

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Dan McDougall

Date: February 11, 2025

Re: CAO Selection Process

Background

The Municipal Government Act provides that the Council of regional municipalities, including the Region of Queens Municipality (RQM), shall appoint a Chief Administrative Officer.

The Chief Administrative Officer is the head of the administrative branch of the municipality and is responsible to the council for the administration of the municipality in accordance with the by-laws, policies, plans, budgets of the municipality. The CAO also coordinates and directs the preparation of advice, plans, programs, and budgets (operating and capital) to be submitted to the council for consideration and decision.

The appointment of a permanent CAO as quickly and effectively as possible is advisable so that stability in administrative leadership is in place to support Council in the development and implementation of its strategic priorities, and to support and lead the administrative branch in the operation of existing programs and services.



Details

Rather than full council participation in all aspects of a CAO selection process it is typical for a municipality to establish a selection committee with the following responsibilities:

- Determine key performance expectations for the CAO including the desirable education, skills and experience needed for a candidate to be successful in the CAO role for RQM.
- Consider an RQM led selection process and/or the use of external recruitment services.
- Develop a list of qualified and interested candidates through advertising, direct contact, etc.
- Evaluate candidates using interviews, reference and background checks, and other tools.
- Negotiate a competitive compensation package, potentially including relocation costs, etc.
- Reporting to Council on progress and recommending a preferred candidate for Council consideration and approval.

A Committee would be supported by the Interim CAO and would meet as frequently as required to advance the selection process as quickly and effectively as possible. Committee size should consider ease of scheduling, diversity of background, opinions and experience, etc. - perhaps a committee of the mayor and three council members.

Budget Impacts

The CAO Selection Committee should be authorized to spend money determined to be necessary and advisable, including but not limited to advertising, candidate expenses including travel if appropriate, external consulting services including recruitment services, legal services, etc.

Costs of the recruitment are unbudgeted and can be funded from the accumulated surplus.



Options

- 1) That the Council of Region of Queens Municipality receive the report titled “CAO Selection Process” for information.
- 2) That the Council of Region of Queens Municipality receive the report titled “CAO Selection Process” and appoint (*) a CAO selection committee consisting of (number) council members and authorize the selection committee to spend money determined to be necessary and advisable, including but not limited to advertising, candidate expenses including travel if appropriate, external consulting services including recruitment services, legal services, etc.

*Note: If Council approves option 2, the appointment of Council members can be referred to the in-camera meeting for discussion followed by a return to open session for appointment by motion.

Recommendation

Option 2.

Communications

As determined by the CAO selection committee.