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To: Mayor and Members of Council  
From: Andy Allison, CAO  
Date: October 20, 2021  
Re: Executive Recruiting Services for Recruitment of a Chief Administrative Officer

At its October 18, 2021 meeting, Council resolved as follows:

That [Report CAO-005-21](#) be received;

That Staff be directed to negotiate and enter into a single source contract with Western Management Consultants, to provide services of a recruitment firm for the CAO's position, with an upset limit of \$40,000;

That a CAO Selection Committee be established to work with the recruitment firm to recommend to Council a short list of candidates to interview for the CAO's position;

That the CAO Selection Committee consist of the Mayor, an executive with senior leadership experience in public sector organizations, and a Member of Council; and

That Councillor Neal be appointed to the CAO Selection Committee.

I am pleased to report that Western Management Consultants (David Howes) has been engaged at a cost of \$30,000.

In order to fulfil the direction of Council, a member of the public with senior leadership experience in public sector organizations needs to be appointed to the CAO Selection Committee.

As this is a Committee appointment, the typical process would involve advertising, submission of applications; Report to Committee, voting on applicants and ratification by Council. However, since this is not strictly an Advisory Committee and since there is precedent for “appointment directly from the Committee floor”, Committee could put forward a recommendation with a name for Council to ratify on November 1, 2021.

The resolution could be worded as follows:

That \_\_\_\_\_ be appointed to the CAO Selection Committee.



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Andy Allison  
CAO

cc: Department Heads