

To: Mayor and Members of Council

July 29, 2010

Re: Appointment of Acting Town Administrator

## **Background**

The current Town Manager will be terminating employment with the Town of White City effective July 31, 2010. In order to bridge the transition to the new Manager, it is necessary to appoint an Acting Town Administrator. This ensures that the business and legislative function of the Town and Council can continue.

The purpose of this report is to appoint the Assistant Administrator, Debi Breuer, to the position of Acting Town Administrator.

## **Discussion**

Section 110, (5) of *The Municipalities Act*, provides a council with the authority to appoint a person to fill the position of Administrator of a municipality in an acting capacity. The current Town Manager provided three months notice of his intent to terminate his contract with the Town. Since then Council has bulletined the vacant position and a decision to appoint a new Town Manager is imminent. There will, however, be a period of a few weeks where there will be no Town Manager. To bridge the gap and ensure the Town can function within the required legal and legislative framework, it is necessary to appoint an acting Administrator. The Administration is proposing that Ms. Debi Breuer be appointed to this position. She has the necessary certification and is capable of performing in the role for the few weeks leading to the formal appointment of the new Town Manager.

## **Budget Implications**

The Town policy for employees performing in an acting capacity is that they receive \$2.50/ hour in addition to their regular pay. The acting period is anticipated to be approximately three weeks. The additional cost to the Town would be approximately \$300.00. There would be sufficient funds in the 2010 Operating Budget available in salary drag to offset this expense.

## **Conclusion**

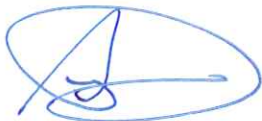
With the departure of the Town Manager effective July 31, 2010, it is necessary to appoint an acting Town Administrator. This will ensure that the Town can continue to function within legal and legislative requirements until such time as a permanent replacement is in place. It is proposed that Ms. Debi Breuer be appointed to act as the Town Administrator.

## **Recommendation**

Your Administration recommends that;

1. Council appoints Ms. Debi Breuer to act as the Town Administrator effective August 2, 2010; and
2. The term of Ms. Breuer's appointment terminate the day the new Town Manager starts employment with the Town.

Respectfully submitted,



Bryan Dimen,  
Town Manager