

TOWN OF HIGH PRAIRIE

Policy Number No. 60- 2014	Approval Date March 12, 2014	Resolution Number 210/14
Supersedes	Effective Date	Legal Authority
Amendments:	Amendment Date	Amendment Resolution Number

TITLE: Policy for hiring and firing the CAO

Definition of a Policy:

A policy is a formalized written plan of action on what to do in a given certain circumstance or situation.

Purpose of this Policy:

To ensure there are clear guidelines for Council Members regarding the hiring of the Town's CAO using a consultant or the firing of the Town's CAO

1.0 Choosing a Consultant

Council must pass a resolution to use a consultant to hire a CAO.

2.0 In House Expectations

Council must review and ensure that the following are developed and approved;

- A CAO bylaw
- CAO position description

3.0 Consultants Approach

The consultant must ensure the following for Council review;

- Develop a Client Organization Structure Profile
Financial Status/Local Amenities
- Profiling the Best Candidates
Position Requirements: Academic, Experience

- Conducting Advertising Campaign
Preparing the Advertising, determining which media to use and when to advertise
- Reviewing Previous Files/Researching Files
Selecting resumes which meet requirements, and determining the degree of interest
- Direct Contacting
Telephoning potential candidates and exploring degree of interest
- Advertisement
Combining the results; Resume files; other referrals
- Initial Screening Process
Preparing a semi-short list based on required specifications
- Preparing Short List (Interviews/Reference Checks)
Interviews/Reference Checks
- Council Meets Candidates/Briefed on their Background
- Conducting Interviews (Additional Reference Checks)
Additional reference checks
- Letter of Offer to Top Candidate
Employment Condition Outline (based on legal advice)
- Telephone calls to Unsuccessful Shortlisted Candidates
- Closing Out Other Unsuccessful Applicants

4.0 Employment Contract and the Press Release

The Consultant and the Council shall ensure that the Town's Legal Counsel is used at all times to prepare the employment contract of the CAO. The Town's legal Counsel may also prepare the press release for the successful candidate. The employment contract and the press release shall be approved by Council.

4.1 Termination

In the termination of the CAO, Council shall ensure the involvement of the Town Legal Counsel in the entire process as well as refer to section 206 of the MGA.

Approved by Council: March 12, 2014
Date