



Trust Council Select Committee Governance and Management Review Agenda

Date: Monday, March 29, 2021
Time: 3:00 pm
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Pages

1. LAND ACKNOWLEDGEMENT - CALL TO ORDER
2. APPROVAL OF AGENDA
3. ADDOPTION OF MINUTES/COORDINATION
 - 3.1. Minutes of Meetings
 - 3.1.1. March 1st draft minutes for adoption 2 - 5
 - 3.2. Resolutions Without Meeting 6 - 8
 - 3.3. Follow-up Action List (FUAL) 9 - 9
4. BUSINESS ITEMS
 - 4.1. RFP Evaluation Process
5. NEW BUSINESS
6. NEXT MEETING

The Select Committee has no further scheduled meetings at this time.
7. ADJOURNMENT



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

Date: March 1, 2021
Time: 3:00 pm
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Chair, Lee Middleton, Saturna Island Trustee
Vice Chair, Kees Langereis, Gabriola Island Trustee
Michael Kaile, Bowen Island Municipal Trustee
David Critchley, Denman Island Trustee
Peter Luckham, Executive Committee Representative, Thetis Island Trustee
Paul Brent, Saturna Island Trustee
Ben McConchie, North Pender Island Trustee (arrived at 3:12 p.m.)
Deb Morrison, Trust Programs Committee Chair North Pender Island Trustee
Steve Wright, South Pender Island Trustee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Lori Foster, Executive Coordinator/Recorder

Guest: Julia Crosby, Procurement and Contract Specialist, BC Bid

1. LAND ACKNOWLEDGEMENT - CALL TO ORDER

At 3:00 p.m., Chair Middleton called the meeting to order stating gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

Chair Middleton welcomed Julia Crosby, Procurement and Contract Specialist from B.C. Bid, who joined the meeting to answer questions and offer feedback on item 4.1 of the agenda.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 February 16th draft minutes for adoption

SC-2021-016

It was Moved by Trustee Kaile and Seconded by Trustee Langereis,
That the February 16 minutes be adopted as presented.

CARRIED

3.2 Resolutions Without Meeting

None

3.3 Follow-up Action List (FUAL)

Received for information.

4. BUSINESS ITEMS

4.1 BC Bid Governance Management Review - draft procurement review

The Select Committee discussed the following regarding the draft procurement document:

- Section 3.1 Ministry Responsibility change to read Islands Trust Responsibility and anywhere the ministry is referenced change to read Islands Trust,
- Add hyperlink to Islands Trust Act for reference,

Trustee McConchie joined the meeting at arrived at 3:12 p.m.

- Section 4.2 Service Requirements discussion included timeframes, expectations on reporting out to Council, written monthly reports to the Select Committee,
- Section 4.2(b) clarify that all trustees would be invited to be interviewed,
- Identify liaisons with the contractor as the Select Committee Chair and Chief Administrative Officer,
- Clarifying proponent qualifications, contract details and that scope of work does not change during contract negotiations,
- Section 5. Requirements to state what the proponent must clearly demonstrate.

Trustee McConchie left the meeting at 3:30 p.m.

Chief Administrative Office (CAO) Hotsenpiller stated, for the record, that the request for proposal (RFP) require that the proponent have a demonstrated understanding of the legislative framework of the Islands Trust.

Trustee Brent stated, for the record, that he disagreed with CAO Hotsenpiller's statement, that while it would be good to have an understanding of the Islands Trust, however does not need to be a requirement.

Discussion followed on Section 7.2 Weighted Criteria including capabilities, and evaluation of the proponent's qualifications.

It was discussed that proponents have some form of local government experience, an understanding how the *Local Government Act* works with the *Islands Trust Act* including having experience with public and private organizations and processes.

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

The Chair will amend the document as per the input of Committee, circulate to the Committee once amended, and upon Committee approval, forward to Julia Crosby with the Procurement Branch for posting to BC Bid.

The following amendment was put on the table:

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

That the document be brought back to the next meeting for Committee approval.

The following amendment to the amendment was put on the table:

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

That the document be approved by resolution without meeting (RWM) by March 5th.

Chair Middleton called the question on the amendment to the amendment.

CARRIED

Chair Middleton called the question on the motion as amended:

SC-2021-017

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

The Chair will amend the document as per the input of Committee, circulate to the Committee once amended for approval by resolution without meeting (RWM) by March 5th, then forward to Julia Crosby with the Procurement Branch for posting to BC Bid.

CARRIED

5. NEW BUSINESS

None

6. NEXT MEETING

The next meeting of the Select Committee is scheduled for March 15th to be held electronically.

