



Subject: *CAO Authority Policy update*
To: Corporate & Residential Services Committee
Date Prepared: September 29, 2026
Prepared by: Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
Approved by: Adam Clarkson, Acting Chief Administrative Officer

Summary

In September 2026, Staff identified a need to update the CAO Authority Policy to provide more clarity on granting and releasing easements.

Financial Impact Statement

None

Recommendation

That the Corporate & Residential Services Committee recommends that Council give notice and approve the amendments to the CAO Authority Policy.

Recommended Motions

Regular Meeting of Council (Policy & In-Camera) - October 20, 2026:

Move that the Corporate & Residential Services Committee recommends that Council give notice of intent to approve the amendments to the CAO Authority Policy as attached to the Executive Committee agenda dated October 20, 2026.

Regular Meeting of Council - October 28, 2026:

Move that the Corporate & Residential Services Committee recommends that Council approve the amendments to the CAO Authority Policy as attached to the Executive Committee agenda dated October 20, 2026.

Background

In September 2026, Staff advised that there was a technical gap in the CAO Authority Policy with respect to granting and release of easements and the policy should be amended to provide greater clarity on the delegation of authority to the CAO.

Staff recommend that Section 1.2.9 be amended as follows:

Granting or releasing easement agreements in the Municipal road right-of-way ~~or where other easements exist, so as to not encumber future Municipal use of the Property.~~ Granting other easements that do not encumber future municipal use of the property. Releasing other easements that are no longer required or that are not anticipated to serve the municipality in the future.

Attachments

CAO Authority Policy - October 2026 - Draft (with markup)