



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-016

DATE: February 17, 2026

PROJECT TITLE: Chief Administrative Officer Recruitment

The Regional District of Nanaimo (RDN) invites qualified and experienced firms to submit Statements of Qualifications to support the Board in recruiting and selecting the organization's next Chief Administrative Officer (CAO) as outlined in this RFSQ.

A. Intent

This RFSQ is issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo (RDN) will review submissions received in response to this RFSQ and enter discussions with the top-ranked Respondent to negotiate the terms, scope, timeline, and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest ranked service provider and so on until an agreement is reached or the process cancelled.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

The RDN Board is looking to hire a new CAO following the current incumbent's retirement effective January 22, 2027.

The RDN is located on the beautiful central east coast of Vancouver Island, incorporating the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, and seven unincorporated [electoral areas](#) that lie between Cassidy to the south and Bowser to the north. The RDN is home to approximately 170,000 people and is growing. The RDN is governed by a 19-member Board, comprised of twelve (12) Directors from locally elected municipal councils, and seven (7) Directors elected by Electoral Area residents. The RDN employs approximately 800 union (CUPE Local 401) and non-unionized employees, and this approximate number varies seasonally. In the 2026-2030 Financial Plan, the RDN's total expenditures (operating and capital) are \$391.5 million.

The CAO is the Board's only employee and the most high-ranking member of RDN staff. The CAO is accountable to the Board for the planning, co-ordination and control of the activities and business affairs of the Regional District. The CAO ensures that the provision of all services is in compliance with the bylaws, policies and statutory requirements and in alignment with the Board's [strategic plan](#) and master plans. The RDN's CAO position is supported by an executive leadership team comprised of four general managers, a senior manager responsible for intergovernmental services and strategy and an executive coordinator.

The entire 19-member Board will serve as the hiring committee, and the successful proponent will be required to attend in-camera Board meetings as required throughout 2026 to facilitate the Board's hiring process. The Board desires a thorough and thoughtful national search for the next CAO.

C. Contemplated Scope of Work and Timeline

The successful proponent will report to the Board Chair and Chief Human Resources Officer, who will facilitate the successful proponent's presentations and recommendations to the Board, and attendance at Board meetings as required.

The desired scope of work is all subject to approval of the Board when ready for presentation and recommendation, and must include but is not limited to:

1. Search consultation with the Board (and any other parties as directed by the Board).
2. Project scoping.
3. Research, identification of potential candidates and sources.
4. Preparation of search marketing materials and marketing strategy.
5. Recruitment and sourcing.
6. Multi-stage candidate assessment (including disclosures).
7. Multi-stage interview coordination, moderation and participation.
8. Finalist candidate referencng.
9. Academic and criminal record verification.
10. Supporting the Board Chair, Board, Chief Human Resources Officer and RDN legal counsel in negotiating and finalizing the new CAO's employment agreement as directed.
11. Search guarantee.

A recent (2025) market compensation review consistent with existing Board Policy on management compensation has verified that the CAO salary range is competitive as compared the RDN's comparator organizations, and as such, is out of scope for this project.

The successful proponent will propose a timeline that concludes the recruitment and selection process that factors in the time required for a 19-member Board to consider and deliberate at key milestones in alignment with the Board meeting schedule for 2026 to reduce the need for

special meetings, provides the Board the option to select a candidate before or after the October 17, 2026 local general election, and concludes the recruitment process by no later than December 31, 2026.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than five (5) single sided pages in length (not including cover page, cover letter and appendices). Please include the following:

1. Qualifications and areas expertise of the Firm and nominated Project Manager. Please include CV/Resume of the Project Manager and explain how this individual will provide value for the RDN. Describe your Firm's approach to work.
2. Experience of Firm and nominated Project Manager in previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.
3. A statement of your firm's ability to complete the work within the timeframe described.
4. A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo on a consensus basis and assigned one score out of 100 based on the above evaluation criteria. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the 17th day of March 2026. The RDN at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Stuart McLean, Board Chair (stuart.mclean@rdn.bc.ca) and Sarah Mann, Chief Human Resources Officer (smann@rdn.bc.ca).

G. Additional Information

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and the new BC Bid (www.bcbid.gov.bc.ca/) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.