

Policy Title: Chief Administrative Officer (CAO) Succession Plan		Policy Number: P36
Policy Category: Personnel		
Approval Date: June 28, 2011	Policy Owner: Deputy Chief Administrative Officer	
Approved by: Board	File Reference: 0340-50	

Purpose

To establish a succession plan policy for the Chief Administrative Officer position with the Comox Valley Regional District (CVRD).

Scope

Preparing for any potential change in the Chief Administrative Officer (CAO) position ensures the CVRD is able to continue to address the Boards over all statement of purpose and work towards achieving Board objectives.

Statement of Purpose

The Comox Valley Regional District is a federation of three electoral areas and three municipalities providing sustainable services for residents and visitors to the area. The members of the regional district work collaboratively on services for the benefit of the diverse urban and rural areas of the Comox Valley.

Guiding Principles

The Board is responsible for ensuring that there is a plan in place to provide an orderly transition from one CAO to another whenever that need may arise. The CAO succession plan is based on the desire for the organization to continue and function in a responsive manner despite any changes in the administrative leadership and particularly during a transition period such as the process of recruiting a CAO.

The CAO is the direct employee of the Board and is responsible for the management, administration and operations of the CVRD. Bylaw No. 21 being the CVRD officer bylaw names the positions within the organization that are considered officers, all officers are required to sign an oath of office holding the person to an even higher standard of duty.

Policy Statement

1. Ongoing succession planning:
 - a. The CAO and/or Deputy CAO shall recruit, coach and develop interested members of the Executive Management Team to be able to respond or assist during annual leave or as required.
 - b. Appointment of Acting CAO shall be in accordance with Bylaw No. 21.
2. Recruitment succession planning:
 - a. Pursuant to Bylaw No. 21, the Board may establish a selection committee to make recommendations to the Board regarding the engagement of a CAO.

- b. That the CVRD Board obtain the services of an external recruitment firm specializing in the recruitment of executive administrative positions to work with the Board or committee to undertake the search, interview and selection process through to the completion of an agreement between the board and CAO.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping