

Town of Cochrane

Mayoral Directive to Staff MD-2025-01

TO CREATE AND IMPLEMENT AN EXECUTIVE LEADERSHIP TEAM

Under the Authority: *Part VI.1 (Special Powers and Duties of Head of Council)* of the *Municipal Act, 2001*, Sections 284.3 & 284.4 (*Direction to Employees*) the Mayor may direct Staff to:

- a) undertake research and provide advice to the head of council and council on policies and programs of the Town or of the head of council as they relate to the powers and duties under this Part; and
- b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part.

THE MAYOR DIRECTS AS FOLLOWS:

1. THAT an Executive Leadership Team (ELT) be created. A concept that has been proposed to, vetted and supported by council.
2. THAT the ELT be comprised of the following positions:
 - a. **Mayor / CEO**
 - b. **CAO**
 - c. Clerk
 - d. Treasurer
 - e. Social and Economic Development Manager
3. THAT the ELT meet weekly and conduct communications between weekly meetings via email.
 - a. The first meeting commences July 2, 2025, at 1:30 pm.
 - b. Email communications can begin immediately.
 - c. Future meetings, frequency and details will be conducted as per communications from the Mayor.
 - d. Acting reasonably, attendance at this weekly meeting will be treated as a priority.
4. **AND THAT** The purpose of the ELT is to:
 - a. Allow for day to day bridging of operational and governance needs.
 - b. Act as the primary vetting layer for both operational and governance needs.
 - c. Effectively facilitate communications of the key decision makers in the municipality thereby providing both the operational and governance levels with collective awareness and decision making.
 - d. Pool the expertise and skills of the municipality to collectively identify needs and problem solve together.

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- e. Ensure reporting and recommendations to council are thoroughly thought out, prepared, focused, and presented with the highest level of credibility.

Executed this 25th day of June 2025 by:



Peter Politis
Mayor | Maire | Ogima

