



**CAO Selection Oversight Committee Meeting
Wednesday, July 17, 2024
12:00 p.m.
NPCA Main Office - Hybrid
Carolinian Hall
3350 Merrittville Highway, Thorold, ON**

A G E N D A

1. ADOPTION OF AGENDA

2. DECLARATIONS OF CONFLICT OF INTEREST

3. CONSENT ITEMS

3.1. CAO Selection Workplan Review – Verbal update provided by HR Associates

4. DISCUSSION ITEMS

4.1. Report SC-01-24 – Proposed Terms of Reference

5. CLOSED SESSION:

5.1. Consideration of personal matters about an identifiable individual, including NPCA employees, municipal or local board employees (CAO recruitment process discussion)

4. ADJOURNMENT

Report To: CAO Selection Oversight Committee

Subject: Proposed Terms of Reference

Report No: SC-01-24

Date: July 17, 2024

Recommendation:

THAT Report No. SC-01-24 RE: Proposed Terms of Reference **BE RECEIVED**;

AND THAT the CAO Selection Oversight Committee Terms of Reference as appended **BE ENDORSED** for Board approval.

Purpose:

The purpose of this report is to present the CAO Oversight Selection Committee Terms of Reference (henceforth ToR) for the Committee's consideration and subsequent Board approval.

Background:

Section 18 (1) of the *Conservation Authorities Act* stipulates that an authority shall appoint a secretary-treasurer. NPCA's *Administrative By-Law* further stipulates the Board's responsibilities pertaining to NPCA staffing in Subsection B 2.5, including the hiring of the CAO / Secretary – Treasurer.

On June 21, 2024, NPCA announced that CAO/Secretary–Treasurer Chandra Sharma has provided notice of her resignation as of September 6, 2024.

Discussion:

To facilitate a robust recruitment process that embodies best practices, it is imperative that the ToR for the CAO Oversight Selection Committee reflect the size and structure of the Board while promoting effective decision-making.

Committee Structure

It is recommended that the Committee be comprised of four members, including the Chair, Vice Chair, and two additional Members of the Board. Inclusion of all partner municipalities on the Committee is pertinent for the decision-making process.

Committee Proceedings

Given the legislated reduction of the Board's membership, it is recommended that the final interviews be conducted at a Special Meeting of the Board. Staff will coordinate with the Board to determine availability that will allow the Chair to call a Special Meeting of the Board with advanced notice.

As a Committee of the Board, meetings will be conducted under governance procedures as outlined in the *Administrative By-Law*. The Committee will undertake the efforts of identifying shortlisted candidates while protecting the privacy of candidates throughout the recruitment process.

Financial Implications:

There are no financial implications pertaining to the endorsement of the Terms of Reference.

Related Reports and Appendices:

Appendix 1: Draft CAO Selection Oversight Committee Terms of Reference

Authored by:

Original Signed by:

Melanie Davis
Manager, Office of the CAO & Board

Reviewed by:

Original Signed by:

Misti Ferrusi
Manager, People & Performance

Submitted by:

Original Signed by:

Chandra Sharma, MCIP, RPP
Chief Administrative Officer/Secretary-Treasurer

Chief Administrative Officer (CAO) Selection Oversight Committee Terms of Reference

Mandate

The mandate of the Chief Administrative Officer (CAO) Selection Oversight Committee is to facilitate the recruitment process for the CAO, keeping the Board informed of progress while protecting confidentiality of matters addressed at the Committee.

Purpose

The purpose and goals of the CAO Selection Oversight Committee are as follows:

1. CAO Selection Oversight Committee members actively participate in a transparent, competitive, and comprehensive recruitment process, while holding in strict confidence all confidential information concerning matters dealt with by the Committee.
2. Upon completion of the recruitment process, CAO Selection Oversight Committee will recommend shortlisted candidates to be interviewed by the Full Authority Board to select a preferred candidate.
3. Upon the Board's approval of a preferred candidate, the Board delegates authority to the Chair to extend the approved terms of employment to the successful candidate, in consultation with Human Resources.

Membership

The membership structure of the CAO Selection Committee will be comprised of four (4) members of the NPCA Board representing all three partner municipalities, including the Board Chair and Vice-Chair.

Privacy Considerations

Information provided to the CAO Selection Oversight Committee, specifically pertaining to applicants for the position of the CAO, will be protected under the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The CAO Selection Oversight Committee shall hold in strict confidence all confidential information concerning matters dealt with by the Committee.

Staff Support to Committee

The Manager, People and Performance (Human Resources Department) and outgoing CAO will function in an advisory capacity to the CAO Selection Oversight Committee, with the provision of administrative support as required.

Frequency of Reporting

Regular updates to the NPCA Board will be provided on process, through the Board Chair, as significant progression of the CAO Selection Oversight Committee is realized.

Meeting Procedures

Committee meetings shall adhere to meeting procedures and decision-making processes as outlined in NPCA's *Administrative By-Law*.