



Clearwater County Special Council Meeting Agenda

9:00 AM - Friday, June 12, 2026

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

Our Vision Statement: Our communities are connected by our appreciation for, and stewardship of, our natural beauty, our economic prosperity, our quality living, and the diversity of our wonderful people.

Our Purpose Statement: Through proactive municipal leadership and regional partnerships, we will invest innovatively to generate and support economic and population growth that positions Clearwater County for a sustainable, prosperous future.

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER AND INTERIM CHIEF ADMINISTRATIVE OFFICER	
3.1. Appointment of Chief Administrative Officer and Interim Chief Administrative Officer	2 - 8
4. ADJOURNMENT	



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Appointment of Chief Administrative Officer and Interim Chief Administrative Officer
PRESENTATION DATE:	Friday, June 12, 2026
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Council Tracy Haight, Legislative Services Coordinator Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s205(2)) <input checked="" type="checkbox"/> County Bylaw or Policy (26/071 CAO Position)
Council Values	
 Economic Prosperity Grow our population and economy by attracting people, investment, businesses, and industry.	 Cooperative Alliances Work with our neighbours, our partners, and our communities to find ways to encourage economic growth, enhance our quality of life, and celebrate what makes us amazing.
 Environmental Stewardship Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 Community Social Growth Ensure the health and well-being of our communities and its residents.
 Financial Responsibility Reduce the fiscal burden of future Councils, as well as the community, for generations to come.	
ATTACHMENTS:	
Bylaw 26-071 CAO Position	

STAFF RECOMMENDATION:

That Council appoint _____ as Chief Administrative Officer, as established by Clearwater County Bylaw 26/071, effective July 13, 2026.

That Council appoint senior management employee, Erik Hansen, as Interim Chief Administrative Officer for a term effective from July 1 to July 12, 2026.

BACKGROUND:

Clearwater County's current Chief Administrative Officer (CAO) will be retiring effective June 30, 2026. The recruitment process for a new CAO has been completed, with [Name] hired for the position effective July 13, 2026.

In accordance with Section 205(2) of the Municipal Government Act, Council must appoint one person to carry out the powers, duties, and functions of the CAO. Due to the gap between the outgoing CAO's retirement and the new CAO's start date, the position will be vacant for a period of twelve days.

As a result, in addition to appointing the incoming CAO, Council must also appoint an interim CAO to ensure continuity of operations during this period. Clearwater County's Chief Administrative Officer Bylaw 26/071, Section 4.9, requires that when the CAO position is vacant for any reason, Council must appoint a member of senior management to serve as interim CAO.

CLEARWATER COUNTY

BYLAW NUMBER 26/071

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of establishing the position of chief administrative officer and to define the duties, powers and functions of that position.

WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, and amendments, Council is required to establish the position of Chief Administrative Officer by bylaw;

AND WHEREAS the *Municipal Government Act* specifies a chief administrative officer's responsibilities, duties, and functions for that position;

AND WHEREAS the *Municipal Government Act* provides that Council may by bylaw delegate any of its powers, duties or functions under the *Act* or any other enactment or bylaw to any person unless an enactment or bylaw provides otherwise;

AND WHEREAS the *Municipal Government Act* provides that where the *Act*, another enactment, or a bylaw requires or authorizes a municipality to do something but does not specify who in the municipality may do it, or when a municipality wishes to exercise its natural person powers, than the thing may be done, or the natural person powers may be exercised by the Chief Administrative Officer, unless Council specifies otherwise;

AND WHEREAS the *Access to Information, Statutes of Alberta 2024, Chapter A-1.4 and Protection of Privacy Act, Statutes of Alberta, Chapter P-28.5* provides that Council must by bylaw designate a person or group of persons as the head of the local public body;

AND WHEREAS the provisions of the *Agricultural Pests Act, Weed Control Act, Soil Conservation Act, Alberta Environmental Protection and Enhancement Act, Forest and Prairie Protection Act, and Emergency Management Act*, a local authority must appoint sufficient municipal officers to carry out the provisions of those statutes;

NOW, THEREFORE, Clearwater County Council enacts as follows:

1 TITLE

1.1 This bylaw shall be known as the "Chief Administrative Officer Bylaw".

2 PURPOSE

2.1 To establish the position of chief administrative officer.

2.2 To give the position of Clearwater County's Chief Administrative Officer the title of 'Chief Administrative Officer'.

2.3 To delegate any or all of Council's powers, duties or functions under the *Act* or any other enactment or a bylaw unless an enactment or bylaw provides otherwise.

3 DEFINITIONS

- 3.1 "Act" means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M26* and amendments.
- 3.2 "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by Council.
- 3.3 "Council" means the municipal council of Clearwater County.
- 3.4 "Municipality" means the municipal corporation of Clearwater County.
- 3.5 "Senior Management Employee" means an employee that is the head of a department and holds the position title of 'Director'.

