

**CLEARWATER COUNTY  
SPECIAL MEETING OF COUNCIL AGENDA  
May 1, 2018  
1:00 pm  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House, AB**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER  
As per Bylaw 636 (attached)**

**D. ADJOURNMENT**

**BY-LAW No. 636/99**

A By-Law of the Municipal District of Clearwater No. 99 to establish the position of Chief Administrative Officer.

**WHEREAS** the Municipal Government Act, S.A. 1994, Chapter.M-26.1 as amended, provides that a municipal council must establish by by-law, a position of Chief Administrative Officer to carry out the responsibilities enumerated in the Act; and,

**WHEREAS** the Freedom of Information and Protection of Privacy Act, Chapter F18.5, requires Council to designate a head of the local public body; and,

**WHEREAS**, the Highway Traffic Act, Chapter H-7, allows Council to delegate to the Chief Administrative Officer the power to prescribe the location of traffic control devices within the municipality; and,

**WHEREAS**, Council desires to establish the position of Chief Administrative Officer and to prescribe the duties and responsibilities relating to that position,

**NOW THEREFORE** the Council for the Municipal District of Clearwater No. 99 duly assembled, enacts as follows:

1. Council hereby establishes the position of Chief Administrative Officer and the individual appointed to that position will have the title "Municipal Manager".
2. The Municipal Manager:
  - i) is the Administrative Head of the Municipality and is the Head of the Local Public Body for the purposes of the Freedom of Information and Protection of Privacy Act
  - ii) ensures that the policies and programs of the municipality are implemented;
  - iii) advises and informs Council on the operations and affairs of the municipality;
  - iv) performs the duties and exercises the powers and functions delegated to the Municipal manager by this or any other by-law or as otherwise assigned by Council;
  - v) ensures the performance of the administrative duties set out in Section 208 of the Municipal Government Act.
  - vi) ensures the performance of administrative duties as set out in the Freedom of Information and Protection of Privacy Act
3. Council will by resolution appoint an individual to the position of Municipal Manager.
4. The Municipal Manager shall exercise authority and responsibility with respect to the organization, supervision and operation of all Municipal District functions and departments, including;
  - i) The supervision and direction of all employees of the Municipal District;
  - ii) The right to hire, fire, discipline, terminate, demote, transfer and direct all employees in the service of the Municipal District in accordance with approved municipal policy.
  - iii) The power to prescribe where traffic control devices are to be located, including traffic control devices restricting the speed of vehicles, in accordance with municipal bylaws.
5. The Municipal Manager is authorized to delegate to any employee of the municipality, any matter delegated to the Municipal Manager by Council under this By-Law.
6. By-Law No. 455 is hereby rescinded.

Received First and Second Reading and by unanimous consent of Councillors present, a third reading and finally passed this 13th day of July, 1999.



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REEVE



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MUNICIPAL MANAGER