
For Information

**REPORT TITLE: Update Regarding the Chief Administrative Officer (CAO)
Recruitment Process**

FROM: Mary Killeavy, Director of Human Resources

OBJECTIVE

To provide an update to Regional Council regarding the CAO recruitment process.

REPORT HIGHLIGHTS

- On December 19, 2019 and March 12, 2020, Council provided direction to the Regional Council Policies and Procedures Committee (the Committee) to oversee the Chief Administrative Officer (CAO) recruitment process; including the authority to conduct pre-screening interviews and to report back to Council.
 - Council members were requested to complete a survey (Appendix I) indicating their preferred CAO leadership competencies; and the collected information was used to build the CAO job description, advertisement (Appendix II) and supporting tools and materials.
 - The advertisement was launched on June 3, 2020 and applications were accepted until June 19, 2020, midnight; a total of 195 applications were received.
 - Staff reviewed all applications and provided a proposed candidate long list to the Committee for review.
 - The Committee met on June 30, 2020 to review the applications and choose candidates for pre-screening interviews.
 - The first round of pre-screening interviews will be scheduled during the month of July. A second round of pre-screening interviews will be scheduled in late July or early August.
 - The Committee Chair will provide a memorandum to Regional Council outlining the Committee's recommended candidates for final interview, or recommended changes to the CAO recruitment process next steps, if required; to be forwarded to the August 6, 2020 Council meeting, or if that meeting does not proceed, to the first Regional Council meeting thereafter.
 - Final interviews will be held by Regional Council at an in camera Council session.
 - Council will make the final appointment by By-law.
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DISCUSSION

1. Background

On December 19, 2019 Council authorized the Policies and Procedures Committee (the Committee) to interview and vet candidates; and, to recommend candidates for appointment by Council. On March 12, 2020, Council provided further in camera direction to cancel the

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contract awarded to a firm to conduct an executive search for a Chief Administrative Officer; and authorized the Committee to conduct the CAO hiring process including the review and selection of candidates, pre-screening interviews and then report to Regional Council prior to final interviews by Council.

2. The Process

On April 30 and May 15, 2020, Council Members were requested to complete a survey indicating the CAO preferred leadership competencies (Appendix I). The collected information was used to build the CAO job description, advertisement (Appendix II) and the supporting tools and materials.

The advertisement was launched on June 3, 2020 and ran in the following locations:

- Region of Peel Career Site
- LinkedIn
- AMO
- Municipal World

Applications were accepted until June 19, 2020 at midnight; 195 applications were received by the deadline. Staff reviewed the applications and provided a long list of 19 candidates to the Committee for review. Resumes were screened and categorized based on meeting most requirements, some requirements or minimal/no requirements.

On June 30, the Committee met to review the candidates and selected eight candidates for the first round of prescreening interviews that will occur during the month of July 2020.

A second round of pre-screening interviews will be scheduled in late July or early August.

3. Next Steps

Subsequent to completion of the second round of pre-screening interviews, the Committee Chair will provide a memorandum to Council with the Committee's recommended final candidates, or recommended changes to the CAO recruitment process next steps, if required. The memorandum will be forwarded to the August 6, 2020 Council meeting, or if that meeting does not proceed, to the first Regional Council meeting thereafter.

Final interviews will be held by Regional Council, with the support of Human Resources staff, at an in camera Council session (meeting date to be determined). Subsequent to Council's approval, staff will continue with the next steps including references, offer and on-boarding. Council will make the final appointment by By-law.

APPENDICES

Appendix I – CAO Requirements Survey

Appendix II – Advertisement

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For further information regarding this report, please contact Mary Killeavy, Director of Human Resources, Ext. ext. 4049, marykilleavy@peelregion.ca.

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Reviewed and/or approved in workflow by:

Divisional Director.