

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

**CAORC 4-2021
Tuesday, April 6, 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:

1. CALL TO ORDER

Regional Chair Bradley called the meeting to order at 3:31 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 Chief Administrative Officer Recruitment Process Overview

Kartik Kumar, Partner, and Jacquie Ford, Legacy Executive Search Partners, provided an overview respecting the Chief Administrative Officer (CAO) Recruitment Process. Topics of the presentation included:

- Legacy Executive Search Partners Experience Overview
- Legacy's Six Phase Methodology
- Proposed Timeline

- Sample CAO Advertisement
- Sample CAO Position Profile
- Core Competency Matrix Sample
- Candidate Assessment Sample
- Out of Pocket Expenses
- Recommendations for Interview Locales

Committee members discussed the presentation materials and requested consideration be included for diversity, equity and inclusion goals and that personality profiling be included as an important part of the process.

6. ITEMS FOR DISCUSSION

Committee members discussed the Draft Chief Administrative Officer Competency Matrix (CAORC-C 6-2021), Position Profile (CAORC-C 7-2021), and Job Advertisement (CAORC-C 8-2021). Committee members requested that a survey be conducted with Council to seek their feedback on the traits and competencies of a Chief Administrative Officer candidate. It was suggested that the position profile should highlight the positive things that are happening at Niagara Region and in the community (i.e. Glendale District Plan, South Niagara Water Treatment Plant).

Next steps - Committee members to review pages 10-16 of the position profile and provide feedback to be incorporated into the survey to be sent to all Council members and Commissioners. The survey to Council will include the core competency matrix and executive competency library and request feedback on challenges and opportunities facing the Region along with identifying key projects that should be included in the position profile. The survey results will be provided to the Committee for consideration at the next meeting and subsequently provided to Council for final approval.

7. OTHER BUSINESS

There were no items of other business.

8. CLOSED SESSION

Committee did not resolve into closed session.

9. **BUSINESS ARISING FROM CLOSED SESSION ITEMS**

9.1 **Confidential CAORC-C 5-2021**

A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization under s. 239(2) of the Municipal Act, 2001 - Summary of External Search Firm Reference Check

Moved by Councillor Witteveen
Seconded by Councillor Foster

That Confidential CAORC-C 5-2021, being a memorandum from A.-M. Norio, Regional Clerk, dated April 6, 2021, respecting A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization under s. 239(2) of the Municipal Act, 2001 - Summary of External Search Firm Reference Check, **BE RECEIVED.**

Carried

10. **NEXT MEETING**

The next meeting will be held on Tuesday, April 20, 2021 at 3:30 p.m.

11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:34 p.m.

Jim Bradley
Regional Chair

Ann-Marie Norio
Regional Clerk