



CAO Hiring Committee

Minutes of a Special Meeting

Date: October 24, 2024

Location: Electronic Zoom Meeting

Members Present: Peter Luckham, Chair, Islands Trust Council
Laura Patrick, Vice-Chair, CAOHC, Chair, Regional Planning Committee
Timothy Peterson, Vice-Chair, Executive Committee
Tobi Elliott, Vice-Chair, Executive Committee
Judith Gedy, Chair, Governance Committee
Kristina Evans, Chair, Trust Programs Committee

Absent: David Maude, Vice-Chair, Executive Committee

Regrets: Joe Bernardo, Chair, Financial Planning Committee

Staff Present: Interim Chief Administrative Officer, Julia Mobbs (arrived at 1:30 p.m.)
Lori Foster, Executive Administrative Assistant/Recorder

1. CALL TO ORDER

At 11:34 a.m., Chair Luckham called the meeting to order and acknowledged the meeting was being held on Coast Salish territory.

2. APPROVAL OF AGENDA

Discussion ensued regarding Trust Council resolution TC-2024-074, “to engage a consultant to develop a Chief Administrative Officer performance evaluation policy, and that this contract is pending.

By general consent amend the agenda to hold a closed meeting and move item 3.2 CAO Six Month Top Priorities to the in-camera agenda.

By general consent the agenda was approved as amended.

3. BUSINESS

3.1 CAO Job Description Update - Review of Drafts

The Committee reviewed version 5. of the attached draft CAO job description.

The document, as amended was forwarded to ICAO Mobbs for PSA review. There has been no comment from the Public Service Agency at this time.

The meeting recessed for a break at 1:00 p.m. and reconvened at 1:30 p.m.

ADOPTED

3.2 CAO Six Month Top Priorities

This item was moved to the in-camera agenda.

3.3 Meeting Schedule for CAO Check-in

CAOHC-2024-017

It was MOVED and SECONDED,

That the following meeting dates be adopted as the CAO Select Committee's schedule from 9 am – 11- am:

2024

- Thursday, November 21
- Thursday, December 19

2025

- Monday, January 13,
- Monday, February 3
- Monday March 3
- Monday, April 7
- Monday, May 5
- Monday, June 2

CARRIED

4. NEXT MEETING

5. CLOSED MEETING

CAOHC-2024-018

It was MOVED and SECONDED,

That the CAOHC meeting be closed 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 as an officer, employee or agent of Islands Trust and (c) labour relations or other relations and, that staff attend the meeting.

CARRIED

The meeting was closed to the public at 1:30 p.m. and reopened to the public at 2:40 p.m.

6. RISE AND REPORT - None

7. ADJOURNMENT

By general consent, the meeting was adjourned at 2:45 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Administrative Assistant/Recorder