



**TOWN OF MINTO**

**MEETING DATE:** May 6, 2025

**REPORT TO:** Mayor and Council

**SERVICE AREA:** Clerks

**SUBJECT:** CL 2025-007 – Appointing CAO as Deputy Clerk/ By-law Officer

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**RECOMMENDATION:**

THAT the Council of the Town of Minto hereby receives report CL 2025-007 Appointing CAO as Deputy Clerk and By-law Officer, prepared by the Director of Legislative Services/ Clerk for information purposes;

AND FURTHER THAT the Town of Minto considers By-laws for both appointments in open session.

**BACKGROUND:**

N/A

**COMMENTS:**

It is good business practice to have additional staff members appointed as a Deputy Clerk to assist with meeting statutory duties and responsibilities. For the Town of Minto, having the Chief Administrative Officer (CAO) assume this additional role as a Deputy Clerk is logical as the CAO regularly attends Council meetings, understands protocol and processes and can assist with statutory meeting requirements in the absence of both the Clerk and Deputy Clerk.

The same goes for the appointment of Municipal By-Law Enforcement Officers. CAO Furtney has been a Provincial Offences Officer while working for a Conservation Authority in the past and, once appointed, can provide coverage if required.

**FINANCIAL CONSIDERATIONS:**

N/A

**STRATEGIC PLAN:**

- 5.2 Explore further service efficiencies.
- ii. Develop cross training program for staff for allow for more flexibility.

**PREPARED BY:** Annilene McRobb, Clerk

**RECOMMENDED BY:** Gregg Furtney, Chief Administrative Officer