



CAO Hiring Committee

Agenda

Date: Wednesday, May 29, 2024
Time: 3:30 pm
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **MINUTES OF PREVIOUS MEETING**
 - 3.1 **May 17, 2024, minutes for adoption** 2 - 3
4. **FUAL** 4 - 4
5. **BUSINESS**
 - 5.1 **Leaders International - Introduction Session** 5 - 9
6. **CLOSED 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) regarding 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.
7. **RISE AND REPORT**
8. **NEXT MEETING**

The next CAOHC meeting is scheduled to be held electronically Monday, June 3, 2024 from 1:30 p.m. to 3:30 p.m.
9. **ADJOURNMENT**



CAO Hiring Committee Minutes of a Regular Meeting

Date: May 17, 2024
Location: Electronic Zoom Meeting

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 (joined the meeting at 9:24 a.m.)
Tobi Elliott, Executive Vice-Chair, Gabriola Trustee
Kristina Evans, Chair, Trust Programs Committee
Joe Bernardo, Chair, Financial Planning Committee
Judith Gedy, Chair, Governance Committee
Joe Bernardo, Chair, Financial Planning Committee

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

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:02 a.m., and acknowledged the meeting was being held across Coast Salish First Nations territory.

Trustee Bernardo joined the meeting at 9:03 a.m.

2. APPROVAL OF AGENDA

By general consent the agenda was adopted as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 April 8, 2024, draft minutes for adoption

By general consent the April 8, 2024, minutes were adopted as presented.

3.2 April 17, 2024, draft minutes for adoption

By general consent the April 17, 2024, minutes were adopted as presented.

3.3 Resolutions without Meeting Report - None

4. FOLLOW UP ACTION LIST (FUAL)

No discussion.

DRAFT

5. BUSINESS – None

6. CLOSED MEETING

CAOHC-2024-015

It was **MOVED** and **SECONDED**

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) regarding 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.

CARRIED

At 9:05 the meeting was closed to the public and reopened to the public at 11:17 a.m.

7. RISE AND REPORT

Chair Luckham reported the following from the in-camera session:

- The CAOHC has requested staff add a restricted 1 hour in-camera session to the already scheduled Trust Council meeting of May 30th for discussion and decision regarding the interim CAO position.
- That the CAOHC has created a working group consisting of Peter Luckham and Laura Patrick to review existing policy and procedures to appoint interim CAO.
- That the CAOHC has advised the Chair to sign a contract with the successful proponent for provision of the services of recruiting a CAO for the Islands Trust.

8. NEXT MEETING

CAOHC-2024-016

It was **MOVED** and **SECONDED**,

That the Chief Administrative Hiring Officer Committee schedule Special Electronic Meetings on Wednesday, May 29, 2024, from 3:30 p.m. to 5:30 p.m. and Monday, June 3, 2024, from 1:30 p.m. to 3:30 p.m.

CARRIED

9. ADJOURNMENT

By general consent the meeting was adjourned at 11:27 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Administrative Assistant

Follow Up Action Report

CAO Hiring Committee

Director Legislative Services

Activity	Responsibility	Dates	Status
1 Recommend that Trust Council Policies 2.4.1 and 8.4.1 be revised to include an expedited procurement process for recruitment or human resource expertise.	David Marlor	Meeting: 17-Apr-2024 Target: 18-Sep-2024	In Progress
2 Add a restricted 1 hour in-camera session to the already scheduled Trust Council meeting of May 30th for discussion and decision regarding the interim CAO position.	David Marlor	Meeting: 17-May-2024 Target: 30-May-2024	Completed
3 Schedule Special Electronic Meetings on Wednesday, May 29, 2024, from 3:30 p.m. to 5:30 p.m. and Monday, June 3, 2024, from 1:30 p.m. to 3:30 p.m.	David Marlor	Meeting: 17-May-2024 Target: 03-Jun-2024	Completed

Leaders

INTERNATIONAL

Executive Search

the right **people**

SEARCH COMMITTEE MEETING

Chief Administrative Officer



Islands Trust

Kick-off Meeting Agenda



Islands Trust

Chief Administrative Officer

Wednesday, May 29, 2024

3:30pm PDT

Agenda

- 1. Introductions**
- 2. Housekeeping Items**
- 3. Role of the Committee / Role of the Search Firm**
- 4. Time-line and Search Process**
- 5. Ideal Candidate / Position Profile Discussion**
- 6. Advertising and Communication Strategy**
- 7. Other**

SEARCH COMMITTEE MEMBERS

NAME	TITLE
Peter Luckham	CAOHC Chair, Islands Trust Council Chair, Thetis Island Trustee
Laura Patrick	CAOHC Vice-Chair, Chair, Regional Planning Committee, Salt Spring Island Trustee
Tobi Elliott	Executive Committee, Gabriola Island Trustee
David Maude	Executive Committee, Mayne Island Trustee
Timothy Peterson	Executive Committee, Lasqueti Island Trustee
Kristina Evans	Chair, Trust Programs Committee, South Pender Island Trustee
Joe Bernardo	Chair, Financial Planning Committee, Gambier Island Trustee
Judith Gedye	Chair, Governance Committee, Bowen Island Trustee

COMMITTEE SUPPORT

NAME	TITLE
Greg Longster	Partner
Nick Lay	Senior Consultant

Islands Trust Council – Chief Administrative Officer PROPOSED TIMELINE

Activity	May	Jun	Jun	Jun	Jun	Jul	Jul	Jul	Jul	Jul	Aug	Aug	Aug	Aug
	Week of: 27	3	17	24	28	1	8	15	22	29	5	12	19	26
Draft Profile and Approval														
Kick-off Meeting (120 mins – May 29)														
Source List Research														
Direct Contact of Sources														
Long List Review (120 mins – Date TBD)														
Consultant Interviews / Report Preparation														
Short List Review (120 mins – Date TBD)														
Short List Interviews (2 days – Date TBD)														
Finalist Interviews/Meetings (TBD)														
Reference / Background Checks														
Offer Negotiations														
Close-out Unsuccessful Candidates														

PROJECT MILESTONE MEETINGS FOR SEARCH COMMITTEE

MEETING	DESCRIPTION	DELIVERABLE	TIMING
Kick-off Meeting	Set committee framework and roles Establish search strategy and timing Agree on candidate specifications	Opportunity Profile Search Timeline	2 hours
Long List Meeting	Review all candidate applications Focus on Tier I screening notes Identify areas to explore Determine external communications	Consultant interview list Timing confirmed	2 hours
Short List Meeting	Review shortlisted candidates Review consultant interview notes Review candidate written responses View candidate videos (if applicable) Review Committee Interview Guide Determine external communications	Short list determined Timing confirmed	2 hours
Short List Interviews	Committee to conduct 3-5 interviews Deliberate to determine finalists Confirm candidate due diligence plan Stakeholder meetings determined Determine external communications	Finalist(s) determined Timing confirmed	2 days
Finalist Meetings	Stakeholders conduct meetings and provide feedback Feedback and due diligence reviewed by Committee or hiring manager Leading candidate confirmed Offer plan established	Start offer negotiations	TBD