



CAO Hiring Committee Agenda

Date: Friday, January 26, 2024
Time: 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
 - 2.1 Introduction of New Items
 - 2.2 Approval of Agenda
3. MINUTES OF PREVIOUS MEETING
 - 3.1 CAO Hiring Committee DRAFT January 19, 2024, minutes
4. FUAL
5. BUSINESS
 - 5.1 CAOHC Meeting Schedule
6. CLOSED MEETING

That the Chief Administrative Officer Hiring Committee meeting be closed to the public under s,90(1)(a) and (c) of the *Community Charter* for discussion regarding personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Islands Trust or another position appointed by the Islands Trust, and labour relations or other employee relations, and that the [Chief Administrative Officer], [Executive Coordinator] and [Director, Legislative Services] be invited to attend.
7. RISE AND REPORT
8. NEXT MEETING
9. ADJOURNMENT

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CAO Hiring Committee Minutes of a Regular Meeting

Date: January 19, 2024
Location: Electronic meeting
A public venue to watch the livestream:
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Peter Luckham, Chair, Thetis Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee
Timothy Peterson, Vice-Chair, Lasqueti Trustee
Kristina Evans, Chair, Trust Programs Committee
Joe Bernardo, Chair, Financial Planning Committee
Judy Gedy, Chair, Governance Committee
Laura Patrick, Chair, Regional Planning Committee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:03 a.m.

2. APPROVAL OF AGENDA

The following were presented for consideration as new items:

- **5.0A** Appointment of a Vice-Chair
- **5.0B** Discussion of whether or not the meeting should be held in-camera

By general consent the agenda was adopted as amended.

3. MINUTES OF PREVIOUS MEETING

None.

4. ROUNDTABLE

Trustee Bernardo indicated that this is a very important process.

Trustee Elliott indicated she did not think the committee needed to amend the policy regarding the composition of the Committee, and that the timeline is very short.

5. BUSINESS

5.0A Vice-Chair Appointment

By general consent the Committee appointed Trustee Patrick as Vice-Chair for this meeting.

5.0B In-Camera Discussion

CAOHC-2024-001

It was MOVED and SECONDED,

that the meeting be closed to the public under s,90(1)(a), (c), (n) of the *Community Charter* for discussion regarding personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Islands Trust or another position appointed by the Islands Trust, labour relations or other employee relations, and to determine whether the consideration of whether a this committee's meeting should be closed under a provision of those subsections.

CARRIED

The meeting was closed to the public at 9:38 a.m.

The following items **5.1, 5.2, 5.3, 5.4** and **5.5** were transferred to the agenda for the in-camera portion of the meeting.

5.1 Terms of Reference

5.2 Islands Trust Hiring Process

5.2.1 Public Service Agency Requirements - Discussion

5.2.2 Trust Council Input Opportunities - Discussion / Decision

5.3 Timeline - Discussion

5.3.1 Meeting Schedule - Discussion / Decision

5.4 Job Description - Discussion

5.4.1 Suitability Criteria - Discussion / Decision

5.5 Resources

5.5.1 Staff Support - Discussion

5.5.2 Consultant Versus In House (PSA) - Discussion / Decision

5.5.3 Budget - Discussion / Decision

6. NEXT MEETING

To be determined.

7. ADJOURNMENT

The meeting adjourned at 11:23 a.m.

DRAFT

Peter Luckham, Chair

Certified Correct:

David Marlor, Director, Legislative Services