Chief Administrative Officer Selection Committee
Wednesday, April 3, 2024 –8:15 a.m.
and Thursday, April 4, 2024 if required
Township of South Frontenac Council Chamber,
4432 George Street, Sydenham, ON

AGENDA

Page

1. Call to order

2. Adoption of the agenda

a) **That** the agenda for the April 3, 2024 meeting of the Administration Committee be adopted.

3. Disclosure of pecuniary interest and general nature thereof

4. Adoption of Minutes

2 - 4 a) Minutes of Meeting held March 26, 2024

That the minutes of the Administration Committee meeting held March 26, 2024 be adopted.

5. Closed Session

a) **Resolved That** the CAO Selection Committee resolve itself into closed session as authorized under Section 239 of The Municipal Act, to consider:

1. Adoption of Closed Minutes of Meetings held March 26, 2024
2. Personal matters about an identifiable individual, including municipal or local board employees - as it relates to conducting the CAO candidate Interviews.

6. Items of Business

7. Next meeting date

8. Adjournment

Minutes of the Chief Administrative Officer Selection Committee Meeting
March 26, 2024

A meeting of the Chief Administrative Officer Selection Committee was held in the Bud Clayton Memorial Room at the County Administration Building, 2069 Battersea Road, Glenburnie, on Tuesday, March 26, 2024 at 10:00 AM

Present:
Deputy Warden Fran Smith, Chair
Warden Ron Vandewal
Councillor Judy Greenwood-Speers
Councillor Gerry Lichty

Staff Present:
Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Barb McCulloch, Director of Human Resources

Also Present:
Brenda Palmer, Palmer and Associates
Allen Prowse, Palmer and Associates

1. Call to order

Ms. Amini called the meeting to order at 10:00 a.m. and proceeded to the Election of Officers.

2. Election of Officers

Election of Chair

Moved By: Warden Smith
Seconded By: Councillor Lichty

That Deputy Warden Vandewal be appointed as Chair of the CAO Selection Committee.

Carried

Moved By: Councillor Lichty
Seconded By: Warden Smith

That nominations for Chair be closed

Carried

Deputy Warden Vandewal accepted the nomination of Chair.

Election of Vice Chair

Moved By: Warden Smith
Seconded By: Deputy Warden Vandewal

That Councillor Lichty be appointed Vice Chair of the CAO Selection Committee

Carried

Moved By: Warden Vandewal
Seconded By: Councillor Lichty

That nominations for Vice Chair be closed

Carried

Councillor Lichty accepted the nomination of Vice Chair.

3. Adoption of the agenda

Moved By: Warden Smith
Seconded By: Councillor Lichty

That the agenda for the March 26, 2024 meeting of the Administration Committee be adopted.

Carried

4. Disclosure of pecuniary interest and general nature thereof

There were none.

5. Adoption of Minutes

Minutes of Meeting held December 11, 2023

Moved By: Warden Smith
Seconded By: Councillor Lichty

That the minutes of the Administration Committee meeting held December 11, 2023 be adopted.

Carried

6. Closed Session

Moved By: Councillor Lichty
Seconded By: Councillor Greenwood-Speers

Resolved That the CAO Selection Committee resolve itself into closed session as authorized under Section 239 of The Municipal Act, to consider:

1. Personal matters about an identifiable individual, including municipal or local board employees - as it relates reviewing the CAO candidates applications.

Carried

Moved By: Warden Smith
Seconded By: Councillor Lichty

That the CAO Selection Committee rise for closed session without reporting.

Carried

7. Items of Business

8. Next meeting date –

The next meeting of the Chief Administrative Officer Selection Committee will be held on April 3rd, 2024.

9. Adjournment

Moved By: Warden Smith
Seconded By: Councillor Lichty

That the meeting hereby adjourn at 12:14 p.m.

Carried