



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

Friday, April 12, 2019  
3:11 p.m.

NPCA Head Office  
Boardroom  
250 Thorold Road West, Welland, ON

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**MEMBERS PRESENT:** B. Steele, Committee Chair  
D. Bylsma  
P. Chiocchio  
T. Insinna  
D. Huson

**MEMBERS ABSENT:** B. Johnson

**STAFF PRESENT:** G. Bivol, Clerk

**OTHERS:** P. Rowan, Feldman Daxon Partners, Inc.

The Committee Chair called the closed session to order at 3:11 p.m.

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

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- 1.1 Discussion with Patrick Rowan, Feldman Daxon, Partners, Inc. relating to the CAO recruitment process - Mr. Rowan and the Committee discussed use of a non-disclosure agreement, similar recruitments, job contracts, the job description and responsibilities, NPCA organizational charts and strategic plans, budgets, key staff, salary and benefits, candidate profiling and the search strategy, interview process and timelines. The Clerk was directed to provide Mr. Rowan with relevant corporate documents.

The closed session concluded at 4:08 p.m.

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Bill Steele  
CAO Selection Committee Chair

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Grant Bivol  
Interim Clerk