

# COUNCIL REPORT

**To: Mayor & Council**

**Date: November 3, 2009**

**From: Bill Preisentanz**

**Re: Position Description – Chief Administrative Officer**

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**Background:**

With the pending retirement of the Chief Administrative Officer for the City of Kenora in 2010, Council appointed members of Council to an Ad Hoc Committee to plan and coordinate the recruitment process for this position. It was the Committee's recommendation to Council that the recruitment process commence with a review of the position description followed by an advertising campaign in December 2009 with interviewing of potential candidates early in 2010. Budget requirements for advertising, interviewing and potential relocation costs would be incorporated into the 2010 operating budget.

The City's Non-union Recruitment Policy HR-1-1, provides guidelines for the recruitment of non-union positions. The Policy was reviewed by the AD Hoc Committee and recommendations were made to update the policy as it pertains to advertising. The recommended changes to the policy are being made under separate report from the HR Manager.

**Position Description**

The current CAO position description in place was developed by the Transition Committee, pre-amalgamation in 1999. At that time, there was an emphasis on developing a model intended to assist in the amalgamation of the three administrations of Keewatin, Kenora and Jaffray Melick into one new administrative system under the responsibility of a CAO. In these past 10 years the demands on municipal government have escalated through the abandonment and/or transfer of core services from senior levels of government and a reliance on tax revenues to assume these new costs.

Municipal governments today need to be flexible and capable of moving quickly to capitalize on opportunities and forge new partnerships. This requires strong leadership from Council and Administration which is based on innovation, risk-taking and an ability to work professionally with senior levels of government while maintaining a strong connection with the local residents.

The amended CAO position as per attached, attempts to capture these requirements.

**Recommendation:**

That Council of the City of Kenora approve the position description for the Chief Administrative Officer for the City of Kenora.