

CAO Recruitment Policy



Section	Date	By-Law Number	Page	Of
Council	July 21, 2020	107- 2020	1	4
Subsection	Repeals By-Law Number,		Policy Number	
CAO Recruitment	N/A		CC-1-5	

Purpose

The purpose of this policy is to establish criteria for the recruitment, selection and employment of the Chief Administrative Officer (CAO) for the City.

Procedure

Recruitment

At such time as the CAO position becomes vacant, the Mayor shall notify the Human Resources Manager to commence the recruitment process to fill the vacancy as per the Procedure for hiring a CAO.

Options:

1) Succession Management- Where the City of Kenora has demonstrated a 'robust' succession management program (i.e. where available 'high' potential candidates have been identified within the City, a well-established program exists where candidate skills/competencies are measured against those required for the CAO position, and where development plans are in place, regular reviews are conducted and assessments are made to determine a candidate's readiness for the CAO position), Council may opt to limit the CAO vacancy internally amongst only those identified 'high' potential candidates.

2) Executive Search Firm – Where Council has determined that there are no internal candidates through a succession management program that are deemed to be 'ready' to assume the CAO role OR at any time should Council wish to evaluate internal candidates to the external job market, they may decide that the position may be filled utilizing the services of an external executive search firm.

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The firm would be selected by either using a firm that has been established as the firm the City uses for recruitment, or complete an RFP process for the selection of a suitable firm. The successful firm would be selected in accordance with the City's Procurement Policy. The position would be available to both internal and external candidates.

Selection

As per the Procedure for Hiring the CAO, the Search Committee shall initially be comprised of three members of Council, one of which will be the Mayor of which will shortlist the candidates who will be interviewed.

Council as a whole will be part of the final panel of interviews for candidate selection.

Due to the importance of this position to the City of Kenora, consultation with the Senior Leadership Team, City staff, and community stakeholders may be initiated and incorporated into the recruitment and selection process.

Hiring/Offer of Employment

The following categories will be included in a CAO Employment Contract – Effective Date and Term of Agreement, Duties, City Policies (i.e. adherence to), Remuneration inclusive of salary, vehicle use, parking, applicable moving allowance, professional memberships, Confidentiality, Vacation/Overtime, Termination, Voluntary Resignation, Return of Property, Severability, Release and Acknowledgement, Assignment of Rights, Notices, Applicable Law, and Independent Legal Advice.

Tenure of Employment

During the tenure of the CAO, the duties and responsibilities will be governed by the job description that has been approved by Council.

Performance Development and Appraisal

On an annual basis, performance goals and objectives will be set for the CAO that are aligned to Council's Strategic Plan. The performance of CAO will be reviewed by Council as a whole at least once annually and will include a

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development plan for the preceding year in a prescribed format approved by Council. In the first year of employment, Council shall meet with the new CAO in the third month, sixth month and again at the one year point.

Areas of evaluation will include, but are not limited to: leadership, management, communication, and technical functions. It is recommended that the performance review period commence in January of each year and end no later than March (i.e. a three month process).

The Performance Appraisal portion of the review shall be inclusive and evaluative of work results expected versus achieved as well as an evaluation of how the CAO has modelled and lived the Corporate Values (i.e. what and how work has been accomplished). The development plan referenced above should include areas for development, including but not limited to – strategic planning, relationship management, team leadership, and communication.

Compensation

Compensation for the CAO is based on an annual review to ensure that the range remains competitive at the Council approved competitive position.

Movement within the established pay grid is subject to satisfactory performance, and will be in accordance with the current Human Resource policy for Non Union employees.

Acting/Interim/Deputy CAO

The CAO may appoint a Deputy CAO in accordance with Council approval where temporary administrative responsibilities are given to a member of the Senior Leadership Team for a specified period of time to enable the CAO to engage in corporate business opportunities, represent the municipality on a specific committee or project and/or mentoring for members of the Senior Leadership Team, where otherwise the CAO would be represented.

The CAO may also appoint an Acting CAO in accordance with Council approval for a period of not less than one (1) month due to the absence of the CAO for the purposes of sabbaticals/leaves of absence/extended vacations.

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Should a member of the Senior Leadership Team be appointed in an Acting capacity for longer than a period of one (1) month where the CAO is absent, the Acting member shall be compensated for their additional duties. Compensation shall be in accordance with the City of Kenora established pay grid, CAO, Band 1 for the identified period the member is acting.

When anticipated Acting CAO coverage is initially below 30 days, where compensation would not be awarded, but for unforeseen circumstances runs beyond the initial temporary period of the 30 days, remuneration would be retroactive to the initial appointed period for the duration of their Acting appointment.

Authority to appoint an Acting CAO for a specified period of time, due to a vacancy in the CAO position, rests with City Council. The CAO or Mayor shall contact Payroll to authorize this change in salary for the established time period.

Termination of Employment

In the event the CAO resigns his/her position from the City, the CAO would be required to provide a minimum of eight weeks written notice. The City may waive or reduce this requirement, by Council resolution at any point within the eight weeks' notice period. The CAO would receive any unpaid salary and vacation accrual up to the date of resignation.

At the time of resignation, Council shall discuss the interim strategy for a CAO until the recruitment process is complete.