

Type of Decision									
Meeting Date	Friday, April 20, 2012				Report Date	Wednesday, March 28, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Change of Title - CAO/Clerk Report #20/04/12/1105									

Subject: Change of title of the Senior Administrative Officer from Municipal Clerk to Chief Administrative Officer/Clerk.

RECOMMENDATION: That Council pass the following resolution authorizing a change in the title of the senior staff member from Municipal Clerk to Chief Administrative Officer/Clerk.

**WHEREAS** certain duties and responsibilities that are currently being performed by the Clerk are actually those of a Chief Administrative Officer;

**AND WHEREAS** Fred Dean, in his governance summary provided to Council in 2008 recommended that the Clerk be formally appointed to act as Chief Administrative Officer (CAO) to ensure that there is an employee with the legislated responsibility and authority under the Municipal Act;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to formally adopt this title and appoint the Clerk to act as the CAO to be responsible for all duties associated with that position;

Background/Executive Summary: Pretty self explanatory. This has not been acted upon as it was simply overlooked. Now during review of Mr. Dean's summary, it has come to light and should be amended to ensure that we are compliant with legislation.

The Municipal Act states:

**Chief administrative officer**

**229.** A municipality may appoint a chief administrative officer who shall be responsible for,

- (a) 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
- (b) performing such other duties as are assigned by the municipality. 2001, c. 25, s. 229.”

These responsibilities are already being carried out by the Clerk. A large amount of correspondence comes addressed to Melinda Reith, CAO.

There is no requirement or request for increased salary or job description change. This is simply an administrative action which was recommended years ago to ensure that someone was appointed with this title to provide legislative support for actions being taken in the course of the duties of the position of Clerk and was simply overlooked.

Financial Considerations/Budget Impact: None

Policy Impact: None, as per the Municipal Act.

Others Consulted/Resources/References: Municipal Act; Fred Dean's summary – January 2008;

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*