

Schedule "C"

HUMAN RESOURCES POLICIES AND PROCEDURES

Policy No: 1-10

SUBJECT: Guidelines for the Recruitment of the Chief Administrative Officer	
File in Section: EMPLOYMENT PRACTICES	
Effective Date:	Page 1 of 3
Revision Date: April 7, 2025	
Approved by: City Council	

PURPOSE:

Provide guidelines to be used in the recruitment of the Chief Administrative Officer.

SCOPE:

These guidelines apply to the Chief Administrative Officer.

PROCEDURES:

Chief Administrative Officer (C.A.O.)

1. City Council shall authorize the filling of a C.A.O. vacancy in an open Council meeting.
2. Upon approval of the filling of the vacancy City Council shall appoint a Selection Committee consisting of the Mayor and two (2) Councillors.

Note: The Commissioner of Human Resources or his designate shall act as a resource to the Selection Committee as may be required throughout the recruitment and selection process.

3. The Selection Committee shall carry out the recruitment and selection process and keep City Council advised throughout the process.

SUBJECT: Guidelines for the Recruitment of the Chief Administrative Officer	
File in Section: EMPLOYMENT PRACTICES	
Effective Date:	Page 2 of 3
Revision Date: April 7, 2025	
Approved by: City Council	

The recruitment and selection process may consist of some or all of the following:

- A) Use of Consultants in the Recruitment Process
 - R. F. P.
 - Selection of the Consultant
 - Contract and costs

- B) Establish Criteria for the Positions
 - Review the job descriptions
 - Update as necessary
 - Establish qualifications and criteria for position

- C) Advertising of the Position
 - Internal posting only
 - Internal posting and external advertising
 - Local, Provincial or National advertising
 - Prepare posting/advertisement

- D) Receipt and Processing of Resumes
 - Resumes received by whom
 - Acknowledgment of receipt
 - Establish time frame for further contact

- E) Long Listing of Resumes
 - Establish criteria for "long list" of resumes
 - Establish a long list of applicants
 - Respond to all applicants regarding status of application

- F) The Interview Process
 - Determine the participants in the interview process.
 - Establish interview questions and interview process

- G) Recommend "Short List" of Candidates to City Council

- H) City Council interview of "Short List Candidates"
 - Determine the participants in the interview process
 - Establish the interview process and conduct interviews.

SUBJECT: Guidelines for the Recruitment of Chief Administrative Officer	
File in Section: EMPLOYMENT PRACTICES	
Effective Date:	Page 3 of 3
Revision Date: April 7, 2025	
Approved by: City Council	

- I) Selection of successful candidate by City Council
 - Offer of Employment and Acceptance
 - Prepare Announcement

- J) Appointment by By-Law

The Selection Committee may amend this recruitment process as necessary with the approval of Council.