



**Chief Administrative Officer
Performance Evaluation Policy
Committee
Minutes of a Regular Meeting**

Date: February 18, 2025
Location: Electronic Meeting

Members Present: Peter Luckham, CAOPEPC Chair; and Chair, Islands Trust
Laura Patrick, CAOPEPC Vice-chair; and Chair, Regional Planning
Committee
Tobi Elliott, Vice-chair, Executive Committee
David Maude, Vice-chair, Executive Committee
Tim Peterson, Vice-chair, Executive Committee
Kristina Evans, Chair, Trust Programs Committee
Sue Ellen Fast, Chair, Financial Planning Committee
Judith Gedy, Chair, Governance Committee

Staff Present: Rueben Bronee, Chief Administrative Officer
David Marlor, Director, Legislative Services
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: Nick Lay, Senior Consultant, Leaders International

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:01 a.m. and acknowledged that members were working broadly across Coast Salish territory.

2. AGENDA

By general consent the agenda was adopted as presented.

3. ADMINISTRATIVE COORDINATION

3.1 Minutes of Meetings

**3.1.1 Chief Administrative Officer Performance Evaluation Policy
Committee (CAOPEP) Minutes of January 13, 2025**

Not available.

3.2 Resolutions Without Meeting

**3.2.1 CAOPEP Committee Resolution Without Meeting 2025-01 – Set
Meeting Date of February 18, 2025**

Received for information.

ADOPTED

3.3 Follow-Up Action List

None.

4. BUSINESS

4.1 Chief Administrative Officer Job Profile – DRAFT

Committee discussion included:

- a formatting correction is required as page 10 of the agenda package shows numbering from 1 to 10 without signifying anything and shows the first specific accountability/deliverable starts at number 11 rather than number 1.
- Director Marlor indicated that the job profile has been sent to the Public Service Agency for their review and that if they should have any major concerns, they will be brought to the Committee's attention.

CAOPEPC-2025-003

It was MOVED and SECONDED,

that the CAOPEP Committee endorse the job profile dated February 18, 2025, subject to assistance from staff for formatting corrections.

CARRIED

4.2 Chief Administrative Officer (CAO) Performance Evaluation Policy – DRAFT

Nick Lay, Senior Consultant, Leaders International, listed the key information used to develop the draft policy, including Committee discussions, a survey of members of the Committee, and a general performance evaluation policy template for various public sector organizations.

5. NEW BUSINESS

None

6. CLOSED MEETING

CAOPEPC-2025-004

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 (1)(c) labour relations or other employee relations; and, in accordance with the Community Charter, Part 4, Division 3, s.91,(2) If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend, that being Nick Lay of Leaders International Executive Search; and that the recorder and staff attend the meeting.

CARRIED

ADOPTED

The Committee closed the meeting at 9:22 a.m.

By general consent the Committee reconvened in open meeting at 10:46 a.m. without report.

7. RISE AND REPORT

None.

The Committee then returned to agenda item #4.2

4.2 Chief Administrative Officer (CAO) Performance Evaluation Policy – DRAFT

Director Marlor indicated that the draft policy would need Trust Council to adopt it as a new policy. Committee discussion included:

- Trust Council Policy 2.4.1 (Executive Committee Terms of Reference) may require amendments as a result of this new policy
- as other Trust Council policies may require amendment as a result of this new policy, the Committee may wish to forward a Request For Decision to the March Trust Council meeting with a recommendation that “staff return to Trust Council with all relevant policy amendments and consolidation of various policies”

CAOPEPC-2025-005

It was MOVED and SECONDED,

that the Chief Administrative Officer Performance Evaluation Policy Committee request staff, in cooperation with Leaders International, to amend the draft Chief Administrative Officer Performance Evaluation Policy as follows:

1. Section 1.1: add the word “initial” to the beginning of the title
2. Section 1.1.3 and 1.2.2: add the word “360” to the beginning of the title
3. Section 1.2: add the word “recurring” to the beginning of the title
4. Section 1.2: move the word “annual” to after the word “CAO’s”; and replace the word “long-term” with the word “key” and add the words “objectives” after the word “performance”
5. Section 1.2: add the words “based on” before the word “progress”; add the words “and personal development goals” after “progress on strategic”; and, replace the word “growth” with the word “performance”;
6. Section 1.2.2, sub-section E: at end of paragraph, add the words “and endorsed by Trust Council”
7. Section 8: after the words “human resource department”, add the words “including an annual budget allocation”
8. Add “Schedule for Annual Performance Review” as an Appendix.

CARRIED

By general consent CAOPEPC Vice-Chair Patrick will provide an update of the status of the activities of the Committee at the March Trust Council meeting,

ADOPTED

Committee discussion continued:

- Nick Lay, Senior Consultant, Leaders International, will provide an updated version of the draft policy to the next scheduled CAOPEPC meeting

Nick Lay left the meeting at 12:01 p.m.

- the possibility of bringing the draft policy to the Committee Of the Whole prior to presentation at a Trust Council meeting
- the current priority of the Committee Of the Whole is the Policy Statement Amendment Project so there may not be any available time to place the draft policy on that agenda at the moment

8. NEXT MEETING

The Committee discussed:

- the purpose of the CAOPEP Committee is to create a policy that is adopted by Trust Council hence the Committee will only need meetings up to the point that Trust Council has adopted that policy
- the Chief Administrative Officer Hiring Committee had set a tentative meeting for March 3, 2025 but Director Marlor will not be available that date
- both committees involve the same members and could meet on the same date, one after the other

CAOPEPC-2025-006

It was MOVED and SECONDED,

that the Chief Administrative Officer Hiring Committee meeting of March 3, 2025, be cancelled and that both the Chief Administrative Officer Hiring Committee and the Chief Administrative Officer Performance Evaluation Policy Committee meet on April 7, 2025.

CARRIED

9. ADJOURNMENT

By general consent the meeting adjourned at 12:13 p.m.

Peter Luckham, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder