



# The Corporation of the Town of Milton

Report To:	Council
From:	Megan Mascarin, Director, Human Resources
Date:	September 16, 2019
Report No:	CORS-060-19
Subject:	Chief Administrative Officer (CAO) Recruitment Process
Recommendation:	<b>THAT report CORS-060-19 be received for information.</b>

## EXECUTIVE SUMMARY

The purpose of this report is to advise Council, the public, and staff of the process that will be used to recruit the CAO for the Town of Milton.

## REPORT

### Background

The CAO is the head appointed official in a municipality who is responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality.

Due to the retirement of the Town's former CAO, in May of this year Council appointed an Acting CAO to ensure that the affairs of the municipality were properly administered until a more fulsome recruitment of a permanent CAO was conducted.

At its meeting on August 26, 2019, Council expressed its wish to begin the process of recruitment of a CAO effective immediately.

### Discussion

To ensure that Council selects its employee in a thorough, open, competitive, and ultimately successful process and to ensure the CAO has a solid foundation in the organization, the following are generally the requirements which are necessary. The process will be undertaken by in house staff using external resources to supplement. This will help to keep costs low while ensuring an expeditious and quality process:

1. Development of a CAO profile



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One key element to ensure a Council/CAO relationship is successful is the mutual understanding of clearly defined key responsibilities, core competencies, and a profile of the desired traits and expertise that Council requires from a CAO, prior to recruitment. The CAO profile will be used to develop the necessary advertisements and other materials needed throughout the process.

## 2. Review and update the CAO performance evaluation model

Another key element in successful Council/CAO relations is a performance review and evaluation process. The time is appropriate to undertake a review and update of the evaluation model currently in use to ensure best practice is followed.

## 3. Recruitment/Selection/Agreement

Search strategy will be developed and executed followed by the necessary screening, evaluation, and selection of a candidate by Council. Council will also be required to approve the employment contract of the successful candidate.

## 4. Review, development, and approval of the CAO By-Law

Based on the approved CAO profile and after selection of the CAO, an updated CAO By-Law will be developed and presented to Council for approval.

### Financial Impact

The costs for this process, which are estimated to be \$21,000, will be allocated to the Human Resources operating budget and reported to Council through the operating variance process.

Respectfully submitted,

Troy McHarg  
Commissioner, Corporate Services / Town Clerk

For questions, please contact: Megan Mascarin, Director, HR Phone: Ext. 2357

### Attachments

none



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CAO Approval  
Troy McHarg  
Acting Chief Administrative Officer