

Minute Item No. 5.1

CAORC-C 2-2021

Chief Administrative Officer Recruitment – Background Information

That Correspondence Item CAORC-C 2-2021, being a memorandum from F. Meffe, Director, Human Resources, dated January 26, 2021, respecting Chief Administrative Officer Recruitment – Background Information, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the CAO job description attached as Appendix 1 **BE APPROVED** as amended;
2. That the list of competencies listed in the executive competency library **BE APPROVED** as the key tools that will be used by the Executive Search Firm (ESF) in the recruitment process.

Minute Item No. 5.2

CAORC-C 3-2021

Chief Administrative Officer Recruitment – Executive Search Firm Procurement Options and Proposed Timelines

That Correspondence Item CAORC-C 3-2021, being a memorandum from F. Meffe, Director, Human Resources, dated January 26, 2021, respecting Chief Administrative Officer Recruitment – Background Information, **BE RECEIVED**; and

That staff **BE DIRECTED** to proceed with a modified single-source procurement (Option 1 of Correspondence Item CAORC-C 3-2021) to select an External Search Firm for the Chief Administrative Officer recruitment.