



CAO Hiring Committee Minutes of a Regular Meeting

Date: February 20, 2024
Location: Electronic meeting

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
Judi Gedye, Chair, Governance Committee, joined the meeting at 10:09 a.m.
Laura Patrick, Chair, Regional Planning Committee
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 9:04 a.m. and gave a territorial acknowledgement.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 January 26, 2024 CAOHC draft meeting minutes

By general consent the meeting minutes of January 26, 2024 were approved as presented.

3.2 February 8, 2024 CAOHC draft meeting minutes

By general consent the meeting minutes of February 8, 2024 were approved as presented.

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:

ADOPTED

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)

CAOHC-2024-006

It was MOVED and SECONDED,

that the Chief Administrative Officer Hiring Committee adopt Friday, March 8, 2024 (10:00 a.m. – 1:00 p.m.) as the next meeting date, and that the following meeting be held on Friday, March 22, 2024 (9:00 a.m. – 12:00 p.m.).

CARRIED

6. NEXT MEETING

The next meeting of the Chief Administrative Officer Hiring Committee will be held electronically on Friday, March 8, 2024 from 10:00 a.m. – 1:00 p.m.

7. CLOSED MEETING

CAOHC-2024-007

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 9:17 a.m. and reopened at 11:47 a.m.

8. RISE AND REPORT

Chair Luckham reported out of the in-camera portion of the meeting on the following:

1. That the Chief Administrative Officer Hiring Committee approves the release of the amended RFP to the Public Service Agency once completed.
2. That the Chief Administrative Officer Hiring Committee request staff to prepare a business case for hiring a consultant to assist in the recruitment of a CAO for March Trust Council.
3. That the Chief Administrative Officer Hiring Committee request CAO Hotsenpiller to provide a short list of currently available and suitable external acting CAOs and to consult with the CAO of BIM to obtain their comments regarding suitable potential CAO interim appointments.

Chair Luckham shared that the committee has been working well together.

ADOPTED

9. ADJOURNMENT

By general consent the meeting adjourned at 11:50 a.m.

Peter Luckham, Chair

Certified Correct:

Alexandra Trifonidis, Acting Executive Coordinator/Recorder