

**BYLAW 14-009  
OF  
LAC LA BICHE COUNTY**

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A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE LAC LA BICHE COUNTY CHIEF ADMINISTRATIVE OFFICER RECRUITMENT COMMITTEE.

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WHEREAS, the *Municipal Government Act* empowers a Council to pass a bylaw to establish a Council Committee and other bodies;

AND WHEREAS, the Council of Lac La Biche County has determined that it is in the best interests of the municipality to establish a committee for the purposes of recruiting a Chief Administrative Officer;

NOW THEREFORE, under the authority and pursuant to the provisions of the said Municipal Act, and by virtue of all other enabling powers, the Council of Lac La Biche County, duly assembled, enacts as follows:

1. The Lac La Biche County Chief Administrative Officer Recruitment Committee is hereby established and for which function shall be in accordance with Schedule 'A' which is attached to and forming part of this Bylaw.
2. The Lac La Biche County Chief Administrative Officer Recruitment Committee shall be a Committee consisting of four (4) Council members with voting capacity. Members of the committee shall be appointed by Council resolution.
3. The Chairperson and Vice Chairperson will be selected at a regular meeting of Council.
4. The Acting CAO and/or designate shall act as the facilitator for the committee and provide all necessary administrative functions, as requested by the committee.
5. The Chairperson will have signing authority for the committee and will act as spokesperson.
6. The term for all members of the committee will end at such time as a successful candidate has accepted and committed his/her signature to an offer of employment.
7. County Council, notwithstanding Clause 6, in its sole discretion, may, by resolution, cancel the appointment of any member to the committee at any time during the term.
8. This Bylaw shall come into effect upon passing of the third reading.

**MOTION BY COUNCILLOR NOWAK THAT BYLAW 14-009 BE GIVEN FIRST READING THIS 11<sup>TH</sup> DAY OF MARCH, 2014.**

**MOTION BY COUNCILLOR SIEBOLD THAT BYLAW 14-009 BE GIVEN SECOND READING THIS 11<sup>TH</sup> DAY OF MARCH, 2014.**

**MOTION BY COUNCILLOR RICHARD THAT BYLAW 14-009 BE SUBMITTED FOR THIRD READING THIS 11<sup>TH</sup> DAY OF MARCH, 2014.**

**MOTION BY COUNCILLOR NOWAK THAT BYLAW 14-009 BE GIVEN THIRD AND FINAL READING THIS 11<sup>TH</sup> DAY OF MARCH, 2014.**

“Original Signed”  
Mayor

“Original Signed”  
Acting Chief Administrative Officer

## **Schedule 'A'**

Following approval of the Chief Administrative Officer job profile/position description by County Council, the recruitment committee authorized to:

1. Direct the "in-house" advertising and recruitment efforts for the position of Chief Administrative Officer. This means that the committee shall determine the media sources and association publications/websites for advertising. Notwithstanding, the committee is not authorized to engage the services of an external recruiter or "head-hunter" without first receiving authorization through resolution of Council.
2. Review all applications and prepare a short-list of candidates for interviewing by County Council.
3. Negotiate a contract, employment and commencement terms, amenable to both the County and the successful candidate.
4. Provide input into a communication release of the successful candidate welcoming the candidate to the County and area residents.