



**Subject:** Guidelines for the Recruitment and Selection of Senior Staff

**Service Area:** Human Resources

**File in Section:** Employment Practices

**Effective Date:** April 7, 2025

**Revision Date:** April 7, 2025

**Approved by:** City Council

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**Purpose:**

To provide guidelines for recruiting Senior Staff positions identified in the Scope section.

**Scope:**

These guidelines apply to Senior Staff positions, which consist of Department Heads and certain positions required by other legislation including Deputy Chief Administrative Officers (DCAOs), City Solicitor, City Clerk or Deputy Clerk, Chief Financial Officer and the Treasurer or Deputy Treasurer, Fire Chief or Deputy Fire Chief, Chief Building Official.

**Procedures:**

**I Senior Staff**

1. a) Council shall authorize the filling of a Senior Staff vacancy. City Council may approve filling such vacancy through appointment or through a selection process.  
  
b) For Department Head positions, inclusive of (Deputy Chief Administrative Officers (DCAOs), City Solicitor, City Clerk or Deputy Clerk, Chief Financial Officer and the Treasurer or Deputy Treasurer, Fire Chief or Deputy Fire Chief, Chief Building Official), the approval to fill such vacancy shall be in an open City Council meeting.
2. a) If filled by appointment, the appointment is confirmed through passage of a By-law and by confirming to the employee such appointment in writing.  
  
b) If approved to be filled by a Selection Process, a selection committee will be formed consisting of:
  - Chief Administrative Officer or their designate
  - Director of Human Resources or their designate
  - DCAOs (as appropriate, if DCAO recruitment)
  - Others as determined appropriate by the Chief Administrative Officer.



3. The Selection Committee shall carry out the recruitment and selection process.  
The process may consist of all or some of the following:
  - A) Decide if the Use of Consultants in the Recruitment Process is required. If a Consultant,
    - Prepare R. F. P.
    - Selection of the Consultant
    - Contract and costs
  - B) Establish Criteria for the Position
    - Review the job description
    - Update as necessary
    - Establish qualifications and criteria for position
  - C) Advertising of the Position (options include):
    - 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 Human Resources
    - Acknowledgment of receipt
    - Establish time frame for further contact
  - E) Short Listing of Resumes
    - Establish criteria for "short list" of resumes
    - Establish a short 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) Recommendation to Council
    - CAO recommends successful candidate to Council
    - If approved, offer of Employment and selection
    - Prepare Announcement
  - H) Approve appointment by By-law.



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