

**THE REGIONAL MUNICIPALITY OF NIAGARA  
CHIEF ADMINISTRATIVE OFFICER RECRUITMENT COMMITTEE  
MINUTES - OPEN SESSION**

**CAORC 1-2021  
Tuesday, January 12, 2021  
Chair's Boardroom/Video Conference  
Niagara Region Headquarters, Campbell West  
1815 Sir Isaac Brock Way, Thorold, ON**

Committee Members    Regional Chair Bradley (Committee Chair),  
Present in the Chair's  
Boardroom:

Committee Members    Foster, Huson, Redekop, Witteveen  
Present via Video  
Conference:

Staff Present in the    D. Gibbs, Director, Legal & Court Services, F. Meffe, Director,  
Chair's Boardroom:    Human Resources, A.-M. Norio, Regional Clerk

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**1.    CALL TO ORDER**

Regional Chair Bradley called the meeting to order at 3:38 p.m.

**2.    DISCLOSURES OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3.    PRESENTATIONS**

There were no presentations.

**4.    DELEGATIONS**

There were no delegations.

**5.    ITEMS FOR CONSIDERATION**

There were no items for consideration.

**6.    CONSENT ITEMS FOR INFORMATION**

**6.1    CAORC-C 1-2021**

CAO Recruitment Committee Orientation Documents

Franco Meffe, Director, Human Resources, provided an overview of the CAO Recruitment Committee orientation documents. Mr. Meffe advised that the review of these documents was to ensure Committee had a

fulsome understanding of the policies, procedures and by-laws associated with the CAO recruitment process as required in section 11 of the Committee's terms of reference.

Mr. Meffe reviewed section 7 of the Terms of Reference regarding staff support to the Committee and advised that participation by any staff outside of those specifically noted would require Committee approval. The Committee indicated that at this point in time, it was satisfied with the staff engaged to provide Committee support and was not considering adding any additional staff.

Moved by Councillor Huson  
Seconded by Councillor Foster

That Correspondence Item CAORC-C 1-2021, being CAO Recruitment Committee Orientation Documents, **BE RECEIVED** for information.

**Carried**

## **7. OTHER BUSINESS**

### **7.1 Next Steps**

Franco Meffe, Director, Human Resources, provided Committee with an overview of next steps including:

- options related to the engagement of an external search firm
- the scope of work of the firm in accordance with the Committee's terms of reference
- a review of the CAO job description

Mr. Meffe advised that a report would be brought forward to the January 26, 2021 Committee meeting for Committee to consider and provide direction on the above items.

### **Councillor Information Request(s):**

Committee requested the following:

- a summary of the work completed during the last recruitment process with respect to character traits and competencies
- provide information on external search firms used for similar recruits

- contact Niagara Parks Commission and Niagara Peninsula Conservation Authority for information on their recent recruitment efforts

**8. NEXT MEETING**

The next meeting will be held on Tuesday, January 26, 2021 at 3:30 p.m.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:18 p.m.

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Jim Bradley  
Regional Chair

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Ann-Marie Norio  
Regional Clerk