

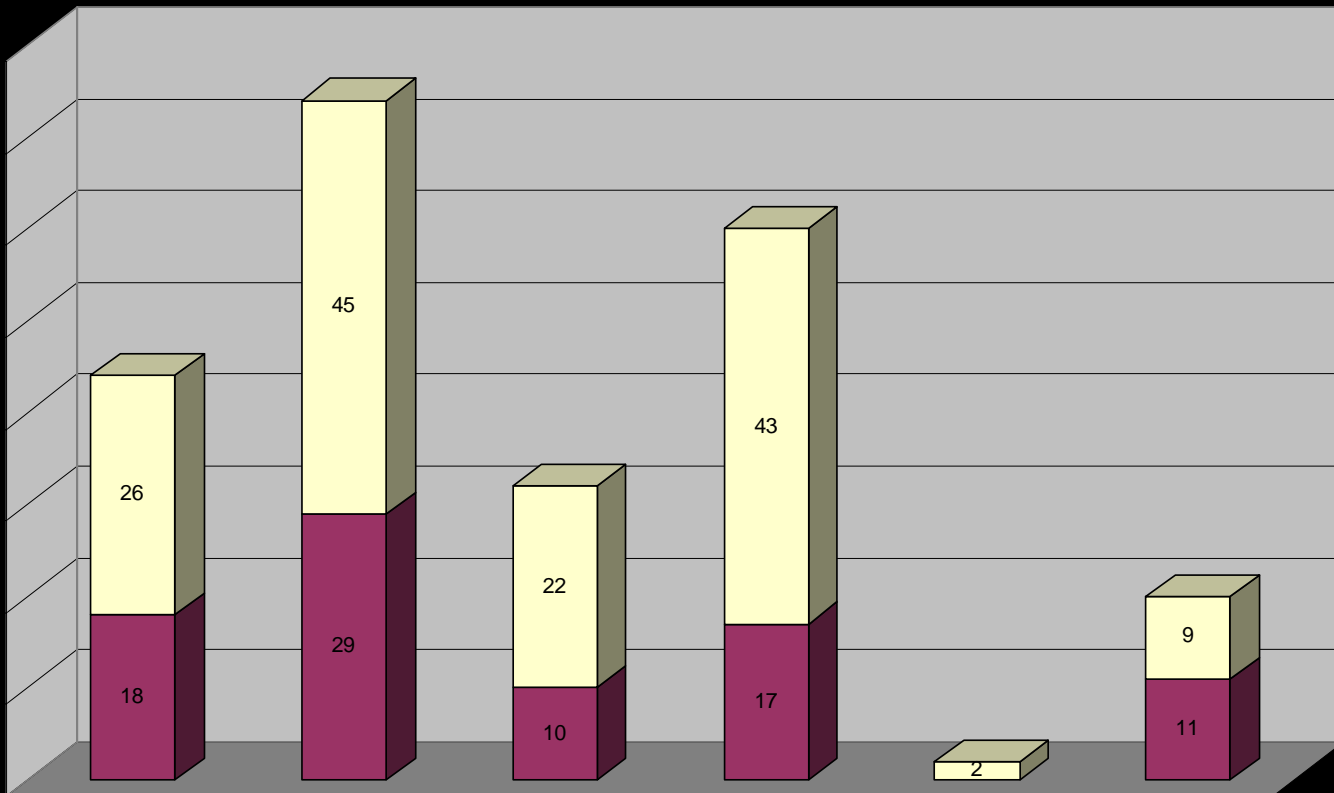
AMM District Meetings

C.A.O. Shortage

June, 2005

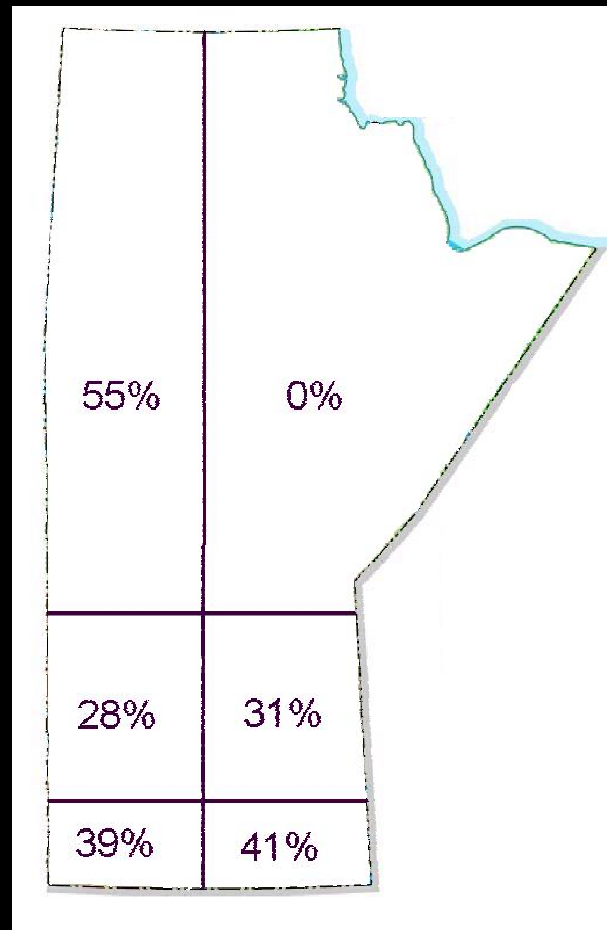
Current Circumstances

RETIREMENT CHART



■ Eligible for Retirement < 5 yrs ■ Eligible for Retirement > 5 yrs

Current Circumstances



Concerns

- Potential Retirements
 - ❖ Number
 - ❖ Percentage of Current C.A.O.s
 - ❖ Location
- Ability to Fill Future Vacancies
- Lack of Qualified People

Concerns (con't)

- Limited Focus of Current Education Curriculum
- Lack of Succession Planning
- Lack of Expertise in Candidate Search

Issues

- 4 Areas of Concern Identified
 - ❖ Education
 - ❖ Exposure of Career Opportunities
 - ❖ Candidate Searches
 - ❖ Communication

Process

- Fall of 2003 Issue Identified
- Stakeholders met in 2004
 - ❖ MMAA
 - ❖ AMM
 - ❖ IAT
 - ❖ U of M
 - ❖ French Municipalities of Manitoba

Solutions

- Education

- ❖ U of M is proposing the creation of “Letter of Accomplishment”

- ☞ Start September 2005

- ☞ Focus on Management

- Managing the Human Resource Function

- Labour Relations

- Human Resource Legislation

- Staffing

- Compensation & Benefits Administration

- Training & Development

Solutions (con't)