4 APPOINTMENT, TERMS AND CONDITIONS

- 4.1 This Bylaw establishes the position of chief administrative officer.
- 4.2 The position of chief administrative officer shall be titled 'Chief Administrative Officer'.
- 4.3 Council shall appoint a person to the position of Chief Administrative Officer by resolution.
- 4.4 The Chief Administrative Officer shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the Chief Administrative Officer by the *Act*, this Bylaw, any other enactment, any other bylaw, and any resolutions and policies adopted by Council, whether such powers, duties and functions are exercised by the Chief Administrative Officer personally, or by someone to whom the Chief Administrative Officer has delegated that power, duty or function.
- 4.5 Council shall deal with matters of the municipality's administration and operations solely through the Chief Administrative Officer in accordance with the *Act*.
- 4.6 The Chief Administrative Officer's terms and conditions of employment, including remuneration, must be set out in a written employment agreement between the Chief Administrative Officer and the Municipality, approved by Council and executed by the Reeve on behalf of the Municipality, that is consistent with any provisions of the *Act*, of any other enactment, and of this Bylaw.
- 4.7 Council must provide the Chief Administrative Officer with an annual written performance evaluation.
- 4.8 Council may suspend, revoke, or terminate the Chief Administrative Officer in accordance with the *Act* and the terms and conditions of the employment agreement.
- 4.9 If the Chief Administrative Officer position is vacant for any reason, Council shall appoint a person as Interim Chief Administrative Officer, by resolution, to exercise all the general powers, authority, duties and responsibilities of the Chief Administrative Officer under the provisions of this Bylaw and, in such case all the provisions of this Bylaw will apply equally to the Interim Chief Administrative Officer.

5 GENERAL POWERS, AUTHORITY AND DUTIES

General Powers

- 5.1 The Chief Administrative Officer is designated as the administrative head of the Municipality and the head of the local public body for the purposes of the *Access to information Act, and Protection of Privacy Act*.
- 5.2 The Chief Administrative Officer has all the powers, duties, and functions that are given to a chief administrative officer under the *Act* or any other enactment.
- 5.3 The Chief Administrative Officer has all the powers, duties and functions delegated to the chief administrative officer by Council in this or any other bylaw, resolution, policy or procedure.
- 5.4 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation, or enactment.

Authority

- 5.5 The Chief Administrative Officer has authority to:

Administrative

- 5.5.1 Delegate any or all the Chief Administrative Officer's powers, duties, or functions, including the power to further delegate those powers, duties, or functions, to an employee.
- 5.5.2 Designate a senior management employee as 'Acting Chief Administrative Officer' during temporary absences of the Chief Administrative Officer and, delegate all the powers, duties and functions of the Chief Administrative Officer, as required under this Bylaw or any enactment, to the Acting Chief Administrative Officer.
- 5.5.3 Establish and approve administrative and employment policies and procedures, standards, manuals, and guidelines applicable to the operation and administration of the County and its employees.
- 5.5.4 Hire, appoint, dismiss, promote, demote, reward or discipline any municipal employee.
- 5.5.5 Supervise, direct, and review the performance of all employees.
- 5.5.6 Establish the organizational structure of administrative departments, including adding, merging, dividing and eliminating departments. The Chief Administrative Officer shall advise Council in advance of implementing any organizational change.

Operations

- 5.5.7 Appoint municipal employees as:
- a) inspectors under the *Agricultural Pests Act*
 - b) inspectors under the *Weed Control Act*
 - c) soil conservation officers under the *Soil Conservation Act*
 - d) inspectors and investigators under the *Environmental Protection and Enhancement Act*
 - e) fire guardians under the *Forest and Prairie Protection Act*
 - f) agricultural fieldmen under the *Agricultural Service Board Act*
- 5.5.8 Retain and instruct legal counsel on matters involving any actual or potential legal proceedings involving the County.
- 5.5.9 Initiate and respond to claims and proceedings and appear in all legal, quasi-judicial tribunal, and court of law proceedings on behalf of the County.
- 5.5.10 Negotiate contracts, agreements and transactions required for the effective operation of the Municipality and recommend the approval of such to Council.
- 5.5.11 Conclude contracts on behalf of the Municipality to a financial limit established by policy or resolution.
- 5.5.12 Sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the Municipality, in accordance with policies established by Council.

Emergency Expenditures

- 5.5.13 In the case of a local state of emergency, the Chief Administrative Officer has authority to incur any expenditure related to the emergency, not previously approved by Council, and the Chief Administrative Officer must present a detailed report on such expenditure and its need for the next meeting of Council.

Recovery of Taxes Related to Land

- 5.5.14 The Chief Administrative Officer has authority to set a reserve bid for each parcel of land and each designated manufactured home to be offered for sale at a public auction and any conditions that apply to the sale as required by the *Act*.

Duties

- 5.6 The Chief Administrative Officer shall:
- 5.6.1 Attend all Council, committee of Council meetings and, any meetings of other boards, authorities or other bodies as might be required by Council.
- 5.6.2 Advise and communicate with Council on matters relating to:
- a) County operations
 - b) County financial state
 - c) Council policies and procedures
 - d) Administrative policies and procedures

- 5.6.3 Establish administrative and operational plans, goals, and performance measures.
- 5.6.4 Conduct operational audits, investigations and studies.
- 5.6.5 Report to Council on all matters and issues affecting the County, including progress on Council's directions, plans, policies, and strategic goals.

6 SEVERABILITY

6.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

7 EFFECTIVE DATE

7.1 This bylaw comes into force and effect upon third and final reading.

7.2 Bylaw 1049/18 "Chief Administrative Officer" and all amendments thereto are hereby repealed.

Read a first time on 10 day of February, 2026



 Reeve



 Chief Administrative Officer

Read a second time on 10 day of February, 2026

Unanimous consent granted for third reading on 10 day of February, 2026.

Read a third and final time on 10 day of February, 2026



 Reeve



 Chief Administrative Officer