
MEMORANDUM

CL-C 31-2021

Subject: Chief Administrative Officer Recruitment - Core Competencies, Position Profile and Job Advertisement

Date: April 29, 2021

To: Regional Council

From: Ann-Marie Norio, Regional Clerk

At its meeting held on April 20, 2021, the Chief Administrative Officer Recruitment Committee, reviewed the draft documents from Legacy Executive Search Partners respecting the Core Competencies, Position Profile, and Job Advertisement to be used for the recruitment of the Chief Administrative Officer. The Committee provided feedback and suggested revisions on the documents and subsequently passed the following recommendation:

That the Chief Administrative Officer Core Competencies as revised, Position Profile as revised, and Job Advertisement, **BE PROVIDED** to Regional Council for consideration and approval.

The following documents are attached to this memorandum for consideration and approval by Council:

- CAORC-C 10-2021 CAO Core Competencies **REVISED April 20, 2021**
- CAORC-C 11-2021 CAO Position Profile **REVISED April 20, 2021**
- CAORC-C 12-2021 CAO Job Advertisement

A motion of Council is required to approve the documents. Suggested wording is as follows:

That Regional Council **APPROVE** the Chief Administrative Officer Core Competencies (CAORC-C 10-2021 Revised), Position Profile (CAORC-C 11-2021 Revised), and Job Advertisement (CAORC-C 12-2021), for use in the Chief Administrative Officer recruitment.

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk