

Town of Arnprior

Mayoral Decision MDE-2025-02

Being a Mayoral Decision to temporarily amend the organizational structure at the Town of Arnprior whereby the Town Clerk and Clerk's department will move under the direct reporting structure of the Chief Administrative Officer (CAO) and further that a corporate review be undertaken.

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, as amended, Section 284.6 (Powers Re: Organizational Structure):

The Mayor has decided as follows:

1. The Mayor will temporarily amend the organizational structure by changing the reporting structure for the Town Clerk. Effective immediately, the Clerk will report directly to the Chief Administrative Officer (CAO).
2. The intended purpose is to ensure compliance for the statutory duties of the Clerk's position, and to better align the Town of Arnprior with common reporting structures in similar municipalities, and our strategic plan.
3. This decision provides the CAO authority to execute any amendments to the related employment contracts of either the Clerk, the General Manager of Client Services/Treasurer, or both, in consultation with legal services.
4. The Town will undertake a corporate review, to be completed by the end of Q1, 2026, through an RFP process.
5. This Mayoral Decision provides publicly-posted written notice as required under the legislation.

This Mayoral Decision provides the written notice as required under the applicable legislation.

This Mayoral Decision comes into effect on October 6, 2025

Signed and Sealed by:

A handwritten signature in blue ink, appearing to read 'Lisa McGee', with a long horizontal flourish extending to the right.

Lisa McGee, Mayor

Dated: October 6, 2025