



Chief Administrative Officer Performance Evaluation Committee Regular Meeting Agenda

Date: Wednesday, August 12, 2026
Time: 1:00 pm
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**
2. **AGENDA**
 - 2.1 **Review of Agenda**

Late items, new items, and re-ordering of the agenda
 - 2.2 **Approval of Agenda**
3. **PUBLIC COMMENTS PERIOD**
4. **DRAFT MINUTES OF PREVIOUS MEETING**
 - 4.1 **CAO Performance Evaluation Committee Draft Minutes of May 5, 2026** 2 - 5
5. **RESOLUTION WITHOUT MEETING**
 - 5.1 **RESOLUTION WITHOUT MEETING NO. CAOPEC-RWM-2026-01** 6 - 6

For information
6. **FOLLOW UP ACTION LIST** 7 - 7

For review
7. **CLOSED MEETING**

THAT the Chief Administrative Officer Performance Evaluation 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**

If desired
9. **BUSINESS**
 - 9.1 **Future Plans**
 - 9.2 **CAO Succession Plan**
10. **NEW BUSINESS**
11. **NEXT MEETING - To be determined**
12. **ADJOURNMENT**



Chief Administrative Officer Performance Evaluation Committee Minutes of a Regular Meeting

Date: Monday, May 25, 2026

Location: Electronic Meeting

Members Present: Tobi Elliott, Vice-Chair, Executive Committee
Sue Ellen Fast, Chair, Financial Planning Committee
Judith Gedye, Chair, Governance Committee
David Maude, Vice-Chair, Executive Committee
Laura Patrick, Chair, Islands Trust Council and Executive Committee
Timothy Peterson, Vice-Chair, Executive Committee

Members Absent: Mairead Boland, Chair, Regional Planning Committee
Kristina Evans, Chair, Trust Programs Committee

Staff Present: Rueben Bronee, Chief Administrative Officer
David Marlor, Director, Legislative and Information Services
Derek Cockburn, Acting Director, Financial and Employee Services
Alexandra Trifonidis, Executive Coordinator

Guests and Members of the Public Present: No members of the public were present.

1. CALL TO ORDER

The Director of Legislative and Information Services called the meeting to order at 9:02 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

The Director of Legislative and Information Services provided a territorial acknowledgement.

3. ELECTION OF CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION COMMITTEE (CAOPEC) CHAIR

The Director of Legislative and Information Services informed the Committee that, as per Islands Trust Council Policy 2.3.1 (Council Committee System and Terms of Reference), a Chair and Vice-Chair need to be elected, and provided the Committee with information on how the election proceedings are conducted.

The Director of Legislative and Information Services called for nominations for the role of chair of the Chief Administrative Officer Performance Evaluation Committee.

Trustee Maude nominated Trustee Gedye for the role of chair, and Trustee Fast seconded the nomination.

DRAFT

The Director of Legislative and Information Services asked Trustee Gedye if she would accept the nomination and she agreed.

The Director of Legislative and Information Services asked for nominations for the role of chair a second time.

The Director of Legislative and Information Services asked a third and final time for nominations for chair of the Chief Administrative Officer Performance Evaluation Committee.

By acclamation, Trustee Gedye was named Chair of the Chief Administrative Officer Performance Evaluation Committee.

The Director of Legislative and Information Services called for nominations for the role of vice-chair of the Chief Administrative Officer Performance Evaluation Committee.

Trustee Elliott nominated Trustee Patrick for the role of vice-chair, and Chair Gedye seconded the nomination.

The Director of Legislative and Information Services asked Trustee Patrick if she would accept the nomination and she agreed.

The Director of Legislative and Information Services asked for nominations for the role of vice-chair a second time.

The Director of Legislative and Information Services asked a third and final time for nominations for the role of vice-chair of the Chief Administrative Officer Performance Evaluation Committee.

By acclamation, Trustee Patrick was named Vice-Chair of the Chief Administrative Officer Performance Evaluation Committee.

Chair Gedye assumed the chair for the remainder of the meeting.

4. AGENDA

4.1 Review of Agenda

There were no additions, deletions, or reordering of items introduced.

