## RECOMMENDATION

THAT Council receives Report HR 19-07 CAO Recruitment;

AND THAT Council select option ______ for the interim CAO appointment;

AND THAT Council select option_______ for the full time CAO Recruitment;

AND THAT Council approve the Terms of Reference and appoint the Mayor and 
________ and __________ to the CAO Recruitment Committee.

## EXECUTIVE SUMMARY

The purpose of this report is to provide Council with options regarding the vacant position of Chief Administrative Officer; both on an interim and long term basis.

## BACKGROUND

At the In Camera meeting of July 24, 2019, Council received report HR – 19-05 Chief Administrative Officer Resignation. Council provided direction for the Manager of Human Resources to bring forward options for consideration.

## DISCUSSION

### Interim CAO Options

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Internal Interim CAO – member of SLT to be appointed CAO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Application process – submissions by interested employees, follow recruitment process</td>
<td></td>
</tr>
<tr>
<td>b. Recommendation – CAO appointed through recommendation by Council</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2</th>
<th>External Interim CAO – appoint a non-employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Application process – position to be posted and recruitment process followed</td>
<td></td>
</tr>
<tr>
<td>b. Review a list of interested external individuals with previous CAO or senior level positions at other municipalities; interview the most qualified individuals; select and appoint Interim CAO.</td>
<td></td>
</tr>
</tbody>
</table>
Staff is recommending option 2(b), that an external interim CAO be appointed through the process of interviewing interested individuals based on a list of interested applicants to be provided to the CAO Recruitment Committee. This allows for expertise in a similar role, as well as the chance for interested current employees to apply to the full time position if they wish to do so.

**Full Time CAO Options**

**Option 1**  Do not fill position until after the regional review has completed.

**Option 2**  Internal recruitment process – a recruitment committee compiled of Council members and the process to be led by the Manager of Human Resources.

**Option 3**  External recruitment process – a recruitment committee compiled of Council members and the process to be led by a search firm/consultant.

Staff is recommending option 3 to have a recruitment committee compiled of Council members, led by a search firm/consultant. Although this option does have a cost associated with it, a variety of search firms have been recommended by other municipalities who have recent experience recruiting for a CAO/City Manager position. The RFP process would not apply here as consultants are noted as an exception to the Purchasing Policy.

This option would expedite the recruitment process as a recommended search firm would have a pool of applicants from previous CAO recruitments to pull from, along with any individuals applying directly to this vacancy. A search firm was used in the hiring of the current CAO and filled within a three (3) month time frame. It would be very difficult to achieve this timeline through an internal recruitment process.

Staff is also recommending that a CAO recruitment committee be established to include the Manager of Human Resources and three (3) members of Council.

**FINANCIAL IMPACT/FUNDING SOURCE**

Should the option to move forward with a search firm/consultant for the full time recruitment, the estimated cost falls within the range of $20,000 to $40,000.

**COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

1. Excellence in Local Government

   ☒ Demonstrate strong leadership in Town initiatives
   ☒ Demonstrate accountability