ADOPTED

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

Date:	**January 13, 2025**
Location:	**Electronic Zoom 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 Judith Gedye, Chair, Governance Committee Kristina Evans, Chair, Trust Programs Committee Mairead Boland, Acting Chair, Financial Planning Committee
Staff Present:	Rueben Bronee, Chief Administrative Officer David Marlor, Director, Legislative Services Lori Foster, Executive Administrative Assistant/Recorder
Others Present:	Nick Lay, Senior Consultant, Leaders International

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:04 a.m.

2. LAND ACKNOWLEDGEMENTS

Committee members introduced themselves and each provided a land acknowledgement from the territories they were participating electronically.

3. APPROVAL OF AGENDA

By general consent the agenda was adopted as presented.

4. MINUTES OF PREVIOUS MEETING

4.1 CAOPEP Committee Minutes of December 19, 2024

By general consent the Chief Administrative Officer Performance Evaluation Policy Committee Minutes of December 19, 2024 were adopted as presented.

5. FUAL

Received for information.

6. BUSINESS

6.1 Consultant's Update - verbal report

Nick Lay, Senior Consultant, Leaders International, gave a verbal update regarding the progress of the survey circulated to senior staff and members of the Committee that would be informing the development of the draft policy.

The Committee discussed budgeting for the hiring of a consultant to perform the annual review of the CAO position with the intent to include this option into the draft policy.

CAOPEPC-2025-001
It was MOVED and SECONDED,
that the CAOPEP Committee request staff to come back with budget options for a Chief Administrative Officer annual review.

CARRIED

6.2 CAO Position Profile - Draft for Review

The Committee discussed the draft position profile included in the agenda package.

6.2.1 Position Profile - clean copy

By general consent Trustees Evans, Elliott and Patrick will work on a final draft of the CAO job profile regarding the discussed input in this meeting to include placement of competencies and Diversity, Equity and Inclusion items and return the draft to the February 3 meeting.

6.2.2 Position Profile - redline copy

Received for information.

6.3 CAO Probationary Review List

The Committee discussed the list included in the agenda package.

7. NEW BUSINESS

None.

8. CLOSED MEETING

CAOPEPC-2025-002
It was MOVED and SECONDED,

that the Chief Administrative Officer Performance Evaluation Policy Committee close this meeting to the public subject to Sections 90(1)(a) of the *Community Charter* in order to consider matters related to 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, and that staff be invited to remain at the meeting.

CARRIED

The Committee closed the meeting at 9:53 a.m.

By general consent the Committee reconvened in open meeting at 9:55 a.m. to rise and report.

9. RISE AND REPORT

Chair Luckham reported on the following:
The Chief Administrative Officer Performance Evaluation Policy Committee In Camera Minutes of November 21, 2024 were adopted.

10. NEXT MEETING

The next meeting of the committee is scheduled to be held electronically on February 3, 2025 beginning at 9:00 a.m.

11. ADJOURNMENT

By general consent the meeting adjourned at 9:57 a.m.

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Peter Luckham, Chair

Certified Correct:

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Lori Foster, Recorder