**ADOPTED**

# Chief Administrative Officer
# Hiring Committee
## Minutes of a Regular Meeting

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| **Date:** | **December 19, 2024** |
| **Location:** | **Electronic Meeting** |
| **Members Present:** | Peter Luckham, CAOEP Committee Chair; Islands Trust Council Chair<br>Laura Patrick, CAOPEP Committee Vice-Chair; Regional Planning Committee Chair<br>Tobi Elliott, Executive Committee Vice-Chair<br>David Maude, Executive Committee Vice-Chair<br>Tim Peterson, Executive Committee Vice-Chair<br>Judith Gedye, Governance Committee Chair<br>Kristina Evans, Trust Programs Committee Chair<br>Mairead Boland, Financial Planning Committee Acting Chair |
| **Staff Present:** | Rueben Bronee, Chief Administrative Officer (CAO)<br>David Marlor, Director, Legislative Services<br>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

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, Section 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**

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

**By general consent** the 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.

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Peter Luckham, Chair

Certified Correct:

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Lori Foster, Executive Administrative Assistant/Recorder