



**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:

## DRAFT

- 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 they 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.

**DRAFT**

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.