- Education (con't)
 - ❖ "Letters of Accomplishment"
 - ☞ Available to all CMMA Graduates
 - ☞ Additional Credits under PD Bylaw

Solutions (con't)

- Candidate Searches
 - ❖ IAT creating a "Guide to Hiring a C.A.O."
 - ☞ Admin. Structure Considerations
 - Necessity to maintain Status Quo
 - Combined Offices
 - Job Sharing
 - ☞ Skill set Requirement
 - Budget Development Responsibility
 - Daily Accounting & Admin.
 - Staff Management

Solutions (con't)

- Candidate Searches (con't)
 - ❖ "Guide to Hiring a C.A.O."
 - ☞ Tips in Advertising Positions
 - Use of Internet Link
 - Avoid use of Term "Written Applications"
 - Avoid Requesting References
 - ☞ Screening Applicants
 - ☞ Reference Checking & Job Offers

Solutions (con't)

- Communication
 - ❖ Council & C.A.O. should communicate about long-term intentions
 - ☞ Succession Planning
 - ☞ Sustainability & Strategic Planning Opportunity

Solutions (con't)

- Career Opportunities

- ❖ AMM & MMAA need to partner on

- ☞ Attendance at Job Fairs
- ☞ Promotion of Municipal Careers
- ☞ Focus on Long-term Planning
- ☞ Internship Program

Opportunity for Current C.A.O.s

- ☞ Educational Upgrade
- ☞ Planning with Current Council

Questions?