



## Report to Council

To: Mayor and Council Members  
From: Kelly Picken, Clerk  
Date: June 12, 2026  
Subject: Appointment of Interim Chief Administrative Officer

---

### **Recommendation:**

That a by-law be passed at the end of the meeting to appoint Shannon Hunter as Chief Administrative Officer for the Corporation of the Township of North Kawartha effective June 17, 2026.

### **Background:**

The current Chief Administrative Officer, Alana Solman is retiring effective June 30, 2026. Shannon Hunter has accepted the Interim Chief Administrative Officer position and will assume the duties on June 17, 2026.

### **Analysis:**

Section 229 of the Municipal Act, 2001, as amended provides that a municipality may appoint a chief administrative officer who shall be responsible for,

- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality. 2001, c. 25, s. 229.

It is recommended that the Chief Administrative Officer be appointed with all the duties and responsibilities as prescribed by the appointment by-law, Provincial and Federal Legislation.

### **Financial Implications:**

Wages and benefits are included in the 2026 Budget.



**Township of North Kawartha**  
280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0  
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446  
[www.northkawartha.ca](http://www.northkawartha.ca)

**Strategic and/or Other Plans:**

3. Governance – Maintain a Strong, Accountable Municipal Government

**Consultant(s) Sourced:**

None

**Attachment:**

Appointment By-Law