



Chief Administrative Officer Hiring Committee Regular Meeting Agenda

Date: Monday, May 5, 2025
Time: 10:00 am
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **MINUTES OF PREVIOUS MEETING**

For review and approval.

3.1 **CAO Hiring Committee Draft Minutes of April 7, 2025**

2 - 3

3.2 **CAO Hiring Committee Draft Minutes of December 19, 2024**

4 - 6

These minutes were not available earlier.

4. **FOLLOW UP ACTION LIST**

5. **BUSINESS**

6. **NEW BUSINESS**

7. **CLOSED MEETING**

THAT the Chief Administrative Officer Hiring Committee close the 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 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 that the recorder and staff attend the meeting.

8. **RISE AND REPORT**

9. **NEXT MEETING**

Monday, June 2, 2025, from 9:00 a.m. to 11:00 a.m.

10. **ADJOURNMENT**



Chief Administrative Officer Hiring Committee (CAOHC) Minutes of a Regular Meeting

Date: April 7, 2025
Location: Electronic Zoom Meeting

Members Present: Laura Patrick, Chair, Trust Council
Tobi Elliott, Vice-chair
Timothy Peterson, Vice-chair
David Maude, Vice-chair
Kristina Evans, Chair, Trust Programs Committee
Sue Ellen Fast, Chair, Financial Committee
Judith Gedye, Chair, Governance Committee

Staff Present: Rueben Bronee, Chief Administrative Officer
David Marlor, Director Legislative and Information Services (DLIS)
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Chair Patrick called the meeting to order at 9.48 a.m. and acknowledged that the meeting was being held on Coast Salish territory.

2. APPROVAL OF AGENDA

Discussion regarding item 5.1 Terms of Reference and the policy pertaining to this committee for the purpose of review of the new Chief Administrative Officer ensued.

By general consent the agenda was approved as presented.

3. MINUTES OF PREVIOUS MEETING – December 19, 2024 minutes not available yet.

4. FUAL - None

5. BUSINESS - None

5.1 Terms of Reference

Discussed under item 2 and received for information.

6. NEW BUSINESS - None

7. CLOSED MEETING

CAOHC-2025-01
It was **MOVED** and **SECONDED**,

that the 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 appointed by the Committee; and that the recorder and staff attend the meeting.

CARRIED

The Committee closed the meeting at 9:49 a.m.

8. RISE AND REPORT

None.

9. NEXT MEETING

Monday, May 5, 2025, from 9:00 a.m. to 11:00 a.m.

10. ADJOURNMENT

By general consent the meeting was adjourned at 10:38 a.m.

Laura Patrick, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.



Chief Administrative Officer Hiring Committee Minutes of a Regular Meeting

Date: December 19, 2024
Location: Electronic Meeting

Members Present: Peter Luckham, CAOEP Committee Chair; Islands Trust Council Chair
Laura Patrick, CAOPEP Committee Vice-Chair; Regional Planning Committee Chair
Tobi Elliott, Executive Committee Vice-Chair
David Maude, Executive Committee Vice-Chair
Tim Peterson, Executive Committee Vice-Chair
Judith Gedye, Governance Committee Chair
Kristina Evans, Trust Programs Committee Chair
Mairead Boland, Financial Planning Committee Acting Chair

Staff Present: Rueben Bronee, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services
Lori Foster, Executive Administrative Assistant/Recorder

Others Present: Nick Lay, Senior Consultant, Leaders International

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

By general consent Vice-Chair Patrick acted as Chair as Chair Luckham was not present at the scheduled 9:00 a.m. meeting start time.

At 9:05 a.m., Vice-Chair Patrick called the meeting to order and acknowledged the meeting was being held on the lands and territories of many Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

Director Marlor provided the following clarification on the work of the Chief Administrative Officer (CAO) Hiring Committee and the CAO Performance Evaluation Policy Committee:

- the CAO Hiring Committee will perform the 6-month probationary evaluation
- the CAO Performance Evaluation Policy Committee will develop a longer-term policy.

At 9:08 a.m., Chair Luckham joined the meeting and assumed his role as Chair.

3. BUSINESS

3.1 Performance Evaluation Policy Project with Leaders International – Briefing

DRAFT

Consultant Nick Lay, with Leaders International, spoke to the following meeting objectives:

- understanding the Committee's expectations
- initial review of provided material
- proposed timeline for drafting reports
- importance of the Committee's guidance, feedback and input

The Committee discussed the following points regarding the probationary period and the evaluation policy:

- creating a performance review that meets standards, uniting the roles of the Executive Committee and Trust Council
- provide the CAO with meaningful feedback to help them succeed
- reviewing and evaluating performance criteria
- clarification of the probationary period
- performance review schedule built into a permanent policy
- probation period should include feedback from the CAO on staff relationships
- clear goals and performance expectations communicated in writing as the basis for evaluation
- continuous documentation built into the evaluation process
- creating a pictorial guide for inclusion in the policy to indicate how the evaluation process unfolds

By general consent the Consultant will create a survey to gather feedback from the Committee and senior staff seeking input into the development of CAO performance evaluation policy and performance review and will hold a one-to-one interview with CAO Bronee.

By general consent the Consultant will provide first drafts and reports to the February 3, 2025, business meeting.

4. CLOSED MEETING

4.1 Motion to Close the Meeting

CAOPEPC-2024-001

It was MOVED and SECONDED,

that the 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 holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and that staff attend the meeting.

CARRIED

Committee closed the meeting at 10:03 a.m.

DRAFT

By general consent Committee reconvened in open meeting at 11:51 a.m. to rise and report.

5. RISE AND REPORT

Chair Luckham reported on the following:
the November 21, 2024, in-camera minutes were adopted and that the next meeting agenda include the reworked job description and the 3-month/6-month evaluation list.

6. MINUTES OF PREVIOUS MEETING

6.1 November 21, 2024 draft minutes

By general consent, the November 21, 2024, minutes were adopted as presented.

7. NEXT MEETING

The next meeting of the CAO Hiring Committee is scheduled to be held electronically January 13, 2025.

8. ADJOURNMENT

By general consent the meeting adjourned at 11:53 a.m.

Peter Luckham, Chair

Certified Correct:

Lori Foster, Executive Administrative Assistant/Recorder