4.2 Approval of Agenda

By general consent the Committee approved the agenda as presented.

5. ADOPTION OF PREVIOUS MEETING MINUTES - None

6. FOLLOW UP ACTION LIST - None

7. REVIEW TERMS OF REFERENCE

The Committee asked staff questions regarding the following:

- The budget allocated to conduct the Committee's work. Staff advised that an initial budget of \$5,000 had been allocated, and provided information on options for potential overspending, if required.
- The intended recipients of the survey. Staff advised that the survey would be distributed to the 26 trustees and all Islands Trust staff members.

8. BUSINESS

8.1 Chief Administrative Officer Annual Performance and Evaluation - Request for Decision

The Committee reviewed the draft 2026/27 Chief Administrative Officer Annual Performance Review schedule and staff provided contextual information.

Trustees asked questions and shared comments related to the following:

- The number of survey respondents anticipated over the summer period and the minimum response threshold required for the survey to be considered meaningful.
- The work proposed for completion by the current Council compared with deferring it to the next Council.
- The workload associated with this Committee.
- Meeting logistics and the timing of subsequent meetings.

CAOPEC-2026-001

It was MOVED and SECONDED,

that the Chief Administrative Officer Performance Evaluation Committee approve the Schedule for 2026/27 Chief Administrative Officer Annual Performance Review as in attachment 1.

and

that the Chief Administrative Officer Performance Evaluation Committee request the Director of Financial and Employee Services to engage an external consultant to support the Chief Administrative Officer review process consistent with Trust Council Policy 2.5.1 Chief Administrative Officer Performance Evaluation.

CARRIED

9. NEW BUSINESS - None

10. CLOSED MEETING - None

11. RISE AND REPORT - None

12. NEXT MEETING

The Committee discussed scheduling a subsequent meeting and decided to wait for the consultant's availability before setting a date. The Committee noted that the next meeting would most likely take place near the end of July to review the performance metrics, as outlined in the schedule. Once the next meeting date is determined, staff will conduct a resolution without a meeting to officially schedule it.

Chair Gedye informed the Committee that she will provide a verbal update on this meeting to Islands Trust Council at their June meeting.

13. ADJOURNMENT

The meeting adjourned at 9:34 a.m.

Judi Gedye, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION COMMITTEE (CAOPEC)
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. CAOPEC-RWM-2026-01

The following matter is considered urgent and necessary in order to establish a meeting date for the Chief Administrative Officer Performance Evaluation Committee to review the performance metrics, as outlined in the Schedule for 2026/27 CAO Annual Performance Review.

It was MOVED by Trustee Maude and SECONDED by Trustee Peterson,

That the Chief Administrative Officer Performance Evaluation Committee request staff to schedule an electronic meeting on Wednesday, August 12, 2026, from 1:00 p.m. to 3:00 p.m.

Members were notified of the call for a mover and a seconder on June 17, 2026

Members were notified of the call for the vote on June 17, 2026

MEMBERS CONTACTED

Judith Gedye
Laura Patrick
Mairead Boland
Sue Ellen Fast
Timothy Peterson
Tobi Elliot

DATE VOTE RECEIVED

June 17, 2026
June 17, 2026
June 18, 2026
June 18, 2026
June 17, 2026
June 17, 2026

VOTE

In Favour
In Favour
In Favour
In Favour
In Favour
In Favour

MEMBERS VOTE NOT

AVAILABLE

Kristina Evans

FINAL VOTE COUNT

6 IN FAVOUR

0 OPPOSED

THE CHAIR OF THE CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION COMMITTEE DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON JUNE 18, 2026.

CHAIR'S SIGNATURE

Judith Gedye, CAOPEC Chair

RECORDER'S SIGNATURE

Corlynn Strachan,
Executive Administrative Assistant

Follow Up Action Report

CAO Performance Evaluation Committee

25-May-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to engage an external consultant to support the Chief Administrative Officer review process and determine through the consultant's availability the next meeting date of the Committee.	Derek Cockburn	Target: 30-Jun-2026	Completed