



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Policies and Priorities Committee

From: Tony Haddad, Chief Administrative Officer

Date to Council: October 9, 2018

Report Number: CAO-2018-11

Subject: CAO Recruitment

Recommendations

It is recommended:

That CAO-2018-11 CAO Recruitment be received and approved.

Background

The Town's current Chief Administrative Officer (CAO) will be retiring effective March 29, 2019. Following discussions with members of Council, a proposed recruitment process with timelines has been developed and is presented for consideration and approval.

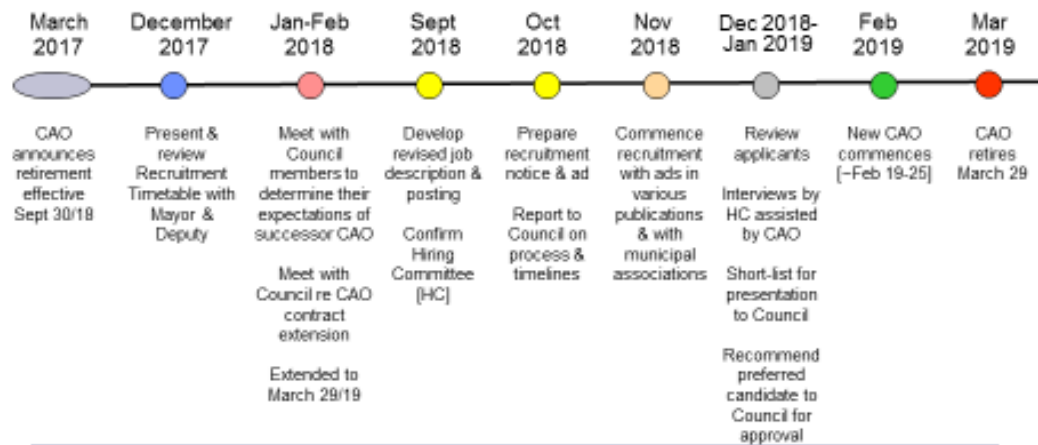
Comments

The recruitment process for a new CAO is estimated to take approximately four (4) months. Commencing following the 2018 municipal election, the timelines are reflected on the CAO Recruitment Timetable below.

A Hiring Committee comprised of the Mayor, Deputy Mayor and a community representative will conduct interviews and present a candidate to Council for their consideration.

Recruitment advertisements will be placed in November, interviews held in December and a recommendation by the Hiring Committee in January to Council for consideration and approval. Allowing time for administrative logistics, the start date for the new CAO will be mid to late February 2019.

CAO Recruitment Timetable



CAO Recruitment Timetable

Revised – September 21, 2018

Consultations

Corporate Services & Clerk
 Legal Counsel

Financial Implications

Costs associated with the recruitment process are included in the Corporate Services – Human Resources program budget.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website Social Media News Release Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared and Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None