



CAO Hiring Committee Agenda

Date: Monday, April 8, 2024
Time: 10:15 am
Location: Electronic Zoom Meeting

Pages

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|-----|---|---------------------|-------|
| 1. | CALL TO ORDER | 10:15 AM - 10:20 AM | |
| 2. | APPROVAL OF AGENDA | | |
| 3. | MINUTES OF PREVIOUS MEETING | | |
| 3.1 | CAO Hiring Committee Minutes of March 22, 2024 | | 2 - 4 |
| 4. | FUAL | | 5 - 5 |
| 5. | CLOSED MEETING | | |
| 5.1 | Motion to Close the Meeting | | |
| | that the Chief Administrative Officer Hiring Committee close this meeting to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a) personal information about an identifiable individual who is being considered for a position appointed by the Committee and that the recorder and staff attend the meeting. | | |
| 6. | RISE AND REPORT | | |
| 7. | BUSINESS | | |
| 8. | NEXT MEETING | | |
| | Recommendation | | |
| | that staff conduct a poll to determine a schedule of special meeting dates for the CAOHC. | | |
| 9. | ADJOURNMENT | | |



CAO Hiring Committee Minutes of a Regular Meeting

Date: March 22, 2024
Location: Electronic meeting
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: CAOHC Chair, Peter Luckham, Islands Trust Council Chair
CAOHC Vice-Chair, Laura Patrick, Chair, Regional Planning Committee
David Maude, Executive Vice-Chair, Mayne Trustee
Timothy Peterson, Executive Vice-Chair, Lasqueti Trustee
Kristina Evans, Chair, Trust Programs Committee
Joe Bernardo, Chair, Financial Planning Committee

Regrets: Tobi Elliott, Executive Vice-Chair, Gabriola Trustee

Absent: Judith Gedye, Chair, Governance Committee

Staff Present: David Marlor, Director, Legislative Services (DLS)
Lori Foster, Executive Coordinator, Recorder
Derek Cockburn, Director, Procurement and Contract Management
(supporting the Economy Sector Ministries)

1. CALL TO ORDER

At 9:00 a.m., Chair Luckham called the meeting to order and acknowledged, with gratitude he lives in the territory and traditional lands of the Lyackson and Penelakut First Nations.

Trustees and staff were introduced.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 Chief Administrative Officer Hiring Committee draft minutes of March 8, 2024 - for adoption

By general consent the Chief Administrative Officer Hiring Committee minutes of March 8, 2024 were adopted as presented.

4. FOLLOW UP ACTION LIST (FUAL)

The follow-up action list was reviewed.

5. CLOSED MEETING

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 staff be invited to remain in the meeting.

CARRIED

At 9:10 a.m., the meeting was closed to the public.

By general consent Committee reconvened in open meeting at 11:11 a.m., to rise and report.

6. RISE AND REPORT

Chair Luckham reported the following:

The CAOHC met with Public Service Agency Director of Procurement and Contract Management, Derek Cockburn, who presented a briefing on the process for evaluating the proposals received for the candidate who will preform the Executive Search for the chief administrative officer. The committee agreed on the breakdown of the weighting criteria, based on the criteria in the request for proposal (RFP).

Not all members of the CAOHC will be evaluating the bids. Based on the availability of CAOHC members who can commit to the process and devote the significant time required to review the proposals received, a minimum membership of evaluators will be established.

A meeting of the evaluators will be held on April 8 to review scores and to determine top candidates to report back to the CAOHC.

7. BUSINESS - None

8. NEXT MEETING

It was MOVED and SECONDED,

that the March 28, 2024, Chief Administrative Officer Hiring Committee meeting be canceled.

CARRIED

DRAFT

The next meeting of the CAOHC is scheduled to be held electronically on April 8, 2024.

By general consent the April 8 meeting will be extended to 1:00 p.m.

By general consent the April 8 agenda be amended that Evaluator Members only will meet for the first two hours followed by the regular business meeting.

9. ADJOURNMENT

By general consent the meeting adjourned at 11:30 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

CAO Hiring Committee

08-Mar-2024

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.	Russ Hotsenpiller	Target: 08-Apr-2024	In Progress