



Staff Report HR2022-032

Title of Report: **CAO Recruitment**
Department: **Human Resources**
Council Date: **July 6, 2022**

Recommendation:

Be it resolved that Council receive Staff Report HR2022-032 for information.

Background:

At the May 4, 2022 Council Meeting, the following was approved:

Moved By: Councillor Frew **Seconded By:** Councillor Shipston

Be it resolved that Council receive Staff Report HR2022-013 for information; and

That Council approve the CAO Job Description and Position Profile as presented; and

That Council approve the HR Coordinator to post the CAO job posting internally and externally with a closing date of June 2, 2022; and

That Council approve the whole of Council to make up the Hiring Committee for the CAO hiring as per Policy #8; and

That Council direct staff on which staff members to include in the closed session special Council meetings throughout the hiring process; and

That Council direct staff to hold a closed session special Council meeting on Thursday, June 9, 2022 at 6pm to review resumes, select applicants for interviews and create interview questions with evaluation criteria.

Carried No. 2022-337

Staff Comments:

The CAO position was posted May 4, 2022 to June 2, 2022. We received a total of 42 applications which were reviewed by the Hiring Committee. First interviews took place on June 20th and June 21st, 2022 and from those interviews, some candidates have been selected for second interviews that will occur mid-July.

An updated CAO Succession Plan timeline is included at Attachment #1 to this report.

Financial Implications:

There is no financial impact as a result of this report.

Communications & Community Action Plan Impact:

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

Concluding Comments:

That Council receive this report for information.

Respectfully Submitted,

Human Resources: *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

Attachments:

Attachment #1: Updated CAO Succession Plan Schedule