



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

**Date:** February 16, 2021  
**Time:** 3:00 p.m.  
**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  
Deb Morrison, North Pender Island Trustee (arrived at 3:09 p.m.)  
Steve Wright, South Pender Island Trustee (arrived at 3:26 p.m.)

**Regrets:** Ben McConchie, North Pender Island Trustee

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

**1. LAND ACKNOWLEDGEMENT / CALL TO ORDER**

Chair Middleton called the meeting to order at 3:05 p.m. stating gratitude to live and work in the traditional and treaty territories of Coast Salish peoples.

Chair Middleton stated a quorum of 6 members were present.

**2. APPROVAL OF AGENDA**

For consideration to add to New Business:

5.1 Select Committee on the March Trust Council agenda

**SC-2021-011**

**It was Moved Trustee Kaile and Seconded by Trustee Brent,**  
That the agenda be adopted as amended.

**CARRIED**

**3. ADOPTION OF MINUTES/COORDINATION**

**3.1 February 1, 2021 draft minutes for adoption**

**SC-2021-012**

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

That the February 1, 2021 Select Committee draft minutes be adopted as presented.

**CARRIED**

**3.2 Resolutions Without Meeting**

None

**3.3 Follow-up Action List (FUAL)**

Chair Middleton noted all items on the FUAL were complete.

**4. BUSINESS ITEMS**

**4.1 Request for Proposal and Terms of Reference Review**

Select Committee discussed the draft request for proposal document circulated as a late item to members on February 12, 2021 and posted to the website.

Trustee Morrison joined the meeting at 3:09 p.m.

Select Committee focused discussion on Section 3.3 Scope of the document.

Trustee Wright joined the meeting at 3:26 p.m.

**SC-2021-013**

**It was Moved by Trustee Brent and Seconded by Trustee Langereis,**

Amend the last bullet on page 12 of the document to read: "Review the Islands Trust's organizational structure, its policies and procedures and evaluate how effective and efficient it is in carrying out the Trust mandate." and strike out i.e., Section 3 of the Islands Trust Act2.

**CARRIED**

Select Committee discussed the process of editing the document during the meeting.

Discussion followed on Section 3.3 to consider the following amendments:

- Page 13, the sentence before the "Governance" subheading, consider removing the words "with the latter broken down" and rephrasing the sentence to define the review of governance and management, both, through a lens of advocacy and planning.
- Page 14, second to last bullet, clarify what it means to have multiple official community plans in a local trust area.

Trustee Morrison left the meeting at 3:51 p.m.

- Page 15, under the subheading “Exclusions”, use of the word “reviewed” - first bullet last line - be replaced with the word “considered.”
- Page 13, under the subheading “Governance”, add a bullet regarding the interface between local trust committees (LTC) and planning staff and the efficacy of tools such as project charters and how work is done at the LTC level.
- Page 14, under subheading “Planning”, add back a review of supports for planning staff and the use of other expertise.
- Page 15, under subheading “Deliverables”, first bullet, is confusing because it references governance, management and planning as the “three areas outlined above” when on page 13, the sentence before the “Governance” subheading refers to “two broad areas”.
- Page 15, under subheading “Exclusions”, last bullet, the phrase “structure of the Trust” sounds like a legislative structure but should refer to the “organizational” structure of the Trust.

Chair Middleton stated he has taken notes and will incorporate the changes into the request for proposal (RFP) template and bring this back to the next meeting.

Chair Middleton will contact Julia Crosby from B.C. Bid, share the committee’s work to date and ask for two examples of relevant RFP’s and invite her to the next meeting.

Chief Administrative Officer, (CAO) Hotsenpiller requested that Chair Middleton courtesy copy him on any submission of the draft RFP to Julia Crosby at B.C. Bid.

## 5. NEW BUSINESS

### 5.1 Select Committee on the March Trust Council agenda

Chair Middleton will work with Trustee Brent to compose and send a Select Committee Chair Report to staff for inclusion in the March Trust Council agenda package by Friday, March 19, 2021.

## 6. CORRESPONDENCE

### 6.1 Dr. T. Varzeliotis dated January 5, 2021 re: Consensus for Change to the Trust Council Governance and Management Review Select Committee

#### SC-2021-014

**It was Moved by Trustee Brent and Seconded by Trustee Langereis,**

That the correspondence Dr. T. Varzeliotis dated January 5, 2021 re: Consensus for Change to the Trust Council Governance and Management Review Select Committee be received for information.

**CARRIED**

**7. NEXT MEETING**

The next meeting of the Select Committee is scheduled for March 1, 2021 at 3:00 p.m.

**8. ADJOURNMENT**

**SC-2021-015**

**It was Moved by Trustee Langereis and Seconded by Trustee Critchley,  
That the meeting be adjourned at 4:30 p.m.**

**CARRIED**

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**Lee Middleton, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**