



## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER *Staff Report*

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REPORT NO: CAO-2025-06

TO: Council

SUBMITTED BY: Greg Clark, Acting CAO

PREPARED BY: Greg Clark, Acting CAO

REVIEWED BY: Greg Clark, Acting CAO

DATE: March 3, 2025

SUBJECT: Chief Administrative Officer Recruitment Request for Proposal  
(RFP 2025-03)

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### RECOMMENDATION:

THAT Report CAO-2025-06 be received, and;

THAT RFP 2025-03, as in Attachment 1, be issued with a closing date of XXX, XX, XXXX

### SUMMARY:

At the February 3, 2025 Committee of the Whole, Council deferred this report to the March 3, 2025 Committee of the Whole

At the same meeting Council requested information regarding the potential for internal recruitment for the CAO position, this information was shared in Closed.

This report provides a draft request for proposal regarding the recruitment of a Chief Administrative Officer for the Township of Wilmot.

### BACKGROUND:

On December 16, 2024, Township Council was presented with Report CAO-2024-13 Chief Administrative Officer (CAO) Recruitment Options. Through a motion, Council directed staff to prepare a request for proposal (RFP 2025-03) for an external search firm to conduct the recruitment for the Chief Administrative Officer position, and that all Council Members would participate in the recruitment process, including the interview panel.

#### REPORT:

Request For Proposal (RFP 2025-03) details the parameters which an external recruitment firm must comply with to be considered.

The chosen recruitment firm will work closely with the Township of Wilmot's Council Members, including the Mayor and five Councillors, to:

- Review and refine the existing CAO job description.
- Develop a comprehensive recruitment strategy.
- Design interview questions and evaluation criteria.
- Facilitate the interview process and support final candidate selection.

In alignment with the Township's Procedural Bylaw 2024-42, all engagements between the recruitment firm and Council will occur during formal Council Meetings, conducted either in open or closed session, as appropriate.

The successful proponent will deliver the following services:

#### **1. Initial Meeting and Planning**

- Consult with Council Members to confirm job expectations and refine the job description.
- Develop a detailed candidate profile tailored to the Township's needs.

#### **2. Job Posting and Outreach**

- Strategically advertise the position to attract top-tier candidates.
- Conduct targeted personal outreach to expand the candidate pool.

#### **3. Screening and Shortlisting**

- Review applications and conduct preliminary interviews.
- Present a shortlist of candidates, including comprehensive profiles.

#### **4. Interview Coordination**

- Develop interview tools and evaluation metrics.
- Facilitate interviews and assist with the assessment process.

#### **5. Final Selection and Offer**

- Conduct background checks and verify references.
- Support contract negotiations and onboarding of the selected candidate.

#### **6. Follow-Up and Guarantee**

- Monitor the selected candidate's progress and fit within the organization.
- Provide a one-year replacement guarantee if the selected candidate does not meet expectations.

This comprehensive approach ensures that the Township of Wilmot identifies and secures a CAO who will effectively drive organizational success.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership – Foster a positive and respectful working environment engaging and serving our community

FINANCIAL CONSIDERATIONS:

The cost of recruitment will come from the operating budget and will result in a negative overall variance at the end of 2025. This variance will be funded from the Contingency Reserve and is estimated to cost no more than \$50,000.

ATTACHMENTS:

Attachment 1 – CAO Recruitment Request for Proposal (RFP 2025-03)