



Staff Report HR2022-005

Title of Report: CAO Succession Update
Department: Human Resources
Council Date: February 16, 2022

Recommendation:

Be it resolved that Council receive Staff Report HR2022-005 for information; and

That Council approve updated CAO Succession Plan document as guidance to fill the upcoming CAO vacancy.

Background:

At the October 20, 2021 Council Meeting, Council approved the following motion for report HR2021-024

Moved By Councillor Dobreen **Seconded By** Deputy Mayor Milne

Be it resolved that Council receive Staff Report HR2021-024 as information; and

That Council approve the CAO Succession Plan document as guidance to fill the upcoming CAO vacancy.

Carried. No 2021-587

Staff Comments:

Staff have updated the guidance document and included as Attachment #1 with updates in red. Updates include Status updates on tasks as well as updated timelines. One task was added for "CAO Profile Creation" as recommended by OMAA and OMHRA in their "Chief Administrative Officer Employment Guidelines" document included as Attachment #2.

The Observation for internal candidates has been extended to be in line with the Internal/External job posting and wording added to discuss observations during the recruitment process.

Financial Implications:

There is no current financial impact as a result of this report as the CAO succession was considered in the 2022 budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate and timely information to the public.

Concluding Comments:

1. That Council receive this report as information.

2. That Council approve updated guidance document.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1: CAO Succession Plan – CAO Planned Retirement Document.

Attachment #2: OMAA-OMHRA – Chief Administrative Officer Employment Guidelines.