



## **Staff Report CAO2022-051**

**Title of Report:** CAO Recruitment Transition Update  
**Department:** Administration  
**Council Date:** September 7, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2022-051 for information.

**Background:**

The CAO reported at the August 18, 2022 Council Meeting that he would provide a draft New CAO transition plan document for Council 's information.

**Staff Comments:**

The CAO has been in discussions with and has developed with Mayor Woodbury a New CAO transition plan over the last 60 days. This is a document that will be reviewed with Department Heads and developed up until the New CAO starts employment in the position.

A copy of the New CAO Draft Transition Plan is included as 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:**

1. That Council receive this report for information.
2. Staff will update Council at future Council meetings as this document is developed and refined. Some confidential information has not been included in this report, but will be documented and communicated in secure manner to the New CAO.

Respectfully Submitted,

**CAO approval:** Original Signed By  
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**Attachments:**

- Attachment #1: New CAO Draft Transition Plan document