



# CAO Hiring Committee

## Agenda

Date: Friday, March 22, 2024  
Time: 9:00 am  
Location: Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

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### Pages

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **MINUTES OF PREVIOUS MEETING**
  - 3.1 **Chief Administrative Officer Hiring Committee draft minutes of March 8, 2024 - for adoption** 2 - 4
4. **FOLLOW UP ACTION LIST (FUAL)** 5 - 6
5. **BUSINESS**
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 staff be invited to remain in the meeting.
7. **RISE AND REPORT**
8. **NEXT MEETING**

The next scheduled meetings are:

March 28, 2024, 9:00 a.m. to 12:00 p.m. electronically.

April 8, 2024, 9:00 a.m. to 12:00 p.m. electronically.
9. **ADJOURNMENT**



**CAO Hiring Committee**  
**Minutes of a Regular Meeting**

**Date:** March 8, 2024  
**Location:** Electronic Zoom Meeting

**Members Present:** CAOHC Chair, Peter Luckham, Islands Trust Council Chair  
CAOHC Vice-Chair, Laura Patrick, Chair, Regional Planning Committee  
Tobi Elliott, Executive Vice-Chair, Gabriola Trustee  
David Maude, Executive Vice-Chair, Mayne Trustee  
Timothy Peterson, Executive Vice-Chair, Lasqueti Trustee  
Kristina Evans, Chair, Trust Programs Committee  
Judy Gedy, Chair, Governance Committee

**Regrets:** Joe Bernardo, Chair, Financial Planning Committee

**Staff Present:** David Marlor, Director, Legislative Services (DLS)  
Lori Foster, Executive Coordinator, Recorder

**1. CALL TO ORDER**

At 10:00 a.m., Chair Luckham called the meeting to order and acknowledged with gratitude that the meeting was being held electronically across the ancestral territories of many Coast Salish First Nations.

There were roundtable introductions and land acknowledgements.

Regrets were received from Financial Planning Committee (FPC) Chair, Bernardo.

**2. APPROVAL OF AGENDA**

There were no additions or deletions presented for consideration to amend the agenda.

**By general consent** the agenda was approved as presented.

**3. MINUTES OF PREVIOUS MEETING**

**3.1 February 20, 2024 DRAFT Chief Administrative Officer Hiring Committee Meeting Minutes**

**By general consent**, the February 20, 2024, draft Chief Administrative Officer Hiring Committee Meeting minutes were adopted as presented.

**4. FUAL**

Chair Luckham noted that there no Follow-up Action List (FUAL) items.

**5. BUSINESS**

**5.1 Executive Search Firm - Business Case**

Director of Legislative Services, Marlor spoke to the attached Executive Search Firm business case which has been forwarded to Trust Council for consideration during the budget session being held March 13, 2024.

There was no discussion.

**6. NEXT MEETING**

The next Chief Administrative Officer Hiring Committee meeting is scheduled to be held electronically, March 22, 2024, from 10:00 a.m. to 1:00 p.m.

**7. CLOSED MEETING**

**CAOHC-2023-008**

**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 Executive Coordinator be invited to attend.

**CARRIED**

The Committee closed the meeting to the public at 10:10 a.m. and reconvened in open meeting at 11:06 a.m.

**8. RISE AND REPORT**

From the closed meeting, Chair Luckham reported the following:

- i. The February 20, 2024 in-camera minutes were adopted as presented.
- ii. A request for proposal (RFP) has been initiated which seeks to hire an Executive Search Consultant for the hiring of a chief administrative officer. The RFP has been posted through BC Bid and closes on March 19, 2024. The closing date may be extended if there is an inadequate number of proposals received.
- iii. All members of the CAO Hiring Committee have requested to participate on the selection panel to review the Executive Search Consultant proposals. CAO Hiring Committee members may opt out of the panel if they are unavailable.
- iv. Additional CAOHC meetings have been scheduled to be held electronically:
  - Thursday, March 28, 2024 – 10:00 a.m. to 1:00 p.m.

## DRAFT

- Monday, April 8, 2024 - 9:00 a.m. to 12:00 p.m.  
For panel review of the Executive Committee Search Consultant applications.

- v. The Executive Search Consultant will develop a confidential process which will include Trustees when considering Chief Administrative Officer candidates.
- vi. An interim chief administrative officer position is under discussion and a list of available contractors will be reviewed and short-listed for a potential candidate to be hired as needed.

### 9. ADJOURNMENT

**CAOHC-2023-009**

**It was MOVED and SECONDED,**

That the Chief Administrative Officer Hiring Committee meeting be adjourned at 11:12 a.m.

**CARRIED**

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator

**Minutes are not official until adopted at a subsequent meeting.**

## Follow Up Action Report

### CAO Hiring Committee

#### Chief Administrative Officer

| Activity                                                                                                                                                                                                                                                                                                             | Responsibility    | Dates                                       | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------|-------------|
| 1 the Chief Administrative Officer Hiring Committee request a short-list of interim chief administrative officers be prepared (including location and availability), in consultation with Bowen Island Municipality CAO, to include CAO Hotsenpiller comments, for inclusion on the March 22, 2024 in-camera agenda. | Russ Hotsenpiller | Meeting: 08-Mar-2024<br>Target: 28-Mar-2024 | In Progress |

#### Director Legislative Services

| Activity                                                                                                                                                                                   | Responsibility              | Dates                                       | Status    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------|-----------|
| 1 Chief Administrative Officer Hiring Committee Executive Search Firm Business Case was advanced to Trust Council.                                                                         | David Marlor                | Meeting: 08-Mar-2024<br>Target: 08-Mar-2024 | Completed |
| 2 The closing date may be extended if there is an inadequate number of proposals received for the Executive Search Consultant RFP.                                                         | David Marlor<br>Julia Mobbs | Meeting: 08-Mar-2024<br>Target: 19-Mar-2024 | Completed |
| 3 All members of the CAO Hiring Committee have requested to participate on the selection panel to review the Executive Search Consultant proposals including a dedicated PSA staff member. | David Marlor                | Meeting: 08-Mar-2024<br>Target: 22-Mar-2024 | Completed |

#### Director, Administrative Services

| Activity                                                                                                                           | Responsibility              | Dates                                       | Status    |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------|-----------|
| 1 The closing date may be extended if there is an inadequate number of proposals received for the Executive Search Consultant RFP. | David Marlor<br>Julia Mobbs | Meeting: 08-Mar-2024<br>Target: 19-Mar-2024 | Completed |

## Follow Up Action Report

### CAO Hiring Committee

#### Executive Coordinator

| Activity                                                                                                                                                                                                                                                      | Responsibility | Dates                                       | Status    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-----------|
| 1 The February 20, 2024, draft Chief Administrative Officer Hiring Committee Meeting minutes were adopted as presented.                                                                                                                                       | Lori Foster    | Meeting: 08-Mar-2024<br>Target: 08-Mar-2024 | Completed |
| 2 Additional CAOHC meetings have been scheduled to be held electronically: - Thursday, March 28, 2024 - 10:00 a.m. to 1:00 p.m. - Monday, April 8, 2024 - 9:00 a.m. to 12:00 p.m. for panel review of the Executive Committee Search Consultant applications. | Lori Foster    | Meeting: 08-Mar-2024<br>Target: 22-Mar-2024 | Completed |