



CAO Hiring Committee Agenda

Date: Tuesday, February 20, 2024
Time: 9:00 am
Location: Electronic meeting
And a public venue to watch the livestream:
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Pages

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **MINUTES OF PREVIOUS MEETING**
 - 3.1 January 26, 2024 CAOHC draft meeting minutes 2 - 3
 - 3.2 February 8, 2024 CAOHC draft meeting minutes 4 - 7
4. **FUAL**

No follow-up action list to present.
5. **BUSINESS**
 - 5.1 **Meeting Schedule**

The following are proposed dates for the Chief Administrative Officer Hiring Committee meetings until March 31, 2024:

 1. Friday, March 8, 2024 (10 am – 1 pm or 1 pm – 4pm)
 2. Friday, March 22, 2024 (9 am – 12 pm or 1 pm – 4 pm)
6. **NEXT MEETING**

To be determined.
7. **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 Director, Legislative Services and the Acting Executive Coordinator be invited to attend.
8. **RISE AND REPORT**
9. **ADJOURNMENT**



CAO Hiring Committee Minutes of a Regular Meeting

Date: January 26, 2024
Location: Electronic Zoom 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: David Marlor, Director, Legislative Services (DLS)

1. CALL TO ORDER

The meeting was called to order at 3:08 p.m.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

No new items were introduced.

2.2 Approval of Agenda

By general consent the Committee approved the agenda as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 CAO Hiring Committee DRAFT January 19, 2024, minutes

The draft Chief Administrative Officer Hiring Committee meeting minutes of January 19, 2024 were deferred to the next meeting for approval.

4. FUAL

No follow-up action list to present.

5. BUSINESS

5.1 CAOHC Meeting Schedule

DRAFT

CAOHC-2024-002

It was **MOVED** by Trustee Gedye and **SECONDED** by Trustee Evans, that the Chief Administrative Officer Hiring Committee request staff to do a doodle poll for next meeting in the week of February 5 to 9, and then draft a meeting schedule for every two weeks to March 31, 2024.

CARRIED

6. CLOSED MEETING

CAOHC-2024-003

It was **MOVED** and **SECONDED**,

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 Director, Legislative Services and Anita Owens from the Public Service Agency be invited to attend.

CARRIED

The meeting was closed to the public at 3:13 p.m. and reopened at 4:53 p.m.

7. RISE AND REPORT

Report that the Chief Administrative Officer Hiring Committee has received advice from the Public Service Agency, and following up with that advice in recruiting a Chief Administrative Officer.

8. NEXT MEETING

To be determined.

9. ADJOURNMENT

By general consent the meeting adjourned at 5:10 p.m.

Peter Luckham, Chair

Certified Correct:

David Marlor, Director, Legislative Services

Minutes are not official until adopted at a subsequent meeting.



CAO Hiring Committee

Minutes of a Regular Meeting

Date: February 8, 2024
Location: Electronic meeting
And 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
Judy Gedy, Chair, Governance Committee
Laura Patrick, Chair, Regional Planning Committee

Member Regrets: Joe Bernardo, Chair, Financial Planning Committee

Staff Present: David Marlor, Director, Legislative Services (DLS)
Alexandra Trifonidis, Acting Executive Coordinator

1. CALL TO ORDER

Chair Luckham called the meeting to order at 1:01 p.m. and gave a territorial acknowledgement.

Trustees introduced themselves and provided territorial acknowledgments.

Chair Luckham informed the committee that Chief Administrative Officer Hotsenpiller would not be joining the meetings unless specifically asked to by the committee.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 January 19, 2024 draft meeting minutes

By general consent the meeting minutes of January 19, 2024 were approved as presented.

Trustee Patrick asked for clarification on item **5.0A Vice-Chair Appointment** in the January 19th, 2024 minutes. The question was asked if Trustee Patrick was voted Vice-Chair for that specific meeting, or for all the committee meetings going forward. The minutes stand as worded that she was voted Vice-Chair for that meeting only due to the

possibility of the Chair not being able to perform his duties because of weather conditions.

The committee decided that the item Vice-Chair Appointment be added to the agenda under **5. BUSINESS**:

- **5.2 Vice-Chair Appointment**

By general consent the agenda was approved as amended.

3.2 January 26, 2024 draft meeting minutes

Pending.

The Chief Administrative Officer Hiring Committee draft meeting minutes of January 26, 2024 were deferred to the next meeting.

4. FUAL

No follow-up action list to present.

5. BUSINESS

5.1 Meeting Schedule

Following are the proposed committee meeting dates until March 31, 2024:

1. Wednesday, February 21, 2024 (3:15 p.m. - 5:15 p.m.)
2. Wednesday, March 6, 2024 (1 p.m. - 4 p.m.)
3. Wednesday, March 20, 2024 (1 p.m. - 4 p.m.)

DLS Marlor suggested pushing the February 21, 2024 meeting time later as the Financial Planning Committee, already scheduled that day, is right before this time slot and could possibly run late.

Discussion ensued on the following:

- Wednesdays are overall not great days; already meeting heavy for some
- The February date needs to change as many members of the committee sit on the Financial Planning Committee
- Over the next 10 days the committee schedule is very busy
- The possibility of earlier and later meeting start times

Staff to look at alternative dates and conduct another Doodle poll keeping in mind February 6th and 20th as possibilities.

5.2 Vice-Chair Appointment

It was agreed upon by the committee that a Vice-Chair is needed.

The committee conducted a vote for Vice-Chair for the duration of the Chief Administrative Officer Hiring Committee:

Chair Luckham opened the floor for nominations.

Trustee Evans nominated Trustee Patrick with Trustee Peterson seconding. Trustee Patrick accepted the nomination.

Chair Luckham asked twice more for nominations. No other nominations were brought forward.

Chair Luckham declared that Trustee Patrick was Vice-Chair of the Chief Administrative Officer Hiring Committee by acclamation.

6. NEXT MEETING

To be determined.

7. CLOSED MEETING

CAOHC-2024-005

It was MOVED and SECONDED,

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 Director, Legislative Services and the Acting Executive Coordinator be invited to attend.

CARRIED

The meeting was closed to the public at 1:24 p.m. and reopened at 2:05 p.m.

8. RISE AND REPORT

Chair Luckham reported out of the in-camera portion of the meeting that the next Chief Administrative Officer Hiring Committee meeting would be held electronically on February 20, 2024 at 9:00 a.m.

9. ADJOURNMENT

CAOHC-2024-006

It was MOVED and SECONDED,

that the Chief Administrative Officer Hiring Committee meeting be adjourned at 2:06 p.m.

CARRIED

Peter Luckham, Chair

Certified Correct:

DRAFT

Alexandra Trifonidis, Acting Executive Coordinator

Minutes are not official until adopted at a subsequent meeting.

DRAFT