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## MANAGEMENT REPORT

**Date:** March 24, 2025  
**To:** Stratford City Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU25-025  
**Attachments:** None

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**Title:** Chief Administrative Officer Recruitment - Selection Committee

**Objective:** To appoint members of Council to a Selection Committee to assist with recruitment of a Chief Administrative Officer for the City of Stratford.

**Background:** At the February 24, 2025, Regular Council meeting, the following resolution was adopted:

**THAT a Selection Committee comprised of the Mayor, Chair of Finance and Labour Relations Committee, and three other members of Council be established to assist Council in the CAO recruitment process;**

**AND THAT the Clerk be directed to reach out to all members of Council to solicit expressions of interest for participation on the Selection Committee, to circulate the previous job posting to Council, and to provide a report to Council with a list of nominations at the next regular Council meeting.**

The Selection Committee to assist with recruitment of a Chief Administrative Officer for the City is to be comprised of the following members of Council:

- Mayor
- Chair of the Finance and Labour Relations Committee
- Three additional members of Council

The purpose of this report is to identify those members of Council who have expressed an interest in serving on the Selection Committee and to obtain direction from Council.

**Analysis:** The following members of Council have expressed an interest in serving on the Selection Committee (members appear in alphabetical order):

- Councillor Beatty
- Councillor Biehn
- Councillor Burbach
- Councillor McCabe
- Councillor Wordofa

**Financial Implications:**

**Financial impact to current year operating budget:**

Funds are included in the annual budget for recruitment related activities.

**Alignment with Strategic Priorities:**

This report aligns with all four of Council’s Strategic Priorities:

- Enhance our Infrastructure
- Build Housing Stability
- Work Together For Greater Impact
- Intentionally Change to Support the Future

The Chief Administrative Officer (CAO) plays a major role in the success of a municipality. The CAO manages the administrative side of a municipal organization and ensures the direction of Council, including their Strategic Priorities, are fulfilled by staff.

**Alignment with One Planet Principles:**

**Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

**Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

**Culture and Community**

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

**Staff Recommendation: THAT direction be given on the three members of Council to be appointed to the Chief Administrative Officer Selection Committee.**

**Prepared by:**

Tatiana Dafoe, City Clerk

**Recommended by:**

Karmen Krueger, CPA, CA, Director of Corporate Services

Joan Thomson, Chief Administrative Officer