CAO Hiring Committee

Minutes of a Regular Meeting

Date:	**January 19, 2024**
Location:	**Electronic 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 Gedye, Chair, Governance Committee Laura Patrick, Chair, Regional Planning Committee
Staff Present:	Russ Hotsenpiller, Chief Administrative Officer (CAO) David Marlor, Director, Legislative Services (DLS)

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:03 a.m.

A point-of-order was called on whether the CAO should be in the meeting. The Chair determined that the CAO should be present and called for a vote on affirming the Chair's position. The vote was in favour.

By general consent the Committee agreed the CAO should remain in the meeting.

2. APPROVAL OF AGENDA

The following were presented for consideration as new items:

- **5.0A** Appointment of a Vice-Chair
- **5.0B** Discussion of whether or not the meeting should be held in-camera

By general consent the agenda was adopted as amended.

3. MINUTES OF PREVIOUS MEETING

None.

4. ROUNDTABLE

Trustee Bernardo indicated that this is a very important process.

Trustee Elliott indicated she did not think the committee needed to amend the policy regarding the composition of the Committee, and that the timeline is very short.

5. BUSINESS

5.0A Vice-Chair Appointment

By general consent the Committee appointed Trustee Patrick as Vice-Chair for this meeting.

5.0B In-Camera Discussion

CAOHC-2024-001
It was MOVED and SECONDED,
that the meeting be closed to the public under s,90(1)(a), (c), (n) 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, labour relations or other employee relations, and to determine whether the consideration of whether a this committee's meeting should be closed under a provision of those subsections.

CARRIED

The meeting was closed to the public at 9:38 a.m.

The following items **5.1**, **5.2**, **5.3**, **5.4** and **5.5** were transferred to the agenda for the in-camera portion of the meeting.

5.1 Terms of Reference

5.2 Islands Trust Hiring Process

5.2.1 Public Service Agency Requirements - Discussion

5.2.2 Trust Council Input Opportunities - Discussion / Decision

5.3 Timeline - Discussion

5.3.1 Meeting Schedule - Discussion / Decision

5.4 Job Description - Discussion

5.4.1 Suitability Criteria - Discussion / Decision

5.5 Resources

5.5.1 Staff Support - Discussion

5.5.2 Consultant Versus In House (PSA) - Discussion / Decision

5.5.3 Budget - Discussion / Decision

6. NEXT MEETING

To be determined.

7. ADJOURNMENT

The meeting adjourned at 11:23 a.m.

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Peter Luckham, Chair

Certified Correct:

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David Marlor, Director, Legislative Services