



**STAFF REPORT**

**TO:** Council

**FROM:** Erin Hartley, Deputy CAO

**APPROVED BY:** Warren MacLeod, Chief Administrative Officer

**DATE:** March 11, 2026

**SUBJECT:** **Appointment of Municipal Engineer**

---

**ORIGIN**

New Planning Documents have brought this statutory requirement forward.

**BACKGROUND**

As per the Municipal Government Act, Section 39 (1) The chief administrative officer shall designate an employee of the municipality to be the engineer for the municipality.

**DISCUSSION**

Since the Municipality does not have an Engineering Department or Engineering staff, consultation was held with the Province and other smaller municipal units as to common practices for municipalities without a qualified engineer on staff.

In many cases a staff member who is not a qualified engineer is appointed to act as the designated person to contract the services to qualified individuals or companies and administer related contracts.

The Director of Operations is being recommended for this appointment. The duties would be incorporated into their job description and regular work hours.

**RECOMMENDATION**

That the Council of the Municipality of the District of Shelburne appoint the Director of Operations as the Municipal Engineer for the Municipality of the District of Shelburne.