



CAO RECRUITMENT COMMITTEE MINUTES

March 25, 2024, 10:00 a.m.

Members Present: Lord Mayor Gary Zalepa, Councillor Erwin Wiens, Councillor Sandra O Connor

Members Absent: Councillor Maria Mavridis

1. CALL TO ORDER

Lord Mayor Zalepa called the meeting to order at 10:06 a.m.

2. ADOPTION OF AGENDA

Moved By Councillor Erwin Wiens

That the agenda be adopted as presented.

APPROVED

3. CONFLICT OF INTEREST

None were declared.

4. BUSINESS

4.1 Endorsement of Terms of Reference

Interim CAO Bruce Zvaniga explained the Terms of Reference, the interview process, and the decision process.

Moved By Councillor Erwin Wiens

That the terms of reference documentation be received.

APPROVED

4.2 Execution of Confidentiality Agreements

The Interim CAO requested Members to sign the agreement and return to his office.

Moved By Councillor Sandra O Connor

That the confidentiality agreement documentation be received.

APPROVED

4.3 Approval of Initial Draft Job Description

Human Resources Manager Sarah Stevens advised the job description was the same one used for previous recruitment.

Lord Mayor Zalepa suggested adding residing or plans to reside in Niagara.

Moved By Councillor Erwin Wiens

That the draft job description be received.

APPROVED

4.4 Engagement process for Executive Search Firm

The Interim CAO proposed inviting three to five recruitment firms to submit proposals with the Committee selecting the successful firm.

Moved By Councillor Erwin Wiens

That the Committee accept the engagement process as presented.

APPROVED

5. ADJOURNMENT

Moved By Councillor Sandra O Connor

That the proceedings adjourn at 10:21 a.m..

APPROVED