

**MEETING DATE: AUGUST 20, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**CHIEF ADMINISTRATIVE OFFICER CONTRACT – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River appoint Harold Northcott as Chief Administrative Officer for the County of Vermilion River under the provisions of the CAO Bylaw No. 19-16 and the Municipal Government Act of Alberta Chapter M-26, RSA Alberta 2000, effective September 3, 2019.

THAT the County of Vermilion River approve the Chief Administrative Officer employment agreement setting out the terms and conditions of employment dated July 30, 2019 signed by Harold Northcott and Reeve Dale Swyripa on behalf of the County of Vermilion River.

## **DETAILS**

**Background:** On February 26<sup>th</sup>, 2019, the County of Vermilion River County appointed Mr. Pat Vincent to serve as interim CAO. Since then, Council has hired an executive search firm to recruit potential candidates to fill the CAO position. After conducting several interviews, Council has hired Mr. Harold Northcott as CAO. Mr. Northcott will begin his role as CAO for the County of Vermilion River on September 3<sup>rd</sup>, 2019.

**Discussion:** In accordance with section 205 of the Municipal Government Act (MGA), Council must establish the position of Chief Administrative officer by bylaw. Bylaw No. 19-##, being the CAO Bylaw, is currently in place to fulfill this requirement.

## **IMPLICATIONS OF RECOMMENDATION**

**Organizational:** The appointment of Mr. Northcott fulfills Council's objective to hire a permanent Chief Administrative Officer. The target time to have this completed was August of 2019 which has successfully been reached. Mr. Northcott will play a crucial role in achieving all of Council's strategic initiatives.



**PREPARED BY:** Shannon Harrower, Executive Secretary

**APPROVED BY:** Pat Vincent, Interim CAO

**DATE:** August 7, 2019