



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

None

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-2024-008

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.

- 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-2024-009

It was MOVED and SECONDED,

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

CARRIED

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator