



**CAO SELECTION COMMITTEE  
MEETING MINUTES  
Tuesday, September 10 2019  
1:00 p.m.  
NPCA Head Office  
Boardroom  
250 Thorold Road West, Welland, ON**

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**MEMBERS PRESENT:** B. Steele, Committee Chair (arrived 1:22 p.m.)  
S. Beattie  
R. Brady  
D. Bylsma (ex-officio)  
B. Johnson

**MEMBERS ABSENT:** D. Huson (ex-officio)

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

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

Vice Chair Johnson called the meeting to order at 1:03 p.m..

## **1. ADOPTION OF AGENDA**

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a) Addition of Items

There were no additional items added to the agenda.

b) Change in Order of Items

There were no changes in the order of items.

c) Motion to Adopt Agenda

Recommendation No. SC- 29-19

Moved by Member Brady

Seconded by Member Johnson

**THAT** the agenda for the CAO Selection Committee meeting of September 10, 2019 **BE** hereby **ADOPTED** as presented.

**CARRIED**

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

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None declared.

### 3. ADOPTION OF MINUTES

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- a) Minutes of the CAO Selection Committee Meeting dated June 28, 2019

Recommendation No. SC-30-19

Moved by Member Bylsma  
Seconded by Member Johnson

**THAT** the CAO Selection Committee meeting minutes of June 28, 2019 **BE** hereby **ADOPTED** as presented.

**CARRIED**

- b) Minutes of the Closed Session for the CAO Selection Committee Meeting dated June 28, 2019

Recommendation No. SC- 31-19

Moved by Member Bylsma  
Seconded by Member Johnson

**THAT** the CAO Selection Committee closed session meeting minutes of June 28, 2019 **BE** hereby **ADOPTED** as presented.

**CARRIED**

### 4. NEW BUSINESS

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- a) Verbal Update by the Chair on the recruitment process for a C.A.O. – Vice Chair Johnson updated new Committee Members on the recruitment process and status to date. Members posed questions. Discussion ensued.

- b) Discussion on Next Steps – Mr. Rowan spoke on the efforts he undertook in the recruitment thus far and noted the challenges and outcomes to date. He indicated that he would be repeating the process. Members asked that he also speak with NPCA Senior staff to garner their opinions on the skillsets and attributes required for the C.A.O. position. Members requested that the Board be provided with a copy of the job description/job posting advertisement. Mr. Rowan broached the subject of additional costings. Chair Steele joined the meeting subsequent to the following motion.

Recommendation No. SC-32-19

Moved by Member Brady  
Seconded by Member Bylsma

**THAT** the C.A.O. Selection Committee **RECOMMENDS** an additional \$10,000 **BE** **AUTHORIZED** for the C.A.O. recruitment process.

**CARRIED**

### 3. CLOSED SESSION

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None.

### 4. ADJOURNMENT

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Recommendation No. SC-33-19

Moved by Member Brady

Seconded by Member Johnson

**THAT** the CAO Selection Committee Meeting for the Niagara Peninsula Conservation Authority **BE** hereby **ADJOURNED** at 1:34 p.m..

**CARRIED**

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Bill Steele  
CAO Selection Committee Chair

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Grant Bivol  
Interim Clerk