

December 1st, 2011

To all UMAAS members

RE: Chief Administrative Officer (CAO) Title

Over the past number of years and particularly with the current growth and development in our province, the duties of the municipal administrator have changed and expanded considerably. For this reason there has been a positive movement to change the title of the municipal administrator from "Administrator" to "Chief Administrative Officer (CAO)". Comparatively, throughout Canada, Saskatchewan is the only province in Canada that does not currently use this title.

The UMAAS executive initially approached the Department of Municipal Government about changing this in the *Municipalities Act*, but due to a number of legislative complications, Department officials suggested municipalities could simply identify the term in their Administrative Bylaws. That being said, each municipality can still make the choice to change the title on their own, within their Administrative Bylaw.

In the municipality's Administration Bylaw the following definition can be used to define CAO as having the same meaning as Administrator under the Act:

"Chief Administrative Officer (CAO)" means the Chief Administrative Officer of the Town/Village of Somewhere appointed to the position of administrator pursuant of Section 110 of the *Municipalities Act*.

A number of municipalities have already made this change on their own and as mentioned before, it is a choice of the municipality. In this process we are not changing the duties of the administrator, just the title to more appropriately recognize our wide range of responsibilities, while using a term more commonly recognizable in the 21st century and perhaps more attractive in our cumulative efforts to attract new recruits to our profession.

If you have any questions on this matter, please contact your division director for clarification.

Sincerely



Richard Dolezsar, RMA, CAO
Executive Director, UMAAS