

To: COUNCIL

Meeting Date: 4/15/2025

Subject: Appointment of Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer

Submitted By: Danielle Manton, City Clerk

Prepared By: Jennifer Shaw, Deputy City Clerk

Report No.: 25-004-CRS

File No.: C1101

Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 25-004-CRS Appointment of Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer be received;

AND THAT the by-law attached as Appendix “A” to Report 25-004-CRS providing for the appointment of an Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer for the Corporation of the City of Cambridge, be enacted.

EXECUTIVE SUMMARY:

Purpose

To recommend the passing of an amendment to By-law 119-08 to appoint an Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer for the Corporation.

Key Findings

The appointment of an Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer are required while the recruitment for a new Chief Financial Officer is underway.

It is deemed appropriate at this time to bring forward an amendment to By-law 119-08, providing for the appointment of Officers of the Corporation of the City of Cambridge, in

order to appoint an Acting Chief Financial Officer and Acting Deputy Treasurer to facilitate the conduct of the business of the Corporation.

Financial Implications

There are no financial implications associated with the appointment of Municipal Officers.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Governance

Core Service: Administrative Services

The appointment of an Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer ensures that the decisions of Council can be implemented in a timely and fiscally prudent manner and that legislative responsibilities can be fulfilled.

BACKGROUND:

The Municipal Act, 2001, authorizes the Council of a municipality to select and appoint Municipal Officers, namely a Clerk, Treasurer and Deputy Clerks and Treasurers, as required.

Section 227 of the Municipal Act, 2001, further establishes the roles and responsibilities of Municipal Officers and employees to:

- Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- Undertake research and provide advice to Council on the policies and programs of the municipality; and
- To carry out other duties required under any Act and other duties assigned by the municipality.

On August 11, 2008, Council passed By-law 119-08, providing for the appointment of Officers of the Corporation of the City of Cambridge tasked with responsibility for carrying out and enforcing regulations in accordance with the applicable policies and by-law(s) and performing the duties established by the job description approved for the position(s) by the Corporation of the City of Cambridge.

ANALYSIS:

In review of the appointment By-law 119-08, staff determined that it was appropriate to amend the by-law to appoint an Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer to act while the recruitment for the Chief Financial Officer position is underway.

Historically, Cambridge City Council has appointed Municipal Officers by name; however, in an effort to maintain up-to-date appointment information and authorization, a comprehensive review of By-law 119-08 will be undertaken in 2025. Upon completion of this review, staff will recommend that City Council consider appointing by position title rather than by employee name.

EXISTING POLICY / BY-LAW(S):

The appointments recommended in this report require an amendment to By-law 119-08. The draft amending by-law is attached to this report as Appendix 'A' and will be presented to Council for enactment concurrently with this report.

FINANCIAL IMPACT:

There is no financial impact pertaining to the appointment of an Acting Chief Financial Officer / Treasurer and Acting Deputy Chief Financial Officer / Deputy Treasurer for the Corporation, as the recommended appointments pertain to existing positions.

PUBLIC VALUE:

Does not apply.

ADVISORY COMMITTEE INPUT:

Not Applicable.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

The Clerk's Division works with various areas of the organization to ensure that Council appointments of Municipal Officers are kept up-to-date and that new appointments are brought forward to Council when required.

CONCLUSION:

Periodic review and update to Municipal Officer appointments ensures that newly hired staff can carry out their responsibilities and that key positions have the legislative authority to act when a vacancy occurs.

REPORT IMPACTS:

Agreement: **No**

By-law: **Yes**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 25-004-CRS Appendix "A" – Proposed By-law