

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

**CAORC 2-2021  
Tuesday, January 26, 2021  
Economic Development 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  
Boardroom:

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

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

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**1.    CALL TO ORDER**

Regional Chair Bradley called the meeting to order at 3:34 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**

**5.1    CAORC-C 2-2021**

Chief Administrative Officer Recruitment – Background Information

In discussion of this item, Committee emphasized the importance of ensuring Council is fully engaged in the preparation of the list of competencies that will be utilized by the external search firm.

Committee requested that the CAO job description (Appendix 1) be amended to remove the specific words 'Medical Officer of Health' as a direct report to the CAO and substitute the reference to be 'Commissioner of Public Health' to demonstrate that the Medical Officer of Health does not strictly report to the CAO as the reporting relationship for this role is to the Board of Health.

Moved by Councillor Witteveen  
Seconded by Councillor Huson

That Correspondence Item CAORC-C 2-2021, being a memorandum from F. Meffe, Director, Human Resources, dated January 26, 2021, respecting Chief Administrative Officer Recruitment – Background Information, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the CAO job description attached as Appendix 1 **BE APPROVED** as amended;
2. That the list of competencies listed in the executive competency library **BE APPROVED** as the key tools that will be used by the Executive Search Firm (ESF) in the recruitment process.

**Carried**

## 5.2 CAORC-C 3-2021

Chief Administrative Officer Recruitment – Executive Search Firm  
Procurement Options and Proposed Timelines

It was noted that in accordance with the Committee Terms of Reference, the Committee has authority regarding the selection of the procurement process to be used to determine the External Search Firm.

Moved by Councillor Huson  
Seconded by Councillor Foster

That Correspondence Item CAORC-C 3-2021, being a memorandum from F. Meffe, Director, Human Resources, dated January 26, 2021, respecting Chief Administrative Officer Recruitment – Background Information, **BE RECEIVED**; and

That staff **BE DIRECTED** to proceed with a modified single-source procurement (Option 1 of Correspondence Item CAORC-C 3-2021) to select an External Search Firm for the Chief Administrative Officer recruitment.

**Carried**

**6. CONSENT ITEMS FOR INFORMATION**

There were no consent items for information.

**7. OTHER BUSINESS**

**7.1 Confidentiality Acknowledgements**

Franco Meffe, Director, Human Resources, confirmed that all Committee members and those staff identified to provide support to the Committee had signed and submitted confidentiality acknowledgements in accordance with the Committee terms of reference.

**8. NEXT MEETING**

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

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 4:58 p.m.

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Jim Bradley  
Regional Chair

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Ann-Marie Norio  
Regional Clerk