

Council Briefing Report

CAO search and process update

The search for permanent Chief Administrative Officer is beginning.

1. **Optimal CAO attributes and job description.** A workshop will be held with Council to determine Council's preferred attributes for its next CAO. An optimal CAO profile will be created to support the hiring process. A job description will be developed to meet council's requirements for a CAO.
2. **Resume review and vetting** – Bloom CME will conduct an initial review of all resumes submitted, comparing the candidate attributes to Council's optimal CAO profile. The resumes will be sorted into three categories based on their positive linkage to the CAO profile. Strong fit candidates will be contacted to provide the candidate with an opportunity to ask questions and for Bloom to answer a few initial vetting questions.

Resume categories

- i. **Strong fit (candidates)**
- ii. **Medium fit**
- iii. **Low fit**

3. **Council resume review.** Council will be provided with all resumes submitted for review and consideration. Council will make the final decision on 5 candidates to enter the competition process.
4. **Fit interview - 5 candidates.** Five candidates will interview in person with Council answering a number of prechosen questions. This interview will provide council with the information required to choose three candidates to move to the next phase of the hiring process,
5. **Candidate presentation.** 3 candidates will be given an opportunity to make a presentation to council no longer than 45 minutes. Council will have an opportunity ask questions after the presentation. the presentation framework:
 - i. Council /CAO relationship success
 - ii. Thoughts on organizational culture
 - iii. Leadership philosophy
 - iv. What does CAO success look like?
 - v. Articulate a Town strategy to move us forward?
6. **Council preliminary decision workshop** – Bloom will facilitate a half day workshop with council to support the final hiring decision.

2022 Budget

Administration is beginning a Review and rebuild of the 2022 operating and capital budget. Operational changes have instigated a need to conduct an operational needs review and recalculation of the budget. It is estimated the review and budget will be complete for Council review and approval by the first week of June. The tax rate bylaw will be completed shortly after the budget approval. The tax collection deadline has been recommended to be move to July 31st to allow time for budget review and completion.

Respectfully submitted,
Tim Duhamel
Interim Chief Administrative Officer