



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2024-06-13
Subject: Three Levels of Leadership Model

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Three Levels of Leadership for information only.

Purpose:

The purpose of this report is to present the final document to the council, which formalizes three levels of leadership, detailing clear roles, responsibilities, and expectations for each level.

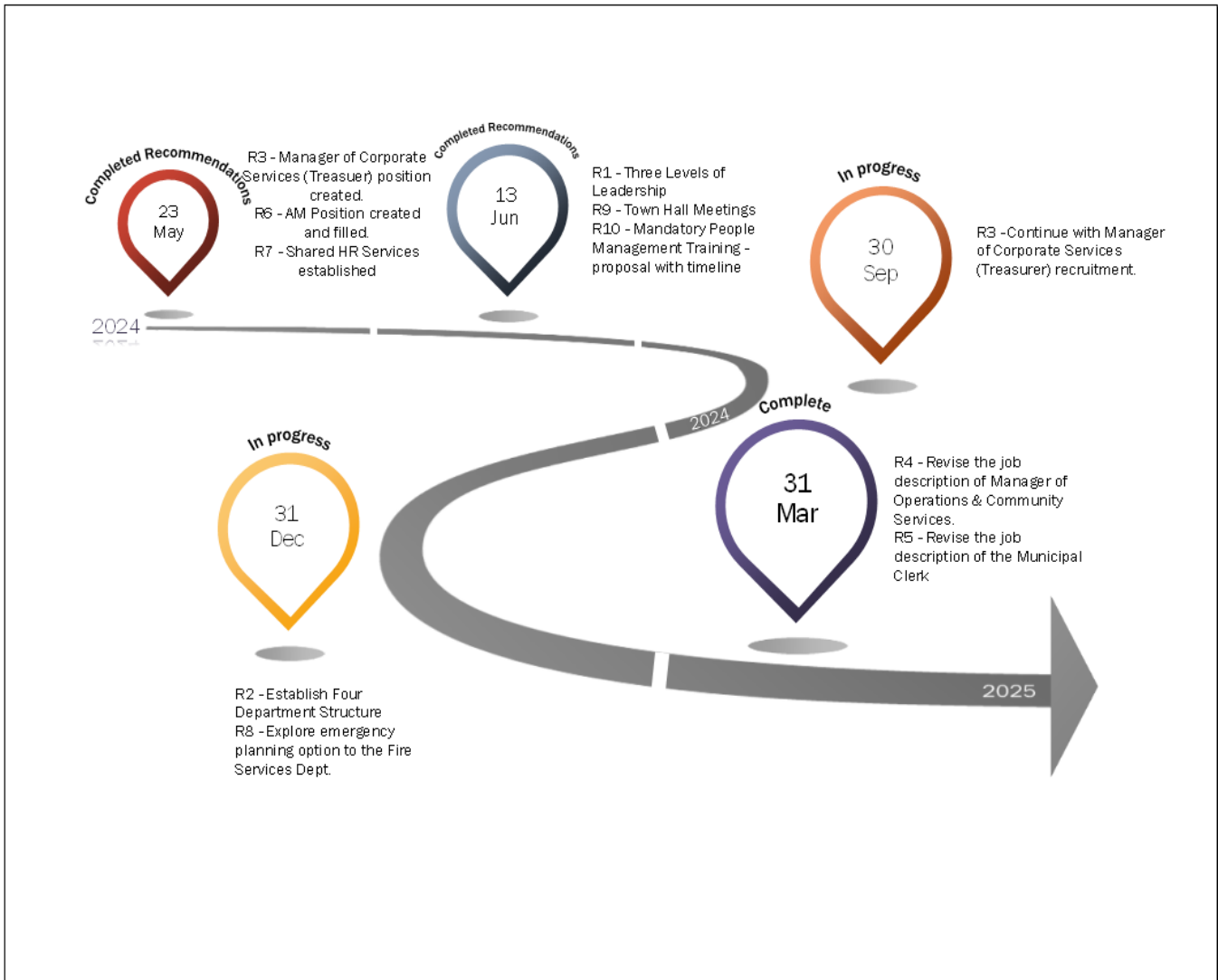
Background:

On January 25, 2024, Linton Consulting presented the council with the final Organizational Review report, providing a thorough overview of our organization. On May 23, 2024, a list of recommendations along with their completion statuses was presented to the council for review and comments. It was noted that Recommendation 1 will be presented at the council meeting on June 13, 2024.

The attached document outlines a three-level leadership model in hierarchical order, where staff at different levels assume different degrees of responsibility and authority. The Three Levels of Leadership Model categorizes these levels as Chief Administrative Officer (CAO), Manager, and Supervisor. Each level consists of specific skills, competencies, and responsibilities essential for leading and managing towards organizational goals.

This document has been shared with supervisors and managers. As we transition to a four-department structure, roles and responsibilities will be adjusted to fit our profiles and align with our organizational goals.

In addition, a flow chart has been created to illustrate the organizational review recommendations that are currently completed and those in progress, with the goal of completion by March 31, 2025.



Financial Implications:

None.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,
Magda Badura, CAO/Treasurer

Report Approval Details

Document Title:	Three Levels of Leadership - 2024-19-Administration Finance.docx
Attachments:	- Three Levels of Leadership.pdf
Final Approval Date:	Jun 11, 2024

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuć