



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

Date: February 1, 2021
Time: 4:00 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
Deb Morrison, North Pender Island Trustee
Steve Wright, South Pender Island Trustee

Absent: Ben McConchie, North Pender Island Trustee

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

Others: Julia Crosby, Procurement and Contract Specialist, B.C. Bid

1. LAND ACKNOWLEDGEMENT / CALL TO ORDER

Chair Middleton called the meeting to order at 4:04 p.m. and acknowledged the meeting was being held on Coast Salish First Nations traditional and treaty territory.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Draft Minutes January 18, 2021

SC-2021-008

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

That the draft minutes of January 18, 2021 Select Committee be adopted as presented.

CARRIED

3.2 Resolutions Without Meeting – None

3.3 Follow-up Action List (FUAL)

All items were completed by the start of this business meeting.

4. BUSINESS ITEMS

4.1 Presentation on B.C. Bid Process, Julia Crosby - Procurement and Contract Specialist

Julia Crosby presented a Power Point and answered questions on the bid process.

4.1.1 BC Bid Request for Proposal (RFP) template

Discussion on working with B.C. Bid staff services to assist in facilitation of submitting a request for proposal ensued.

4.2 Select Sub-committee Terms of Reference Review

The Select Committee reviewed the document/project scope received as a late item to the agenda.

Trustees provided verbal feedback while Trustee Morrison logged edits, as discussed, into the clean copy version of the Terms of Reference (TOR) document as presented.

By general consent, The Select Sub-committee will re-edit the clean copy Terms of Reference as discussed and amended by Trustee Morrison during the February 1 meeting and provide to Chair Middleton for inclusion in the next meeting.

By general consent, Chief Administrative Officer (CAO) Hotsenpiller will review and amend section 3.2 of the TOR and forward to Chair Middleton before the next meeting.

By general consent, Chair Middleton will provide a consensus draft of the Terms of Reference for input into the B.C. Bid template and bring the document back to the next meeting.

5. NEW BUSINESS - None

6. NEXT MEETING

SC-2021-009

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

That the Select Committee meeting of February 16, 2021 and subsequent meeting times be amended to 3:00 p.m. - 5:00 p.m. from 4:00 p.m. - 5:30 p.m.

CARRIED

7. ADJOURNMENT

SC-2021-010

**It was Moved by Trustee Langereis and Seconded by Trustee Wright,
That the meeting be adjourned at 5:55 p.m.**

CARRIED

Lee Middleton, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder