

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**

15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6

**MEETING NOTICE**

Pursuant to the *Community Charter* a Special and Closed meeting of Council have been called to begin at **5:30 p.m.** on **Tuesday, March 10, 2010.**

**DATE:** Tuesday, March 10, 2020

**MEETING TIME:** 5:30 p.m.

**LOCATION:** **WHITE ROCK CITY HALL BOARDROOM –**  
**15322 BUENA VISTA AVENUE, WHITE ROCK BC**

These meetings have been called to discuss items that are in accordance with Sections 90(1) (a) and (c) of the *Community Charter*:

**90 (1)** A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- (c) employee relations.

Purpose:

- Chief Administrative Officer (CAO) Recruitment

Date: March 4, 2020



Tracey Arthur  
Director of Corporate Administration

**WHITE ROCK**  
*My City by the Sea!*

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THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



March 4, 2020

A **CLOSED MEETING** of CITY COUNCIL will be held in the **CITY HALL BOARDROOM** located at **15322 Buena Vista Avenue, White Rock, BC** on **TUESDAY, MARCH 10, 2020**, following the Special to Close Meeting at **5:30 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

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## A G E N D A

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**1. AGENDA APPROVAL**

**RECOMMENDATION:**

THAT the Corporation of the City of White Rock Council adopt the agenda for the March 10, 2020 closed meeting as circulated.

**2. REQUIRED PROCESS MOTIONS**

In order for Council to meet in a closed session with no City staff in attendance and permit a guest from outside the organization to attend the following two (2) recommendations must be considered and adopted.

**RECOMMENDATION #1:**

THAT Council authorize and endorse that:

1. No City staff be in attendance at the March 10, 2020 closed meeting due to the nature of the topic; and
2. Mayor Walker or \_\_\_\_\_ will record who is in attendance and any motions / resolutions made at this meeting (minutes) and will forward the information to the Director of Corporate Administration by Monday, March 23, 2020 to ensure meeting minutes are complete, finalized and kept safe.

**RECOMMENDATION #2:**

THAT Council authorize and endorse Grant Smith, Waterhouse Executive Search awarded the contract by Council to perform the CAO recruitment to be in attendance at the March 10, 2020 Closed meeting of Council.

***Note:** If the two (2) above recommendations have been adopted by a majority of Council present the meeting can proceed at this time.*

3. **CHIEF ADMINISTRATIVE OFFICER (CAO) RECRUITMENT EXECUTIVE SEARCH**

*Community Charter Section 90(1) (a) and (c)*

Grant Smith, Waterhouse Executive Search awarded the contract by Council to perform the CAO Recruitment.

Mr. Smith to give an update regarding the process for the CAO recruitment executive search and will review possible application / resume selections.

Discussion as to what the interview process will include, how the interviews will be conducted and who will be in attendance.

Council will give direction as to next steps for Mr. Smith to undertake.

Staff are working on scheduling a full day for interviews to be held.

**Proposed Dates:**

- Wednesday, March 18
- Thursday, March 19
- Friday, March 20
- Monday, March 23

If the interview day has not been scheduled by this time, discussion are to occur as to proposed dates / times.

4. **ACTING CHIEF ADMINISTRATIVE OFFICER (CAO) FROM APRIL 1 UNTIL THE NEW CAO STARTS**

*Community Charter Section 90(1) (a) and (c)*

Mayor Walker to inform that there are two (2) current senior staff that have put their names forward showing their interest in the position of Acting CAO beginning April 1, 2020 until the start of the newly hired CAO.

**RECOMMENDATION:**

THAT Council:

1. Endorses and Appoints \_\_\_\_\_ to undertake the City's Acting Chief Administrative Officer (CAO) position from the current CAO departure until the Council / City hire their new CAO at their negotiated starting date; and
2. Authorizes the release of information as to who will be Acting CAO.

**Note:** *The current CAO's expected last day is scheduled to be Tuesday, March 31, 2020*

5. **DISCUSSION / CONSIDERATION OF ITEMS TO BE RELEASED FROM THE CLOSED SESSION TO THE PUBLIC**

6. **CONCLUSION OF THE MARCH 10, 2020 CLOSED COUNCIL MEETING**

**PRESENT:** Mayor Walker  
Councillor Chesney  
Councillor Fathers  
Councillor Johanson  
Councillor Kristjanson  
Councillor Manning  
Councillor Trevelyan

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The meeting was called to order at 5:35 p.m.

**1. AGENDA APPROVAL**

2020-IC-028 **It was MOVED and SECONDED**  
THAT the Corporation of the City of White Rock Council adopts the closed agenda for the March 10, 2020 closed meeting as circulated.

**CARRIED**

**2. REQUIRED PROCESS MOTIONS**

2020-IC-029 **It was MOVED and SECONDED**  
THAT Council authorize and endorse that:

1. No City staff be in attendance at the March 10, 2020 closed meeting due to the nature of the topic; and
2. Councillor Johanson will record who is in attendance and any motions / resolutions made at this meeting (minutes) and will forward the information to the Director of Corporate Administration by Monday, March 23, 2020 to ensure meeting minutes are complete, finalized and kept safe.

**CARRIED**

2020-IC-030 **It was MOVED and SECONDED**  
THAT Council authorize and endorse Grant Smith, Waterhouse Executive Search awarded the contract by Council to perform the CAO recruitment to be in attendance at the March 10, 2020 Closed meeting of Council.

**CARRIED**

**4. CHIEF ADMINISTRATIVE OFFICER (CAO) RECRUITMENT EXECUTIVE SEARCH**

*[Community Charter Section 90(1) (a) and (c)]*

Grant Smith, Waterhouse Executive Search awarded the contract by Council to perform the CAO Recruitment.

Mr. Smith to give an update regarding the process for the CAO recruitment executive search and will review possible application / resume selections.

Discussion as to what the interview process will include, how the interviews will be conducted and who will be in attendance.

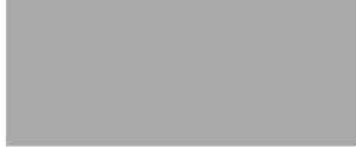
2020-IC-031

**It was MOVED and SECONDED**

THAT Council invites the following candidates for interviews:

- G. Ferrero;

**Personal Information**



**CARRIED**

2020-IC-032

**It was MOVED and SECONDED**

THAT Council will conduct interviews for the position of CAO on Wednesday, March 18, 2020 at 8:00 a.m.

**CARRIED**

5.

**ACTING CHIEF ADMINISTRATIVE OFFICER (CAO) FROM APRIL 1  
UNTIL THE NEW CAO STARTS**

*[Community Charter Section 90(1) (a) and (c)]*

This item was not discussed.

6.

**DISCUSSION/ CONSIDERATION OF ITEMS TO BE RELEASED FROM  
THE CLOSED SESSION TO THE PUBLIC**

None.

7.

**CONCLUSION OF THE MARCH 2, 2020 CLOSED COUNCIL  
MEETING**

The Chairperson declared the meeting concluded at 8:00 p.m.

  
\_\_\_\_\_  
Mayor Walker