

---

## MEMORANDUM

CL-C 4-2020

**Subject: Chief Administrative Officer Roles and Responsibilities By-law**

**Date: February 20, 2020**

**To: Regional Council**

**From: Ann-Marie Norio, Regional Clerk**

---

At its Special Meeting held on January 23, 2020, Regional Council approved Report CLK 1-2020 which recommended the following:

That Report CLK 1-2020, dated January 23, 2020, respecting Chief Administrative Officer Roles and Responsibilities Draft By-law **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the draft by-law respecting the Chief Administrative Officer Roles and Responsibilities attached as Appendix 1 to Report CLK 1-2020, **BE APPROVED**; and
2. That the final by-law **BE PREPARED** and **PRESENTED** to Council for consideration.

Section 2 of the draft by-law stated the following:

*That the Chief Administrative Officer is the head of the administrative branch of the Region and shall be responsible to Regional Council for coordinating, supervising, and ensuring the effective administration of all programs and policies initiated and adopted by Regional Council.*

The *Health Protection and Promotion Act*, which governs Public Health, establishes in sections 67(1) and (3) that a medical officer of health is solely and directly responsible to the board of health (in our case, Regional Council) for the administration of public health. In order to ensure there is clarity within the by-law, staff have changed section 2 to read as follows:

*That the Chief Administrative Officer is the head of the administrative branch of the Region and shall be responsible to Regional Council for coordinating, supervising, and ensuring the effective administration of all programs and policies initiated and adopted by Council and of all projects and undertakings initiated by or under his or her own direction within the strategic policy framework adopted or endorsed by Regional Council, **subject to any restrictions or requirements in any statute, including but not limited to the legislated***

***reporting and accountability relationship of the Medical Officer of Health in  
the Health Protection and Promotion Act.***

The final by-law is included for Council's consideration on the agenda for the February 20, 2020 meeting, as Bill 2020-09 (Agenda Item 19.4)

Respectfully submitted and signed by

---

Ann-Marie Norio  
Regional Clerk