

## REPORT

### COUNCIL MEETING

MEETING DATE: FEBRUARY 23, 2015

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**FROM:** Commissioner of Corporate Services

**DATE:** February 5, 2015

**SUBJECT:** Replacement of Schedule A to By-law 2007-144, defining the duties and responsibilities of the Chief Administrative Officer.

**LOCATION:**

**WARD:**

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#### RECOMMENDATION:

That By-law 2015-028, a by-law to amend By-law 2007-144, a by-law to appoint a Chief Administrative Officer for the Corporation of the Town of Oakville, to define the duties and responsibilities of the Chief Administrative Officer and to repeal By-law 2001-208, be passed.

#### KEY FACTS:

The following are key points for consideration with respect to this report:

- In August 2007 the CAO Review Committee submitted By-law 2007-144 and related Schedule "A" to Council for approval (appendix A)
- Through administrative inadvertence an incorrect schedule was attached to the by-law with an error in section 4b when the by-law was signed by the Mayor and Clerk (appendix B)

#### BACKGROUND:

This is a correction of an administrative oversight to replace the incorrect appendix with the correct version that Council had approved in 2007.

#### COMMENT/OPTIONS:

This is a correction of an administrative oversight. By-law 2015-028 is located under the By-law section of this agenda.

#### CONSIDERATIONS:

##### (A) PUBLIC

There are no public impacts.

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**(B) FINANCIAL**

There are no financial impacts.

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

There are no impacts on other departments or users.

**(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS**

This report addresses the corporate strategic goal to:

- be accountable in everything we do

**(E) COMMUNITY SUSTAINABILITY**

There are no sustainability issues.

**APPENDICES:**

Appendix A – Correct version By-law 2007-144

Appendix B – Incorrect version By-law 2007-144

Prepared and Submitted by:

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Commissioner of Corporate Services