approved programmed and budget expenditures in each year.

6. ADMINISTRATIVE ORGANIZATION, MANAGEMENT AND POLICY DEVELOPMENT

6.1 To create and reorganize such Departments of the City as may be considered necessary and proper to fulfill the functional obligations of the Corporation, subject to any Mayoral Decisions and/or final approval of Council or the Mayor, as the case may be, for proposed major changes.

6.2 To carry out long range administration planning.

6.3 To develop, approve and implement policies, procedures and practices that are considered administrative in nature.