Chief Administrative Officer Performance Evaluation Committee
Minutes of a Special Meeting

Date: October 9, 2026
Location: Electronic Zoom Meeting

Members Present: Judith Gedye, Chair CAOPEC and Governance Committee
Laura Patrick, Vice-Chair CAOPEC and Executive Committee
David Maude, Vice-Chair, Executive Committee
Kristina Evans, Chair, Trust Programs Committee
Mairead Boland, Chair, Regional Planning Committee, joined the meeting at 11:17 a.m.
Sue Ellen Fast, Chair, Financial Planning Committee
Timothy Peterson, Vice-Chair, Executive Committee

Members Absent: Tobi Elliott, Vice-Chair, Executive Committee

Staff Present: Rueben Bronee, Chief Administrative Officer
Derek Cockburn, Acting Director, Financial and Employee Services
Corlynn Strachan, Executive Administrative Assistant

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

1. CALL TO ORDER

Chair Gedye called the meeting to order at 11:00 a.m. and provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

2.1 Review of Agenda

There were no changes requested to the agenda.

2.2 Approval of Agenda

By general consent, the CAO Performance Evaluation Committee approved the agenda, as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 CAO Performance Evaluation Committee Draft Minutes of August 21, 2026

By general consent, the CAO Performance Evaluation Committee approved the minutes, as presented.

4. RESOLUTION WITHOUT MEETING

4.1 Resolution Without Meeting No.: CAOPEC-RWM-2026-03 - Schedule a Special Meeting for October 9, 2026

Received for information

5. FUAL

None

6. BUSINESS

6.1 CAO Performance Evaluation Committee – Key Deliverables for FY 2026/27 – Discussion

Committee members requested the following revisions to *Attachment 1 – Schedule for 2026/27 CAO Annual Performance Review*:

- Update the CAOPEC approval date to May 25, 2026, the date the attachment was reviewed.
- Update the Discussion with CAO date to September 9, 2026.
- Prepare a 2027/28 version for review and planning at the April 2027 meeting.

Committee members discussed Trust Council's authority over the CAO's salary and the role of the Public Service Agency (PSA).

- Staff advised that the PSA establishes the salary range for the CAO's classification and provides annual guidance on potential salary increases for executive staff.
- It was noted that, although Islands Trust may not be bound by PSA guidance, aligning any recommendation with that guidance would be advisable. Guidance is typically provided in the spring.
- Director Cockburn could consult with the PSA if further clarification is required.

6.2 CAO Performance Evaluation Policy 2.5.1 - Roundtable Discussion

Discussion:

- Committee members discussed updating Policy 2.5.1 for the incoming Council.
- Section 1.2.3: Clarify that the evaluation report is signed by the CAOPEC Chair, Vice-Chair and the CAO, and forwarded to Trust Council.

- Section 1.2.5: Discussed clarifying signing requirements and duplication of wording in the policy.

CAOPEC-2026-004
It was MOVED and SECONDED,
that the CAO Performance Evaluation Committee recommend amending Policy 2.5.1, Section 1.2.3, last bullet, by adding "of the CAOPEC" after "Chair, Vice-Chair" and replacing "endorsed by" with "forwarded to".

CARRIED

CAOPEC-2026-005
It was MOVED and SECONDED,
that the CAO Performance Evaluation Committee recommend amending Policy 2.5.1, Section 1.2.5, to read: "The final evaluation of the CAO will be endorsed by Trust Council and then signed by the Executive Committee and the CAO."

CARRIED

CAOPEC-2026-006
It was MOVED and SECONDED,
that the CAO Performance Evaluation Committee recommend that Section 1.2.3 of Policy 2.5.1 be amended to clarify that the written evaluation report is signed by the CAOPEC Chair, Vice-Chair and the CAO, and forwarded to Trust Council.

CARRIED

CAOPEC-2026-007
It was MOVED and SECONDED,
that the CAO Performance Evaluation Committee recommend Section 1.2.3, second bullet, be copied and replace the second bullet in Section 1.1.3 in its entirety.

CARRIED

CAOPEC-2026-008
It was MOVED and SECONDED,
that the CAO Performance Evaluation Committee recommend the first sentence of Section 1.2.3, second bullet, be copied and replace the first bullet in Section 3.

CARRIED

CAOPEC-2026-009
It was MOVED and SECONDED,
that the CAO Performance Evaluation Committee recommend Section 6 of the existing policy be replaced with the following wording:

"All feedback collected during the evaluation process will remain confidential and anonymized to ensure open and honest responses.

No Islands Trust staff members, other then the Director of Financial and Employee Services, are to receive, post, distribute or be present for discussion surrounding the materials or evaluation of the CAO.

All raw data received by a consultant will be distributed to CAOPEC Chair and forwarded to CAOPEC Trustees only. The raw data may be used to discuss the reports and summary of the consultant.

The only staff member present for both the in camera CAOPEC and Trust Council Performance Review delivery shall be the CAO.

Final evaluation report summaries, without any raw data, will be shared with Trust Council and maintained by Human Resources as part of the CAO's employment records."

CARRIED

CAOPEC-2026-010
It was MOVED and SECONDED,
that the CAO Performance Evaluation Committee recommend that Policy 2.5.1, as amended, be referred to Trust Council for adoption.

CARRIED

6.3 CAOPEC Chair Message to Incoming Chair

The draft CAOPEC Chair Message letter to the Incoming Chair was reviewed, and the following revisions were discussed:

- Clarify that the CAO performance evaluation includes an annual review, with ongoing evaluation throughout the year.
- Emphasize regular, timely reporting to keep Trust Council informed and engaged in the evaluation process.
- Consider addressing communication with Trust Council in the relevant Terms of Reference.

The Chair agreed to revise the letter and confirm whether Terms of Reference amendments are required.

7. NEW BUSINESS

None

8. NEXT MEETING

In accordance with Policy 2.5.1, Section 1.2.4 (p. 3), a tentative meeting date of April 12, 2027, from 9:00 a.m. to 11:00 a.m., is proposed, subject to Trust Council approval.

9. CLOSED MEETING

Not applicable

10. RISE AND REPORT

Not applicable

11. ADJOURNMENT

The meeting was adjourned at 12:28 p.m.

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Judith Geyde, Chair

Certified Correct

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Corlynn Strachan, Executive Administrative Assistant

DRAFT