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## CAO Recruitment Policy

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**Policy Number:** CP71/2026  
**Approval Date:** April 14, 2026  
**Supersedes Policy:** N/A - New

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### SECTION A

#### 1.0 Policy Purpose

- 1.1 The purpose of this Policy is to establish a guiding framework for the recruitment of the Chief Administrative Officer (CAO) for the Municipality.
- 1.2 Recruitment will be conducted in accordance with the Municipality's CAO Recruitment and Evaluation Committee Bylaw and will be designed to identify the candidate best suited to lead the administration of the Municipality and support Council's strategic priorities.

#### 2.0 Definitions

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto.
- 2.2 "CAO" means the Chief Administrative Officer of Morinville appointed pursuant to s. 205(1) of the *Act*.
- 2.3 "Committee" means the CAO Recruitment and Evaluation Committee, established under the CAO Recruitment and Evaluation Committee Bylaw.
- 2.4 "Council" means the Municipal Council of Morinville.
- 2.5 "Morinville" or "Municipality" means the Municipal Corporation of Morinville.

### **3.0 Recruitment Preparation**

3.1 Prior to commencing recruitment, the Committee shall:

- 3.1.1 review and confirm the CAO job description and leadership competencies in accordance with the Chief Administrative Officer Bylaw;
- 3.1.2 identify the leadership qualities and experience required to support Council's strategic priorities;
- 3.1.3 determine the recruitment approach;
- 3.1.4 establish a recruitment timeline; and
- 3.1.5 establish evaluation criteria that will be applied consistently to all candidates.

3.2 The Committee may retain an executive recruitment agency or other professional services to support recruitment.

### **4.0 Candidate Recruitment**

4.1 The Committee shall ensure that the recruitment process:

- 4.1.1 is competitive and designed to attract qualified candidates;
- 4.1.2 is conducted in accordance with applicable employment and privacy legislation;
- 4.1.3 promotes fairness and consistency in candidate evaluation.

### **5.0 Candidate Evaluation**

5.1 The Committee shall oversee candidate evaluation using consistent evaluation criteria and processes applied equally to all candidates.

5.2 The Committee shall identify a preferred candidate(s) and present a recommendation to Council.

5.3 The Committee may utilize a third party to conduct reference checks, credential verification, and other appropriate background checks prior to recommending a preferred candidate to Council.

### **6.0 Appointment**

6.1 Council retains sole authority for the appointment of the CAO and shall make the final hiring decision by resolution at a duly constituted Council meeting as per s. 206 of the *Act*.

### **7.0 Confidentiality**

7.1 Council and members of the Committee shall maintain confidentiality regarding candidate information, deliberations, and evaluation materials in accordance with applicable legislation.

## **8.0 Review Date**

8.1 For the purposes of ensuring that this Policy is revised for ongoing relevance and necessity, a review will occur prior to June 30, 2029. The Policy shall be brought forth and repassed in its present or amended form or rescinded.

8.2 This Policy shall remain in effect if the review date passes prior to Council review.

## **SECTION B**

### **1.0 Reference to other Policy and Legislation**

*Municipal Government Act*, R.S.A. 2000, c.M-26  
Chief Administrative Officer Bylaw  
CAO Recruitment and Evaluation Committee Bylaw  
CAO Performance Evaluation Policy

### **2.0 Persons Affected**

Council  
Chief Administrative Officer

### **3.0 Review/Revision History and Author**

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Original Signed  
Simon Boersma  
Mayor

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Original Signed  
Michelle Hay  
Chief Administrative Officer