



**FULL AUTHORITY SPECIAL  
MEETING MINUTES**

**Wednesday, December 4, 2019  
10:00 a.m.**

**Holiday Inn Express and Staybridge Suites  
524 York Road, Niagara-on-the-Lake, ON**

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**MEMBERS PRESENT:** D. Bylsma (Chair)  
S. Beattie  
R. Brady  
D. Cridland  
J. Hellinga  
D. Huson  
J. Ingrao  
B. Johnson  
K. Kawall  
B. Mackenzie  
R. Shirton  
E. Smith  
B. Steele  
M. Woodhouse  
B. Wright

**MEMBERS ABSENT:** D. Coon-Petersen  
B. Clark  
L. Feor  
R. Foster  
J. Metcalfe

**STAFF PRESENT:** G. Wood, Chief Administrative Officer / Secretary – Treasurer

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

The Chair called the meeting to order at 10:00 a.m..

## **1. ADOPTION OF AGENDA**

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a) Adoption of Agenda

Resolution No. FA-255-19

Moved by Board Member Cridland

Seconded by Board Member Brady

**THAT** the agenda **BE ADOPTED** as presented.

**CARRIED**

## 2. DECLARATIONS OF CONFLICT OF INTEREST

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None declared.

## 3. PRESENTATIONS (and/or Delegations)

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The Chair welcomed attendees and Members to the meeting, introduced Mr. Rowan and called on the Members to introduce themselves.

- a) Review of Recruitment Process – Presentation by Patrick Rowan, Feldman Daxon Partners Inc.- Mr. Rowan outlined the search process undertaken over the past months. Members posed questions. The Board Chair called on the C.A.O. Selection Committee Chair for comment. C.A.O. Selection Committee Chair Steele provided insight into the initial recruitment process conducted in Spring of 2019. C.A.O. Selection Committee Vice-Chair Brenda Johnson outlined the scoring process that culminated in the selection of the top two candidates.

Resolution No. FA-256-19

Moved by Board Member Woodhouse

Seconded by Board Member Ingrao

**THAT** the presentation by Patrick Rowan, Feldman Daxon Partners Inc. **BE RECEIVED.**

**CARRIED**

## 4. BUSINESS – IN CAMERA

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- a) Personal matters about identifiable individual(s), including NPCA employees

Resolution No. FA-257-19

Moved by Board Member Brady

Seconded by Board Member Cridland

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **CONVENE** in closed session at 10:30 a.m. in accordance with Section 11.1 of the NPCA Administrative By-law for the discussion on personal matters about identifiable individual(s), including NPCA employees.

**CARRIED**

Resolution No. FA-258-19

Moved by Board Member Woodhouse

Seconded by Board Member Huson

**THAT** the meeting of the Board of Directors of the Niagara Peninsula Conservation Authority **RECONVENE** in open session at 1:15 p.m..

**CARRIED**

b) Business Arising from the Closed Session

Resolution No. FA-259-19

Moved by Board Member Woodhouse  
Seconded by Board Member Huson

**THAT** the PowerPoint presentations by and documentation tabled as Items 4.i) and 4.ii) **BE RECEIVED** to remain private and confidential.

**CARRIED**

Resolution No. FA-260-19

Moved by Board Member Steele  
Seconded by Board Member Huson

**THAT** the Chair and consultant **BE INSTRUCTED** to present an offer to the preferred candidate as discussed in closed session to remain confidential until the signing of a formal employment agreement.

Recorded Vote:	Yea	Nay
Dave Bylsma (Chair)	X	
Stewart Beattie		X
Rick Brady		X
Brad Clark		
Deborah Coon-Petersen		
Donna Cridland	X	
Leah Feor		
Rob Foster		
Jack Hellinga	X	
Diana Huson (Vice Chair)	X	
John Ingrao	X	
Brenda Johnson	X	
Ken Kawall	---	---
Bruce Mackenzie	X	
John Metcalfe		
Bill Rapley	X	
Rob Shirton		X
Ed Smith	X	
Bill Steele	X	
Mal Woodhouse	X	
Brian Wright	X	

**CARRIED**

## 5. ADJOURNMENT

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Resolution No. FA-261-19

Moved by Board Member Steele  
Seconded by Board Member Huson

**THAT** this special meeting **BE** hereby **ADJOURNED** at 1:18 p.m..

**CARRIED**

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Dave Bylsma  
Chair  
Niagara Peninsula Conservation Authority

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D. Gayle Wood, CMM III  
Chief Administrative Officer / Secretary -  
Treasurer  
Niagara Peninsula Conservation Authority