



Corporation of the Town of Newmarket

By-law 2019-15

A By-law to appoint a Chief Administrative Officer for the Corporation of the Town of Newmarket (Jagdeep Sharma).

Whereas section 72 of the Municipal Act RSO 1990, c.M45 as amended authorizes Council to appoint a Chief Administrative Officer;

And whereas Council has approved the appointment of Jagdeep Sharma as the Chief Administrative Officer for the Town of Newmarket;

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Jagdeep Sharma be hereby appointed as the Chief Administrative Officer for the Town of Newmarket effective April 1, 2019.
2. That the execution of an employment contract with the Mayor and Director, Human Resources be ratified.
3. That the Chief Administrative Officer shall perform the duties and responsibilities outlined in the job profile attached hereto as Schedule "A" and such other duties as may be assigned by resolution or by-law from time to time.
4. That this bylaw shall come into force and effect on April 1, 2019 provided the employment contract has been executed.
5. That By-Law 2002-134 be repealed.

Enacted this 25th day of March, 2019.

John Taylor, Mayor

Kiran Saini, Acting Town Clerk

Chief Administrator Officer

Location: **Town of Newmarket, Ontario**

The Organization:

Strategically positioned north of Toronto, within the GTA, the Town of Newmarket, a municipality of over 85,000, boasts a diverse socio economic base, focused on the industrial, commercial, cultural, and tourism sectors. The location of the original settlement in 1801 at the convergence of the Holland River and Fairy Lake continues to be a central feature of Newmarket's downtown core. Described as a community of cooperation because of its long and proud history of people working together to improve the lives of all citizens, Newmarket's focus on the preservation and enhancement of the historical and environmental features of the community is highly evident. Community outreach and partnerships between the private sector, government, labour, community and business leaders and their constituencies continue to be important factors in The Town of Newmarket's approach to growth and development. Newmarket stands as a lower tier municipality within the Region of York, represented by 7 Councilors, a Regional Councilor and the Mayor.

The Position:

Accountable to Council through the Office of the Mayor of the Town of Newmarket, the Chief Administrative Officer leads, directs, manages and administers all organizational and operational services for the Town. Delivering on the strategic vision of Council, the C.A.O. provides principled and accountable leadership to the Strategic Leadership Team thereby influencing ten Department Directors in the innovative, efficient and cost effective delivery of sound municipal services within the Town. Responsible for the direction and implementation of all approved policies, budgets and appropriations, the CAO will have overall accountability to manage the effectiveness of the Town's administration, including financial planning and management, intergovernmental relations, corporate strategic planning, corporate redesign and restructuring, government/ community integration and the coordination of interdepartmental initiatives.

The successful candidate will be an accomplished municipal leader with a proven executive, administrative, and business practice record. A sophisticated strategic thinker, with a high level of personal and professional confidence and political savvy, you will apply your well honed strategic and change management skills for the most efficient and cost effective delivery of sound municipal services within the Town of Newmarket. A people leader with a commitment to innovation as well as a respect for the past will serve to enhance a corporate culture that embodies a set of core values that embraces a commitment to extraordinary customer service.

The successful candidate will have a collaborative mindset that nurtures collaboration with other municipal partners and a leadership style that affords meaningful results for all parties.

General Description

- *Leadership/Management:* Lead, coordinate, manage and oversee the work of all municipal departments, ensuring delivery on Council's policy direction, effective and efficient service delivery and sound administrative interaction with various operating agencies and the Region of York. Act as the sole representative of the Town on Newmarket Hydro Holdings Inc., leads a Fire Service serving 2 communities and plays a significant role with the Northern 6 municipalities.
- *Policies:* Assume full responsibility for the implementation of the policies, directions and programs approved by Council.
- *Budget:* Direct the preparation of the Town's budget, providing recommendations with respect to both current and capital budgets, and exercise financial control over approved appropriations for all Town departments.
- *Council Support:* Support Council in reviewing and advising on Council's agenda, both open and in camera, and making appropriate presentations to Council on all requisite matters.
- *Human Resources:* Responsible for personnel matters for all staff including the hiring and discharge of staff. The hiring and discharging of Commissioners would be based on a CAO recommendation to Council.
- *Culture:* Responsible for creating the opportunity for an environment of inclusivity and collaboration to flourish.

