



Trust Council Select Committee Governance and Management Review Minutes of Regular Meeting

Date: January 18, 2021
Time: 1:30 pm
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Lee Middleton, Chair, Saturna Island Trustee
Kees Langereis, Vice-Chair, Gabriola Island Trustee
Paul Brent, Saturna Island Trustee
David Critchley, Denman Island Trustee
Michael Kaile, Bowen Island Municipal Trustee
Peter Luckham, Executive Committee Representative, Thetis Island Trustee
Ben McConchie, North Pender Island Trustee (arrived at 3:15 p.m., left at 3:34 p.m.)
Deb Morrison, North Pender Island Trustee (arrived at 2:26 p.m.)
Steve Wright, South Pender Island Trustee

Staff Present: Chief Administrative Officer, Russ Hotsenpiller
Legislative Services Manager, Carmen Thiel
Executive Coordinator/Recorder, Lori Foster

Others present: Scott Colbourne, Gabriola Island Trustee

1. LAND ACKNOWLEDGEMENT

Chief Administrative Officer (CAO), Hotsenpiller opened the inaugural meeting of the Trust Council Select Committee and acknowledged the meeting was being held on Coast Salish First Nations traditional and treaty territory.

The meeting came to order at 1:35 p.m.

2. MEMBERSHIP OF COMMITTEE

2.1 Meeting Procedures/Quorum/Voting – Review

CAO Hotsenpiller spoke to his role on the Select Committee and would decline to be a voting member but act as staff liaison.

Legislative Service Manager (LSM) Thiel gave an overview of meeting procedures and noted the following:

- Based on a nine (9) member voting committee, five (5) trustees present would constitute a quorum,
- Trust Council Meeting Procedures Bylaw 101 will guide this Committee and where silent, Roberts Rule of Orders would apply,
- The meeting will be open to the public unless an in-camera session is held.

3. ELECTION OF CHAIR AND VICE CHAIR

LSM Thiel reviewed voting procedures with the Committee then began call for nominations for chair and vice-chair of the Committee.

SC-2021-001

It was Moved by Trustee Brent and Seconded by Trustee Wright,

That Trustee Lee Middleton be nominated as Chair of the Select Committee on Governance and Management review.

Trustee Middleton agree to stand for the nomination of Chair of the Select Committee.

LSM Thiel called for nominations a second time for Chair of the Select Committee.

Trustee Luckham nominated Trustee Critchley who declined to stand for nomination.

LSM Thiel called for nominations a third time, hearing none, she **declared Trustee Middleton Chair of the Select Committee, by acclamation.**

SC-2021-002

It was Moved by Trustee Kaile and Seconded by Trustee Brent,

That Trustee Kees Langereis be nominated as Vice-Chair of the Select Committee on Governance and Management review.

Trustee Langereis agree to stand for the nomination of Vice-Chair of the Select Committee.

LSM Thiel called for nominations a second time for Vice-Chair of the Select Committee, there were none.

LSM Thiel called for nominations a third time.

Trustee Luckham nominated Trustee Critchley who declined to stand for the nomination.

Hearing no further nominations, Legislative Services Manager (LSM) Thiel **declared Trustee Langereis Vice-Chair of the Select Committee, by acclamation.**

4. APPROVAL OF AGENDA

4.1 Agenda Amendments

SC-2021-003

It was Moved by Trustee Kaile and Seconded by Trustee Brent,
That the agenda be approved as presented.

CARRIED

5. ADDOPTION OF MINUTES/COORDINATION

5.1 Minutes of Meetings – None

5.2 Resolutions Without Meeting – None

5.3 Follow-up Action List (FUAL) – None

6. WORK PROGRAM ITEMS – None

7. BUSINESS

7.1 Schedule of Meetings – Briefing

By general consent, the Select Committee agreed to address business item 7.1 last.

7.2 Resources for Committee/Staff/Meeting

Chief Administrative Officer (CAO) Hotsenpiller advised the Select Committee that he would attend in his CAO capacity, Executive Coordinator Foster would provide meeting administration, Legislative Services Manager Theil, as needed, for legislative assistance and Finance Officer Roggers with Director of Administration Mobbs would oversee administrative aspects of the BC Bid process.

7.3 Live Stream or Recorded and Posted Meetings

SC-2021-004

It was Moved by Trustee Langereis and Seconded by Trustee Wright,

That in order to meet the principles of openness, transparency, and accessibility, meetings of the Governance and Management Review Select Committee will be held electronically until Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act change regarding public attendance at Trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

CARRIED

7.4 Terms of Reference Discussion – Briefing

Chair Middleton introduced the briefing and the Terms of Reference (TOR) attachment.

Trustee Morrison joined the meeting at 2:26 p.m. and Trustee McConchie joined the meeting at 3:15 p.m.

Discussion ensued on the Terms of Reference (TOR) in preparation for the BC Bid Request for Proposal:

- As a guidance document for the Committee;
- Reviewing and amending the TOR for quality and clarity;
- The BC bid package to define scope of work and deliverables;
- Leaving the TOR as written and adopted by Trust Council.

SC-2021-005

It was Moved by Trustee Luckham and Seconded by Trustee Morrison,

That Staff invite a representative from BC Bid to attend the beginning of our next meeting to advise us on the bid preparation.

CARRIED

Discussion ensued on convening a group to refine the Terms of Reference.

SC-2021-006

It was Moved by Trustee Wright and Seconded by Trustee Luckham,

That the Select Committee appoint Trustee Luckham, Trustee Morrison, Trustee Wright and Trustee Brent as a Group to modify the project scope and bring forward to the committee to our next meeting.

CARRIED

CAO Hotsenpiller will communicate with the Group regarding today's discussions on modifying the project scope.

Trustee McConchie left the meeting at 3:34 p.m.

7.5 Bid Preparation and Sign-off

Discussion was heard on the procurement process and policy regarding who would be on the request for proposal selection committee. This will be an ongoing discussion as the request for proposal is prepared for BC Bid.

7.6 Key Messages Communications – Briefing

Select Committee discussed the briefing as presented in the agenda. The following changes to the key messages were noted:

- Regarding last bullet on public engagement should read: "At this time, there is no plan to engage the public prior to receipt of the external consultants report.",
- Bullet 2, remove the phrase "assess current performance and",
- Bullet 5, include trustees Morrison and Wright.

By general consent, Chair Middleton requested the wording changes to the key messages be made as discussed.

Item 7.1 was discussed next.

7.1 Schedule of Meetings – Briefing

SC-2021-007

It was Moved by Trustee Brent and Seconded by Trustee Wright,

That the Select Committee meet every two weeks scheduled from February 1, 2021 to the end of the fiscal year March 31, 2021 from 4:00 p.m. – 5:30 pm.

CARRIED

8. NEW BUSINESS – None

9. NEXT MEETING

The next meeting of the Select Committee will be February 1, 2021 at 4:00 p.m.

10. ADJOURNMENT

By general consent, the meeting was adjourned at 4:21 p.m.

Lee Middleton, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder