



Staff Report

Administration – Human Resources

Report To: Council Meeting
Meeting Date: May 12, 2025
Report Number: ADM.25.036
Title: By-law to Appoint Interim CAO and Recruitment of a Permanent Chief Administrative Officer
Prepared by: Sarah Traynor, Manager of Human Resources

A. Recommendations

THAT Council receive Staff Report ADM.25.036, entitled “By-law to Appoint Interim CAO and Recruitment of a Permanent Chief Administrative Officer”;

AND THAT Council approve the attached By-law to Appoint a Chief Administrative Officer, for enactment at the May 12, 2025, Council Meeting;

AND THAT Council directs the Manager of Human Resources to initiate the recruitment process for a permanent CAO for the Town of The Blue Mountains;

B. Overview

This report is provided further to Mayoral Decision MDE-2025-01, which delegated the power to appoint the Chief Administrative Officer (CAO) to the Council of the Town of The Blue Mountains.

This report seeks Council approval to appoint an Interim CAO and direction to the Manager of Human Resources to initiate the recruitment process for a permanent CAO.

C. Background

Pursuant to the *Municipal Act, 2001*, section 229, a municipality may appoint a Chief Administrative Officer who shall be 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 and other duties as assigned.

On January 10, 2025, by Council resolution, Director of Planning and Building Services, Adam Smith, was appointed Acting CAO. Following the resignation of CAO Shawn Everitt in March 2025, Council provided direction to appoint Adam Smith as the Interim CAO and to initiate the recruitment process to fill the CAO role permanently. Attached to this report, and included on the May 12, 2025, Council Agenda for enactment is the By-law to Appoint Adam Smith as the Interim CAO, which will be in place until the permanent CAO role is filled.

D. Analysis

The hiring of the CAO is at the direction of Council as per the Town's "Hiring of Employees Policy, POL.COR.22.02", and as delegated through Mayoral Decision MDE-2025-01 dated May 5, 2025.

Hiring the CAO is a key responsibility of Council. To ensure Council selects its employee through a thorough, transparent, competitive, and ultimately successful process while establishing a solid organizational foundation for the CAO, the following requirements are generally necessary. The process will be undertaken internally, supported by the Manager of Human Resources. This will help to keep costs low while ensuring an expeditious and quality process:

1- Review of CAO Job Description & CAO Profile Development

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 job description and 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

A performance evaluation process is another key element in successful Council/CAO relations. The time is appropriate to undertake a review and update of the current CAO performance evaluation model to ensure best practices are followed.

3- Recruitment/Selection/Agreement

A 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 job description and profile, and after selection of the successful candidate, an updated CAO By-law will be drafted and presented to Council for approval.

5- Establishment of Onboarding Procedures:

To facilitate the successful candidate's transition into the permanent CAO role, a structured onboarding process will be established, including orientation sessions, introduction to key staff and stakeholders, and a clear outline of the CAO's roles and responsibilities.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

None

G. Financial Impacts

The CAO's salary and benefits are included within the Office of the CAO 2025 budget.

The estimated cost for conducting the recruitment through the Town's Human Resources Division is approximately \$20,000. This amount covers advertising the position across various platforms, including career websites and municipal professional associations. These advertising costs would be funded from the HR Division's operating budget and reserves.

H. In Consultation With

Council
Corrina Giles, Town Clerk

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre, as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Traynor, Manager of Human Resources hr@thebluemountains.ca.

J. Attached

1. Draft By-law to Appoint Chief Administrative Officer, Adam Smith.

Respectfully submitted,

Sarah Traynor
Manager of Human Resources

For more information, please contact:
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Report Approval Details

Document Title:	ADM.25.036 Appointment of Interim CAO and Recruitment of Permanent CAO.docx
Attachments:	Draft By-law to Appoint Chief Administrative Officer, Adam Smith
Final Approval Date:	May 6, 2025

This report and all of its attachments were approved and signed as outlined below:

Sarah Traynor - May 6, 2025 - 1:09 PM

The Corporation of the Town of The Blue Mountains

By-Law Number 2025 –

Being a By-law to appoint a Chief Administrative Officer

WHEREAS Section 229 of the *Municipal Act, 2001*, S.O. 2001 chapter 25, enables the Council of a municipality to appoint a Chief Administrative Officer for the purposes of the municipality;

AND WHEREAS it is deemed expedient by Council to appoint an Interim Chief Administrative Officer;

NOW THEREFORE Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. THAT By-law 2019-25 is hereby rescinded and repealed.
2. THAT Adam Smith is hereby appointed as Interim Chief Administrative Officer as of May 12, 2025 with all the duties of a Chief Administrative Officer as set out in section 229 of the *Municipal Act, 2001* and in accordance with the approved terms of employment.

Enacted and passed this 12th day of May, 2025

Andrea Matrosovs, Mayor

Corrina Giles, Town Clerk