



**MEETING DATE: AUGUST 20, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**CHIEF ADMINISTRATIVE OFFICER BYLAW NO. 19-16 – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River give first reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

THAT the County of Vermilion River give second reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

THAT the County of Vermilion River introduce for third reading Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

THAT the County of Vermilion River give third and final reading to Bylaw No. 19-16, being a Bylaw to establish the position of Chief Administrative Officer at the County of Vermilion River and to define the powers and duties of the Chief Administrative Officer as required by the Municipal Government Act.

## **DETAILS**

**Background:** The Municipal Government Act (MGA) requires that Council establish a position of Chief Administrative Officer by bylaw in order to delegate specific duties and responsibilities within the organization. Being that the County has welcomed a new CAO effective September 3, 2019, the County should pass the attached bylaw prior to Mr. Harold Northcott's employment start date.



**Discussion:** The attached bylaw meets the requirements of the MGA and should be passed prior to approving the employment contract of the County's new Chief Administrative Officer.

## ATTACHMENTS

1. CAO Bylaw

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

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

**DATE:** August 8, 2019