

Staff Report 2019-0252

Meeting Date: November 19, 2019

Subject: Chief Administrative Officer (CAO) Recruitment and Performance Evaluation Committee Terms of Reference

Submitted By: Tracey McKenna, Manager Human Resources.

RECOMMENDATION

That a Chief Administrative Officer (CAO) Recruitment and Performance Evaluation Committee be established in accordance with Staff Report 2019-0252.

That Councillors:

Ward 1 _____

Ward 2 _____

Ward 3 & 4 _____

Ward 5 _____

and the Mayor, be appointed to the CAO Recruitment and Performance Evaluation Committee.

That the Mayor be appointed as Chair of the Chief Administrative Officer (CAO) Recruitment and Performance Evaluation Committee.

That the Chief Administrative Officer Recruitment and Performance Evaluation Committee Terms of Reference, attached as Schedule A to Staff Report 2019-0252, be approved.

That the Position Description for the position of Chief Administrative Officer, attached as Schedule B to Staff Report 2019-0252, be approved for use in the recruitment to fill the current CAO vacancy.

That Human Resources and Town Clerk's Office staff provide appropriate support to the CAO Recruitment and Performance Evaluation Committee and the recruitment process, as and when required.

REPORT HIGHLIGHTS

- This report recommends that a Committee of Council to oversee the recruitment, selection and performance evaluation of Chief Administrative Officer (CAO) at the Town of Caledon, be established.
- This report outlines proposed terms of reference for the Committee to oversee the recruitment process, as required by Council's Procedure By-law.
- This report recommends a revised position description for the CAO position.
- Any decisions of the CAO Recruitment Committee will require the approval of Council.

DISCUSSION



Staff Report 2019-0252

The Chief Administrative Officer (CAO) provides management and administrative leadership for all departments to support Council's vision and goals.

Current Situation

The Town of Caledon CAO position became vacant in September 2019. On September 24, 2019 Council appointed Carey Herd by By-law 2019-66, as the Acting CAO until a decision could be made on a more permanent solution.

Council reviewed options for hiring a new CAO at the September 24, 2019 and October 8, 2019 Council meetings. Town Staff were directed to consider options for Council's consideration as to filling the vacancy. In anticipation of the work needing to be completed in hiring a new CAO, Council determined that there was a need to update the Job Description of the CAO and the performance appraisal process for the CAO.

Staff are proposing that a Chief Administrative Officer (CAO) Recruitment and Performance Evaluation Committee, comprised of the Mayor and Members of Council representing each of the Town's Wards, be established and staff recommend the Mayor serve as Committee Chair.

The position description for the position of CAO has been updated incorporating input from the Mayor and Members of Council and is attached as Schedule B to this report. Staff recommend it be approved for use in the recruitment to fill the current CAO vacancy. It is also recommended that the position description be updated from time to time and reviewed by the CAO Recruitment and Evaluation Committee as part of the annual CAO performance evaluation process.

The report also includes a proposed time-line for the recruitment of the CAO, intended to guide the work of staff and the Recruitment and Performance Evaluation Committee whilst recognizing that the actual time-line will depend on a number of variables that may be beyond the Committee's control. The proposed time-line is attached as Schedule C to this report.

Under the Town of Caledon's current governance structure, there are existing Committees of Council (e.g. Audit Committee, Golf Tournament Committee, Code of Conduct Review Committee, Procedural By-law Review Committee) which set a precedent for the creation of the proposed CAO Recruitment and Performance Evaluation Committee. As a standing committee this Committee would report and make recommendations to Council and would have no decision-making authority.

The mandate of these Council sub-committees is narrow, and they meet only as required. The characteristics of the proposed CAO Recruitment and Performance Evaluation Committee are similar to these existing Committees of Council.

Terms of Reference

The proposed Terms of Reference for the Committee were prepared in consultation with the Manager, Human Resources, and are set out in Schedule A to Staff Report 2019-0252. As it relates to the recruitment and selection of a CAO, the Committee will meet as

required, in consultation with the Manager, Human Resources to determine the necessary actions and to make recommendations to Council. As it relates to the performance management of the CAO, the Committee will conduct an annual performance evaluation and provide the results of that evaluation to Council along with any associated recommendations.

FINANCIAL IMPLICATIONS

The costs associated with the actions of the Committee, in relation to CAO recruitment and selection, will be funded by Corporate Services, Legislative Services division budget.

COUNCIL WORK PLAN

This report outlines a proposed process to recruit a new CAO that will provide management and administrative leadership to ensure delivery of all the Council Work Plan priorities.

ATTACHMENTS

- Schedule A: Proposed Chief Administrative Officer (CAO) Recruitment Committee Terms of Reference.
- Schedule B: Proposed Position Description for the CAO.
- Schedule C: Proposed Time Line for the Recruitment of the CAO.