



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)  
CAO SELECTION COMMITTEE  
MEETING MINUTES**

Wednesday, January 30, 2019  
3:00 p.m.  
West Lincoln Municipal Offices  
318 Canborough St., Smithville, ON

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**MEMBERS PRESENT:** D. Bylsma (Chair)  
P. Chiocchio  
D. Huson (Vice-Chair)  
B. Johnson (Committee Vice-Chair)  
B. Steele (Committee Chair)

**MEMBERS ABSENT:** T. Insinna

**STAFF PRESENT:** D. Barrick, Interim CAO / Secretary-Treasurer  
K. Caputo, Director Administration & Communications (Designated Clerk)  
E. Gervais, Procurement Specialist  
M. Reles, Senior Manager, Communications

The Board Chair called the meeting to order at 3:02 p.m.

## **1. SELECTION OF CHAIR / VICE-CHAIR**

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The Board Chair welcomed all to the meeting and opened the floor for suggestions for Chair and Vice-Chair of the CAO Selection Committee

Resolution No. SC-01-19  
Moved by Member Huson  
Seconded by Member Chiocchio

That members Steele and Johnson **BE APPOINTED** as Chair and Vice-Chair of the CAO Selection Committee.

**CARRIED**

## **2. ADOPTION OF AGENDA**

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### 2.1 Addition of Items

There were no additional items.

2.2 Change in order of items

There were no changes in the order of items.

2.3 Motion to adopt Agenda

Resolution No. SC-02-19

Moved by Member Johnson

Seconded by Member Huson

That the agenda **BE ADOPTED** as presented.

**CARRIED**

### **3. DECLARATION OF CONFLICT OF INTEREST**

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There were no declarations of interest.

### **4. PRESENTATIONS (and/or Delegations)**

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There were no presentations.

### **5. BUSINESS FOR INFORMATION**

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5.1 CAO Job Description (2017)

Members discussed changing the preferred amount of experience to ten years from seven and added the preferred candidate would have experience in watershed management or environmental education.

5.2 CAO Job Posting (2017)

The committee discussed handling the job posting responsibilities to a search firm, which would be discussed later in the meeting.

Resolution No. SC-03-19

Moved by Member Bylsma

Seconded by Member Johnson

That the CAO Job Description and CAO Job Posting **BE RECEIVED** for information and amended.

**CARRIED**

### **6. BUSINESS FOR CONSIDERATION**

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6.1 NPCA CAO Selection Committee DRAFT Terms of Reference

The committee revised the Terms of Reference to remove specific staff and the end date of the Selection Committee will be dissolved.

Resolution No. SC-04-19  
Moved by Member Johnson  
Seconded by Member Huson

That the NPCA CAO Selection Committee Terms of Reference **BE APPROVED** as amended.

**CARRIED**

6.2 Process to select HR / Executive Recruitment firm

The Committee supported the draft RFP in principle with minor changes. Staff recommended posting the RFP by the end of the week, which was supported by the committee.

Resolution No. SC-05-19  
Moved by Member Johnson  
Seconded by Member Chiocchio

That the HR / Executive Recruitment firm RFP **BE APPROVED** as amended, and issued by Friday, February 1, 2019.

**CARRIED**

## **7. NEW BUSINESS**

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There were no new business items.

## **8. ADJOURNMENT**

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There being no further business, the CAO Selection Committee meeting adjourned at 4:23 p.m. with the following resolution:

Resolution No. SC-06-19  
Moved by Member Bylsma  
Seconded by Member Chiocchio

That the CAO Selection Committee Meeting **BE NOW ADJOURNED.**

**CARRIED**

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Bill Steele  
CAO Selection Committee Chair

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Krystle Caputo,  
Designated Clerk