Detailed Description

- To administer/have authority over:
 - the business affairs of the Town in accordance with the policies and plans approved and established by Council.
 - the financial control of all departments of the Town relative to approved appropriations.
 - all Town purchasing.
 - Collective bargaining agreements and all wage and salary administration.
 - the appointment, employment, suspension or dismissal of all Town employees not covered by collective bargaining agreements, or not appointed under Statute, subject to their right of appeal to Council in respect to any suspension or dismissal.
 - the appointment and employment of all other employees of the Town in accordance with procedures laid down in collective bargaining agreements and to dismiss or suspend such employees for cause, subsequent to which the grievance procedures laid down in collective bargaining agreements shall apply.

- To lead, co-ordinate and broadly manage:
 - the preparation of plans and programs to be submitted to the Council related to development, improvement, construction, and maintenance of all Town services, property and facilities.
 - the implementation of all programs, services, initiatives, and projects approved by the Council including Official Plan Review, Community Strategic Plan, Recreation Master Plans, Natural Heritage Studies, Strategic Property Acquisitions, etc.
 - the preparation and compilation of the annual estimates of revenues and expenditures.
 - collective bargaining for Town employees concerning overall mandate, wages, salaries and working conditions.
 - duties and powers which from time to time may lawfully be assigned to, or vesting in him/her by the Council.

- To report/present to Council:
 - all recommendations/reports arising from departmental operations for Council's information/approval as appropriate.
 - all requests and appeals from citizens directed to the Council.
 - the annual estimates of revenues and expenditures and monthly account statements.
 - recommendations respecting collective bargaining agreements with Town employees concerning wages, salaries and working conditions.
 - recommendations respecting the appointment, employment, suspension or dismissal of Commissioners.
 - reports and information regarding progress and accomplishments in programs and projects and his/her exercise of financial and administrative control as requested by Council.
 - reports and information relative to the leadership of a Fire Service serving two municipalities through a Joint Council Committee

- To represent the interests of The Town Of Newmarket:
 - during regularly scheduled strategic and operational planning meetings with Department Directors.
 - during meetings with the staff of Newmarket on an ongoing basis
 - with local municipalities
 - with the Region of York.
 - with the Province of Ontario.
 - with Newmarket-Tay Power through participation at Board meetings on strategic matters
 - with other government jurisdictions.
 - with existing and potential business and community interest in Newmarket.
 - with the community at large.

Qualifications

- *Municipal Leadership:* Extensive experience at the senior administrative level with municipal related experience and a proven record of accomplishment. Ability to create and communicate a vision and engage others in its achievement. Demonstrate behaviours that model and support the organizations aspirations and values and ensures it success.
- *Initiative:* Enthusiastic and hardworking with demonstrated initiative and motivation in taking charge of their responsibilities.
- *Political Acuity:* Experience in working with elected officials and councils. Navigating the formal and informal channels and networking with Council, the Strategic Leadership Team, management groups, the media and private sector.
- *Communication:* High degree of interpersonal skill, tact and diplomacy. Ongoing contact with members of Council, various stakeholders at all levels, provincial and federal governments, the media and related organizations to provide and exchange information.
- *Partnering:* Create an organizational environment that is open to alliances and attracting partnerships. Negotiating and managing the strategic nature of alliances and determining when adjustments, fine tuning or termination or partnerships is required.
- *Adaptability:* Comfortable with shifting priorities and proven ability to manage change in a complex environment.
- *Interpersonal Skills:* Strong interpersonal and communication skills and a record of building profitable relationships with external services and internal support systems.
- *Financial:* Sound financial management skills.
- *Strategic/Conceptual Skills:* Ability to conceptualize new ideas and apply them.
- *Strategic Orientation:* *links long range vision and concepts to daily work; sophisticated awareness of the impact of the external environment on strategies and how external factors affect choices*
- *Integrity:* Forthright, honest and reliable
- *Education:* A university education, at the Honours Baccalaureate level in a related area of study such as Business, Arts, Applied Sciences, Public Administration. Preference would be for a Master's Degree in Public Administration or equivalent.