



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

Tuesday, February 26, 2019  
2:00 p.m.

Ball's Falls Centre for Centre for Conservation  
Glen Elgin Room – 3292 Sixth Avenue, Jordan, ON

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

**MEMBERS ABSENT:** D. Huson (Vice-Chair)

**STAFF PRESENT:** E. Gervais, Procurement Specialist  
D. Gullett, Designated Clerk

The Board Chair called the meeting to order at 2:00 p.m.

## **1. ADOPTION OF AGENDA**

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1.1 Addition of Items

There were no additional items.

1.2 Change in order of items

There were no changes in the order of items.

1.3 Motion to adopt Agenda

Resolution No. SC-07-19

Moved by Member Insinna

Seconded by Member Bylsma

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

**CARRIED**

## **2. DECLARATION OF CONFLICT OF INTEREST**

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There were no declarations of conflict of interest.

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

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There were no presentations.

## **4. BUSINESS FOR INFORMATION**

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There was no business for information.

## **5. BUSINESS FOR CONSIDERATION**

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### 5.1 Evaluation of RFP and opening of Pricing Envelopes

The members witnessed the opening of the proposals, and the prices quoted were announced by Eric Gervais. Presentations and interviews will be scheduled for March 13, 2019 at the main office in Welland.

Resolution No. SC-08-19  
Moved by Member Johnson  
Seconded by Member Chiocchio

That all three candidates receive the same marks for the reference question and the guaranteed period.

**CARRIED**

## **6. NEW BUSINESS**

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There were no new business items.

## 7. ADJOURNMENT

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There being no further business, the CAO Selection Committee meeting adjourned at 2:25 p.m. with the following resolution:

Resolution No. SC-09-19

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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Debbie Gullett  
Designated Clerk