



**CAO Selection Oversight Committee Meeting**  
**Friday, August 2, 2024**  
**12:00 p.m.**  
**NPCA Main Office - Hybrid**  
**Carolinian Hall**  
**3350 Merrittville Highway, Thorold, ON**

**A G E N D A**

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**1. ADOPTION OF AGENDA**

**2. DECLARATIONS OF CONFLICT OF INTEREST**

**3. APPROVAL OF THE MINUTES**

**3.1. Minutes of the CAO Selection Oversight Committee dated July 17, 2024**

**4. CLOSED SESSION:**

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

**5. ADJOURNMENT**

**CAO Selection Oversight Committee  
MEETING MINUTES**

Wednesday, July 17, 2024  
12:00 p.m.  
NPCA Main Office  
Carolinian Hall  
3350 Merrittville Highway, Thorold, ON

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**MEMBERS PRESENT:** J. Metcalfe, Chair  
S. Beattie, Vice Chair  
D. Cridland  
R. Foster

**STAFF PRESENT:** C. Sharma, CAO  
M. Ferrusi, Manager, People and Performance

**OTHERS:** S. Fagundes, HR Associates  
M. Murphy, HR Associates

The NPCA Chair called the meeting to order at 12:05 p.m.

**1. APPROVAL OF AGENDA**

Resolution No. SC-01-24  
Moved by: S. Beattie  
Seconded by: D. Cridland

**THAT** the agenda for the CAO Selection Committee meeting of July 17, 2024 **BE ADOPTED** as presented.

**CARRIED**

**2. DECLARATIONS OF CONFLICT OF INTEREST**

None.

**3. CONSENT ITEMS**

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

Resolution No. SC-02-2024  
Moved by: S. Beattie  
Seconded by: R. Foster

**THAT** the verbal updated provided by HR Associates **BE RECEIVED**.

**CARRIED**

## **2. DISCUSSION ITEMS**

### **4.1 Report SC-01-24 – Proposed Terms of Reference**

Resolution SC-03-2024

Moved by: D. Cridland

Seconded by: S. Beattie

**THAT** Report No. SC-01-2024 RE: Proposed Terms of Reference **BE RECEIVED**;

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

**CARRIED**

## **3. CLOSED SESSION**

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

Resolution SC-04-2024

Moved by: S. Beattie

Seconded by: D. Cridland

**THAT** the Board move into closed session at 12:20 p.m.

**CARRIED**

Resolution SC-05-2024

Moved by: D. Cridland

Seconded by: S Beattie

**THAT** the Board move into open session at 12:44 p.m.

## **4. ADJOURNMENT**

The CAO Selection Oversight Committee meeting adjourned at 12:45 p.m.