



CAO Hiring Committee

Agenda

Date: Friday, May 17, 2024
Time: 9:00 am
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. MINUTES OF PREVIOUS MEETING
 - 3.1 April 8, 2024, draft minutes for adoption 2 - 3
 - 3.2 April 17, 2024, draft minutes for adoption 4 - 5
 - 3.3 Resolutions without Meeting Report 6 - 6
4. FOLLOW UP ACTION LIST (FUAL) 7 - 7
5. BUSINESS
6. CLOSED MEETING

that the Chief Administrative Officer Hiring Committee meeting be closed to the public under s 90 (1) (a) of the Community Charter for discussion regarding personal information about an identifiable individual who holds or is being considered for a position and staff be invited to remain in the meeting.
7. RISE AND REPORT
8. NEXT MEETING

Two polls have resulted in no meeting dates that work for all committee members. Staff will propose further options. It is recommended that the remainder of 2024 meetings be scheduled as soon as possible giving all members a confirmed calendar of meetings to plan from. A scheduled meeting can be canceled if not required.
9. ADJOURNMENT



CAO Hiring Committee

Minutes of a Regular Meeting

Date: April 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
David Maude, Executive Vice-Chair, Mayne Trustee
Timothy Peterson, Executive Vice-Chair, Lasqueti Trustee
Kristina Evans, Chair, Trust Programs Committee
Tobi Elliott, Executive Vice-Chair, Gabriola Trustee
Judith 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

Chair Luckham called the meeting to order at 10:24 a.m. and acknowledged the meeting was being held across Coast Salish First Nations lands and territory.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 CAO Hiring Committee Minutes of March 22, 2024

By general consent the Chief Administrative Officer Hiring Committee minutes of March 22, 2024, were adopted as presented.

4. Follow-up Action List (FUAL)

The hiring process continues.

5. CLOSED MEETING

5.1 Motion to Close the Meeting

DRAFT

At 10:30 a.m., the meeting was closed to the public.

CAOHC-2024-012

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

The meeting was reopened to the public at 11: 05 a.m.

6. RISE AND REPORT

Chair Luckham reported in open meeting that review of the applications received to hire an executive search firm is still in progress.

Following discussion,

CAOHC-2024-013

It was MOVED and SECONDED,

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.

CARRIED

7. BUSINESS - None

8. NEXT MEETING

By general consent staff will create a poll to schedule its next meeting.

9. ADJOURNMENT

By general consent the meeting was adjourned at 11:10 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, T/A Executive Assistant

CAO Hiring Committee
Minutes of a Regular Meeting

April 8, 2024

DRAFT

Page 2 of 2



CAO Hiring Committee

Minutes of a Special Electronic Meeting

Date: April 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
Kristina Evans, Chair, Trust Programs Committee
Joe Bernardo, Chair, Financial Planning Committee
Tobi Elliott, Executive Vice-Chair, Gabriola Trustee
Judith Gedy, Chair, Governance Committee

Regrets: Joe Bernardo, Chair, Financial Planning Committee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Legislative Services (DLS)
Lori Foster, Executive Coordinator, Recorder

1. CALL TO ORDER

Chair Luckham called the meeting to order at 3:30 p.m., and acknowledged the meeting was being held across Coast Salish First Nations lands and territory.

2. APPROVAL OF AGENDA

By general consent, the agenda was adopted as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 CAO Hiring Committee Minutes of April 8, 2024

The minutes are pending to the next business meeting.

4. CLOSED MEETING

4.1 Motion to Close the Meeting

At 3:35 p.m., the meeting was closed to the public.

CAOHC-2024-014

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) 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

The meeting was reopened to the public at 4:25 p.m.

5. RISE AND REPORT

Chair Luckham reported that a process has been initiated to look for an interim chief administrative officer.

6.

BUSINESS - None

7. NEXT MEETING

Staff will continue to poll members for dates that work for committee members.

8. ADJOURNMENT

By general consent, the meeting was adjourned at 4:30 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, T/A Executive Assistant



Resolutions Without Meetings Log

CAO Hiring Committee

Resolution Number	Action	Date
2024-005 Schedule a Special Meeting That the Chief Administrative Officer Hiring Committee schedule a special electronic meeting to be held Friday, May 17, 2024, from 9 am to 11 am to consider further processes in the hiring of a chief administrative officer.	Carried	07-May-2024
2024-003 Schedule a Special Meeting That the Chief Administrative Officer Hiring Committee schedule a Special Electronic Meeting to be held Wednesday, April 17, 2024, starting at 3:30 PM.	Carried	17-Apr-2024

Follow Up Action Report

CAO Hiring Committee

Chief Administrative Officer

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	Meeting: 08-Mar-2024 Target: 17-May-2024	In Progress

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