

**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 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

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.

Jim Bradley
Regional Chair

Ann-Marie Norio
Regional Clerk