ONTARIO, CA
COCHRANE
WONDERFULLY UNEXPECTED

Town of Cochrane

Mayoral Directive to Amend the Organizational Structure and Delegate Certain Authority to the Chief Administrative Officer – MD-2026-13

TO AMEND THE ORGANIZATIONAL STRUCTURE, ESTABLISH THE CHIEF FINANCIAL OFFICER POSITION, AND AUTHORIZE IMPLEMENTATION

Pursuant to Part VI.1 of the *Municipal Act, 2001*, being the Special Powers and Duties of the Head of Council, and specifically sections 284.5 and 284.6, the powers of the municipality with respect to the Chief Administrative Officer and determining the organizational structure of the municipality are assigned to the Head of Council.

(1) 284.5 - The powers of a municipality under section 229, with respect to the chief administrative officer, are assigned to the head of council.
(2) 284.6 - Subject to subsection (3), the powers of the municipality with respect to determining the organizational structure of the municipality are assigned to the head of council.

Pursuant to section 284.13 of the *Municipal Act, 2001*, the Head of Council may delegate certain powers and duties under Part VI.1, including powers relating to the Chief Administrative Officer and the organizational structure of the municipality.

WHEREAS the Mayor acknowledges the importance of collaborative governance and recognizes Council's role in providing input, oversight, and support on matters affecting the administration and organizational structure of the municipality;

AND WHEREAS the Chief Administrative Officer has recommended amendments to the organizational structure to establish the position of Chief Financial Officer;

AND WHEREAS Council for the Town of Cochrane has been engaged in the review process and has supported the proposed restructuring as recommended by the Chief Administrative Officer through Resolution No. 2026-13;
AND WHEREAS it is necessary to ensure administrative continuity and operational effectiveness during any period in which restricted acts may apply under section 275 of the *Municipal Act, 2001*;

AND WHEREAS the Mayor considers it appropriate to delegate authority to the Chief Administrative Officer to take the necessary administrative actions to implement this directive, including recruitment and hiring for the Chief Financial Officer position;

THE MAYOR DIRECTS AS FOLLOWS:

1. **THAT** the organizational structure of the municipality be amended to establish the position of Chief Financial Officer as a senior leadership position reporting directly to the Chief Administrative Officer.
    a. The Chief Financial Officer position shall include responsibility for the municipality's financial leadership, reporting, budgeting, financial functions, and controls, and such other duties as may be assigned by the Chief Administrative Officer.
    b. The applicable job description, compensation review, reporting relationship, and related administrative requirements shall be updated to reflect the creation and implementation of the Chief Financial Officer position.
    c. The organizational chart and any related internal documents shall be amended accordingly to reflect the Chief Financial Officer position within the municipal structure.

2. **AND THAT** during any period in which the Mayor is subject to the restricted acts provisions commonly referred to as the lame duck period, the Chief Administrative Officer is delegated the authority to take all necessary steps to recruit, select, appoint, and hire for the Chief Financial Officer position, subject to applicable municipal policies, employment standards, and budgetary approvals.

3. **AND THAT** the Chief Administrative Officer is authorized to execute all documents, make all administrative arrangements, and take all actions necessary to give effect to this directive, including initiating and concluding the hiring process for the Chief Financial Officer during the lame duck period.

4. **AND THAT** the remuneration, classification, and any pay equity considerations applicable to the Chief Financial Officer position be reviewed and administered in accordance with the Town's established policies and applicable legislation.

5. **AND THAT** the revised organizational structure version “2.7 August 20, 2026”, attached, including the Chief Financial Officer position, be adopted and implemented immediately upon execution of this directive.

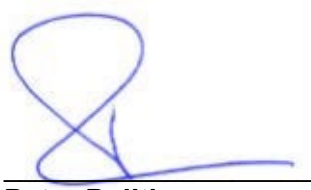
6. **AND THAT** the Chief Administrative Officer will retain the title of Treasurer for all intents and purposes, and to satisfy the requirements of the Municipal Act.

7. **AND THAT** the municipality take all necessary actions to implement this directive in a timely manner, including:

a. Communicating the organizational change clearly and effectively to municipal employees, Council, and other affected parties, as appropriate.
b. Updating the organizational chart, job description, reporting structure, payroll records, and any related administrative documents.
c. Applying the Town's compensation, pay equity, recruitment, and human resources policies, as applicable.
d. Commencing the recruitment and hiring process for the Chief Financial Officer position as directed and authorized herein.
e. Ensuring any related position transitions, vacancies, or administrative changes are managed appropriately, efficiently, and in accordance with municipal policies.

8. **AND THAT** this directive shall take effect immediately upon execution.

