



**CAO SELECTION COMMITTEE
MEETING MINUTES**

**Monday, November 25, 2019
9:15 a.m.**

**West Lincoln Firehall Boardroom,
344 Canborough St., Smithville ON**

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- MEMBERS PRESENT:** B. Steele, Committee Chair
S. Beattie
R. Brady
D. Bylsma
B. Johnson
- MEMBERS ABSENT:** D. Huson
- STAFF PRESENT:** G. Wood, Chief Administrative Officer / Secretary - Treasurer
- OTHERS:** P. Rowan, Feldman Daxon Partners, Inc.

The Committee Chair called the meeting to order at 9:15 a.m..

1. ADOPTION OF AGENDA

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-41-19

Moved by Member Brady

Seconded by Member Beattie

THAT the agenda for the CAO Selection Committee meeting of November 25, 2019 **BE** hereby **ADOPTED** as presented.

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

None declared.

3. **ADOPTION OF MINUTES**

- a) Minutes of the C.A.O. Selection Committee Meeting dated November 15, 2019
- b) Minutes of the Closed Session for the CAO Selection Committee Meeting dated November 15, 2019

Recommendation No. SC-42-19
Moved by Member Beatty
Seconded by Member Brady

THAT the C.A.O. Selection Committee meeting minutes and closed session meeting minutes dated November 15, 2019 **BE RECEIVED**.

CARRIED

4. **NEW BUSINESS**

- a) Discussion on format and logistics of interview process

5. **CLOSED SESSION**

- a) Motion to move into closed session in accordance with Section 11.1 b) of the NPCA Administrative By-Law for consideration of personal matters about an identifiable individual, including municipal or local board employees for the purpose of conducting interviews for the position of Chief Administrative Officer

Recommendation No. SC-43-19
Moved by Member Bylsma
Seconded by Member Johnson

THAT the meeting of the NPCA C.A.O. Selection Committee **CONVENE** in closed session at 9:16 a.m. in accordance with Section 11.1 of the NPCA Administrative By-Law for discussion on personal matters about identifiable individuals, including NPCA employees.

CARRIED

- b) Motion to Reconvene in Open Session

Recommendation No. SC-44-19
Moved by Member Bylsma
Seconded by Member Brady

THAT the CAO Selection Committee meeting hereby **RECONVENE** in open session at 1:50 p.m..

CARRIED

c) Business Arising from the Closed Session

Recommendation No. SC-45-19

Moved by Member Johnson

Seconded by Member Brady

THAT the C.A.O. Selection Committee **CHOOSES** the two candidates identified in the closed session for presentation to the Full Authority Board of Directors for final decision.

CARRIED

4. ADJOURNMENT

Recommendation No. SC-46-19

Moved by Member Johnson

Seconded by Member Beattie

THAT the CAO Selection Committee Meeting for the Niagara Peninsula Conservation Authority **BE** hereby **ADJOURNED** at 1:51p.m..

CARRIED

Bill Steele
CAO Selection Committee Chair

Gayle Wood
Chief Administrative Officer / Secretary -
Treasurer