

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

**CAORC 5-2021
Tuesday, April 20, 2021
Economic Development Boardroom/Video Conference
Niagara Region Headquarters, Campbell West
1815 Sir Isaac Brock Way, Thorold, ON**

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

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

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

Others Present via Video Conference: K. Kumar, Partner, and J. Ford, Legacy Executive Search Partners

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 9-2021**

Chief Administrative Officer Recruitment Survey Summary

Franco Meffe, Director, Human Resources, provided introductory remarks respecting the survey and noted that the survey was sent to 38 stakeholders on April 12, 2021, with a completion deadline of April 14, 2021, and that 19 responses had been received. Mr. Meffe advised that when the survey was issued to members of Council and the Commissioners, it included a request that anyone considering applying for the position should refrain from completing the survey. He noted that the request was in alignment with the Committee's ongoing commitment to ensure the integrity of the Chief Administrative Officer recruitment process.

Moved by Councillor Witteveen
Seconded by Councillor Redekop

That Item CAORC-C 9-2021, being the Chief Administrative Officer Recruitment Survey Summary from Legacy Executive Search Partners, **BE RECEIVED** for information.

Carried

5.2 **CAORC-C 10-2021**

Draft Chief Administrative Officer Core Competencies

Committee members discussed the draft core competencies with the inclusion of the feedback from the survey. It was requested that the following revisions be made:

- In Competency 1 add "or equivalent" with respect to the requirement for a post-secondary degree
- In Competency 4 remove the "up to 1,000 employees"

Moved by Councillor Foster
Seconded by Councillor Huson

That Item CAORC-C 10-2021, being the Draft Chief Administrative Officer Core Competencies based on the CAO Recruitment Survey, **BE APPROVED**, as revised.

Carried

5.3 CAORC-C 11-2021

Draft Chief Administrative Officer Position Profile

Committee members discussed the draft position profile and recommended the following revisions:

- On page 5 remove the bulleted list regarding tourism
- On page 5, paragraph 1 add additional information respecting trade and the importance of the trade corridor between the United States and Canada that is unique to Niagara Region

Moved by Councillor Witteveen
Seconded by Councillor Huson

That Item CAORC-C 11-2021, being the Draft Chief Administrative Officer Position Profile, **BE APPROVED**, as revised.

Carried

5.4 CAORC-C 12-2021

Draft Chief Administrative Officer Job Advertisement

Moved by Councillor Foster
Seconded by Councillor Witteveen

That Item CAORC-C 12-2021, being the Draft Chief Administrative Officer Job Advertisement, **BE APPROVED**.

Carried

Moved by Councillor Witteveen
Seconded by Councillor Foster

That the Chief Administrative Officer Core Competencies as revised, Position Profile as revised, and Job Advertisement, **BE PROVIDED** to Regional Council for consideration and approval.

Carried

The Committee discussed an expected timeline of next steps should Council approve the Chief Administrative Officer Core Competencies as revised, the Position Profile as revised, and the Job Advertisement. Legacy Executive Search Partners confirmed that the Chief Administrative Officer position would be posted for approximately 30 days (May 3, 2021 to June 4, 2021). During that time, Legacy

Executive Search Partners will also be conducting active outreach to prospective candidates. Once the position posting is closed, Legacy Executive Search Partners will prepare a long list of candidates for Committee's consideration at a future meeting to determine a short list of candidates to be invited for an interview, with dates and location to be determined.

6. CONSENT ITEMS FOR INFORMATION

There were no consent items for information.

7. OTHER BUSINESS

There were no items of other business.

8. NEXT MEETING

The next meeting will be held at the call of the Chair.

9. ADJOURNMENT

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

Jim Bradley
Regional Chair

Ann-Marie Norio
Regional Clerk