Executed this 21st day of August 2026 by:



Peter Politis
Mayor | Maire | Ogima

Attachments:

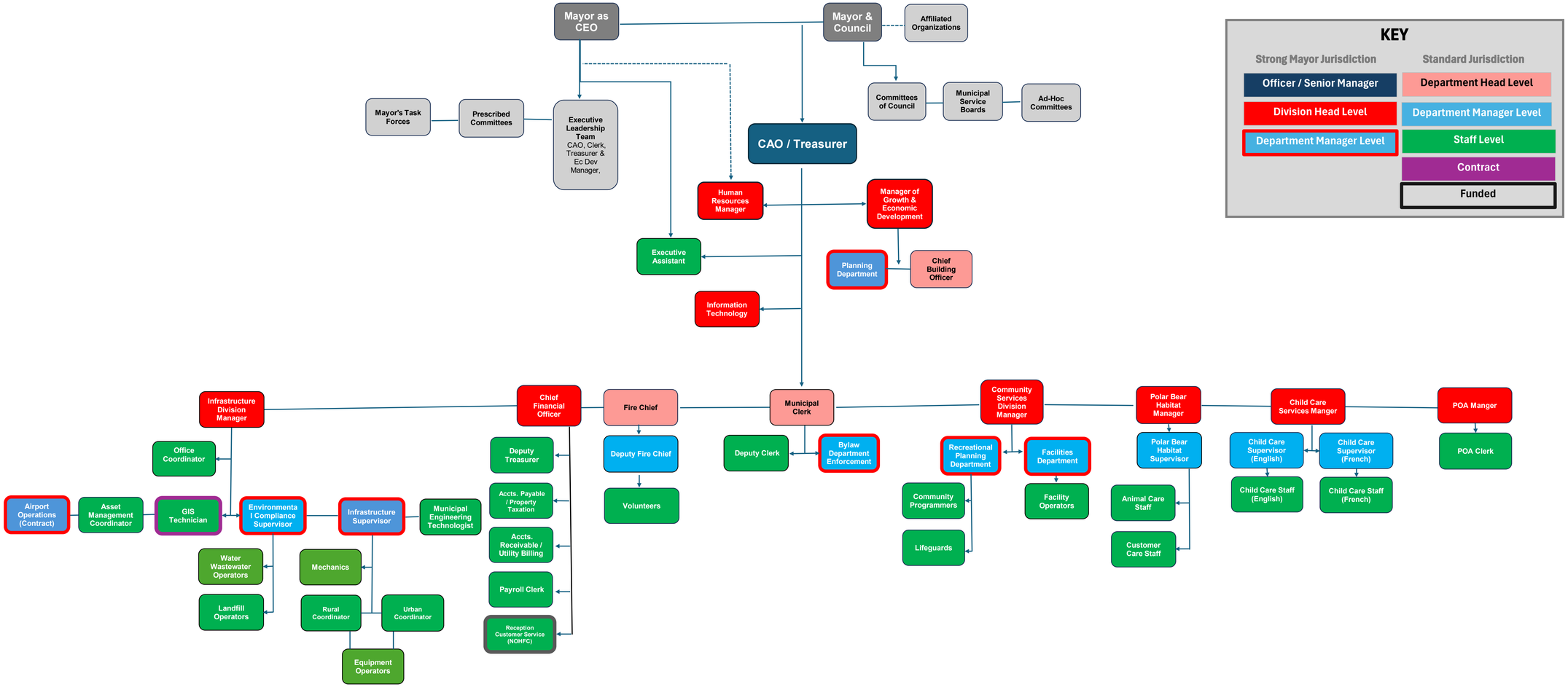
- *Revised Structure and Organizational Chart version 2.7 dated August 20, 2026*
- *Council Resolution No. 2026-13*



Town of Cochrane

Revised Structure and Organizational Chart

VERSION 2.7 - August 20, 2026



ONTARIO, CA
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THE CORPORATION OF THE TOWN OF COCHRANE

EMERGENCY COUNCIL **DATE:** **August 20, 2026**

RESOLUTION NO.: **2026-13**

AGENDA ITEM NO.:

MOVED BY: Brunet; Charron-Lemieux; Decevito; Nelson; Recoskie; Reimer; Politis

SECONDED BY: Brunet; Charron-Lemieux; Decevito; Nelson; Recoskie; Reimer; Politis

BE IT RESOLVED THAT Council supports amending the organizational chart to include a Chief Financial Officer position and delegating hiring authority to the CAO from part VI.1 of the Municipal Act 2001, for the Chief Financial Officer position during the lame duck period.

DECLARED THE MOTION

☐ **CARRIED**
☐ **DEFEATED**
☐ **DEFERRED**
☐ **RECORDED VOTE - Requested by:** Brunet; Charron-Lemieux; Decevito; Nelson; Recoskie; Reimer; Politis

Mayor (Deputy Mayor)

RECORDED VOTE	FOR	AGAINST	ABSTAIN	CONFLICT	ABSENT
Councillor Brunet		X			
Councillor Charron – Lemieux		X			
Councillor Decevito	X				
Councillor Nelson	X				
Councillor Recoskie					X
Councillor Reimer	X				
Mayor Politis	X				