Chair Middleton informed the Select Committee that he has submitted a brief report for inclusion in the Trust Council agenda package and will give a verbal update regarding today's meeting at Trust Council.

7. ADJOURNMENT

SC-2021-018

**It was Moved by Trustee Luckham and Seconded by Trustee Brent,
That the meeting be adjourned at 4:45 p.m.**

CARRIED

Lee Middleton, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

Select Committee

Resolutions Without Meetings Log

Resolution Number	Action	Date
2021-001 It was Moved by Municipal Trustee Kaile and Seconded by Trustee Langereis, That the Select Committee on Governance and Management Review approve distribution of amended Governance and Management Review BC Bid templated request for proposal (RFP) document (attached) to Julia Crosby, Procurement Specialist, for preparation and posting to the BC Bid procurement site.	Carried	05-Mar-2021
2021-002 It was Moved by Trustee Brent and Seconded by Trustee Langereis, That the Select Committee on Governance and Management Review cancel its March 15, 2021 business meeting.	Carried	14-Mar-2021

RESOLUTION WITHOUT MEETING

RWM Number: SC-RWM-2021-001

The following matter is considered urgent and necessary in order for the Select Committee on Governance and Management Review to forward the request for proposal to the BC Bid procurement site for posting.

It was Moved by Municipal Trustee Kaile and Seconded by Trustee Langereis,

That the Select Committee on Governance and Management Review approve distribution of amended Governance and Management Review BC Bid templated request for proposal (RFP) document (attached) to Julia Crosby, Procurement Specialist, for preparation and posting to the BC Bid procurement site.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Lee Middleton	March 4, 2021	In Favour
2. Steve Wright	March 4, 2021	In Favour
3. Paul Brent	March 4, 2021	In Favour
4. Michael Kaile	March 4, 2021	In Favour
5. Deb Morrison	March 4, 2021	In Favour
6. Kees Langereis	March 4, 2021	In Favour
7. Benjamin McConchie	March 4, 2021	In Favour
8. Peter Luckham	March 4, 2021	In Favour
9. David Critchley	March 4, 2021	In Favour

TRUSTEES VOTE NOT AVAILABLE

All trustees available and voted.

FINAL VOTE COUNT

9 IN FAVOUR

0 OPPOSED

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED, IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT*, THIS 5 DAY OF March, 2021.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 5 DAY OF March, 2021

Secretary or Designate's Signature

Recording Staff's Signature (if applicable)

RESOLUTION WITHOUT MEETING

RWM Number: SC-RWM-2021-002

The following matter is considered urgent and necessary in order that the Select Committee on Governance and Management Review cancel its March 15, 2021 meeting in a timely manner.

**It was Moved by Trustee Brent and Seconded by Trustee Langereis,
That the Select Committee on Governance and Management Review cancel its March 15, 2021 business meeting.**

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Kees Langereis	March 12, 2021	In Favour
2. David Critchley	March 12, 2021	In Favour
3. Lee Middleton	March 12, 2021	In Favour
4. Michael Kaile	March 12, 2021	In Favour
5. Paul Brent	March 12, 2021	In Favour
6. Steve Wright	March 12, 2021	In Favour
7. Benjamin McConchie	March 12, 2021	In Favour
8. Peter Luckham	March 13, 2021	In Favour

TRUSTEES VOTE NOT AVAILABLE

9. Deb Morrison

FINAL VOTE COUNT

8 IN FAVOUR

0 OPPOSED

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED, IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT*, THIS 14 DAY OF MARCH, 2021.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 14 DAY OF MARCH, 2021

Secretary or Designate's Signature

Recording Staff's Signature (if applicable)



Select Committee (SC) Governance and Management Review Follow-up Action List (FUAL)

SC Mtg	WHO / Activity	TO	TARGET
SELECT COMMITTEE			
<i>March 1, 2021</i>	The Chair will amend the request for proposal document as per the input of Committee, circulate to the Committee once amended for approval by resolution without meeting (RWM) by March 5th, then forward to Julia Crosby with the Procurement Branch for posting to BC Bid.	SC	<i>March 5, 2021 DONE</i>
EXECUTIVE COORDINATOR FOSTER			
<i>Standing Item</i>	Prepare draft minutes for next meeting – (Consideration to Adopt)	SC	<i>DONE</i>
<i>Standing Item</i>	Create Draft agenda in E-scribe - circulate agenda package for next meeting	SC	<i>DONE</i>
<i>Standing Item</i>	Update FUAL for next meeting agenda	SC	<i>DONE</i>