



**Date:** Wednesday, June 7, 2023

**From:** Crystal Gunn, Human Resources Manager

**Subject:** CAO Recruitment Timeline

**Report:** HR2023-07

This document and its attachments are public and available in an accessible format upon request.

## **Recommendation**

That Council of Township of Georgian Bluffs receive report HR2023-07 for information; and

That Council approve the timeline as outlined in this report for filling the CAO vacancy and hereby direct staff to carry out the necessary administrative actions to schedule and hold the Special Council meetings outlined in this report.

## **Background**

At the May 10<sup>th</sup> Council meeting, Council agreed to be the hiring team for the next CAO.

Council was provided with the current CAO job description at the May 17<sup>th</sup> Council meeting to review.

## **Analysis**

Staff have prepared a suggested timeline to assist Council in the hiring process for the Township's CAO recruitment. This timeline suggests that a permanent CAO would likely start in early 2024.

At each proposed meeting, Council will have certain priorities to discuss. The following steps comprise the recruitment process:

- 1) Special Council Meeting – Wednesday, June 21 (Following Council)
  - Council will review priorities for the new CAO.



- Review the current CAO job description.
  - Direct staff to prepare a job description and job posting.
- 2) Special Council Meeting – Monday, July 10 @ 5:00 p.m.
- Council to approve the job description and job posting. The job posting will be for internal and external applicants and will include interview dates.
  - Provide direction to staff to post the position.
- If further changes need to take place from this meeting, the changes can be made and presented at Council on Wednesday, July 12.
- 3) Job posting – open for 30 days starting July 11 or 13.
- 4) Special Council Meeting – Wednesday, July 19 (Following Committee of the Whole)
- Develop interview questions for Round 1.
- 5) Special Council Meeting – Monday, August 14 @ 5:00 p.m.
- Review a long list of candidates and recommend a short list.
- 6) Special Council Meeting – Wednesday, August 30 @ 5:00 p.m.
- Review candidate shortlist, narrow the candidate list to 5 people.
  - Provide direction to staff to arrange interviews
- 7) Special Council Meetings - Interviews
- Round 1 interviews and discussion. Interviews will be 90 minutes with a 30-minute buffer in between.

Option A:

Monday, September 18 at 1:00pm, 3:00pm, 5:00pm  
Friday, September 22 at 10:00am, 12:30pm

Option B:

Monday, September 25 at 1:00pm, 3:00pm, 5:00pm  
Wednesday, September 27 at 3:00pm, 5:00pm



Note, Option B requires 8 weeks of consecutive of Council meetings without a break and is provided in case the dates provided in option A cannot be accommodated.

- 8) Special Council Meeting – Wednesday, October 4 (Following Council)
  - Narrow down candidates to a maximum 3 people for round 2 interviews.
  - Direction to staff to arrange interviews.
  - Review interview questions for round 2.
- 9) Special Council Meeting – Monday, October 16 @ 1:00 p.m.
  - Interviews and discussion, like round 1, interviews will be 90 minutes with a 30-minute buffer.
  - Interview times: 1:00pm, 3:00pm, 5:00pm
- 10) Special Council Meeting – Wednesday, October 18 (Following Council)
  - Discuss round 2 interviews.
  - Provide direction for reference checks on remaining candidates.
- 11) Special Council Meeting – Wednesday, November 1 (Following Committee of the Whole)
  - Discuss reference checks and final candidates.
  - Direction to staff to prepare offer.
- 12) Special Council Meeting – Wednesday, November 15 (Following Committee of the Whole)
  - Negotiations – direction to staff.

A calendar has been prepared with the proposed dates, attached as **Appendix A**.

## **Financial Impact**

There is no current financial impact as a result of this report to the Township.



## **Strategic Priorities**

This report achieves the 5<sup>th</sup> Strategic Goal, to Deliver Effective and Cost-Efficient Services, as defined in the 2020-2024 Strategic Plan:

5.4 Ensure proper distribution of workload and retention of staff.

## **Respectfully Submitted:**

Crystal Gunn, Human Resources Manager

## **Appendix A – CAO Recruitment Timeline**



### Report Approval Details

Document Title:	CAO Recruitment Timeline.docx
Attachments:	- CAO Recruitment Dates.docx
Final Approval Date:	Jun 1, 2023

This report and all of its attachments were approved and signed as outlined below:

Niall Loble, Director of Community Services