



Trust Council Select Committee Governance and Management Review Agenda

Date: Monday, April 19, 2021
Time: 3:00 pm
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Pages

1. LAND ACKNOWLEDGEMENT - CALL TO ORDER
2. APPROVAL OF AGENDA
3. ADOPTION OF MINUTES/COORDINATION
 - 3.1. March 29th draft minutes for adoption 2 - 4
 - 3.2. Resolutions Without Meeting
None
 - 3.3. Follow-up Action List (FUAL) 5 - 5
4. CLOSED MEETING (under separate cover)

That the Islands Trust Select Committee close this meeting to the public subject to Section 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 Islands Trust or another position appointed by Islands Trust and that staff be invited to remain in the meeting.
5. RISE AND REPORT
6. BUSINESS
7. NEXT MEETING

There are no further meetings scheduled for the Select Committee at this time.
8. ADJOURNMENT



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

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

Members Present Lee Middleton, Chair, Saturna Island Trustee
Kees Langereis, Vice Chair, Gabriola Island Trustee
Michael Kaile, Municipal Trustee, Bowen Island
David Critchley, Denman Island Trustee
Peter Luckham, Executive Committee Representative, Thetis Island Trustee
Paul Brent, Saturna Island Trustee
Steve Wright, South Pender Island Trustee

Absent: Deb Morrison, Trust Programs Committee Chair North Pender Island Trustee
Ben McConchie, North 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

Chair Middleton called the meeting to order at 3:03 p.m. stating gratitude to live and work on Coast Salish First Nation traditional and treaty territory.

2. APPROVAL OF AGENDA

SC-2021-019

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

CARRIED

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 March 1st draft minutes for adoption

SC-2021-020

It was Moved by Trustee Brent and Seconded by Trustee Langereis,
That the March 1st minutes be adopted as presented.

CARRIED

3.2 Resolutions without Meetings

Presented for information.

3.3 Follow-up Action List (FUAL).

Presented for information.

4. BUSINESS ITEMS

4.1 Request for Proposal (RFP) Evaluation Process

Julia Crosby, from B.C. Bid, spoke to the evaluation process once the April 6, 2021, closing date to receive submissions has passed.

Select Committee discussed creating a sub-group of committee members for the evaluation process, the procurement policy and corporate contracts, and how the evaluation process would be scored.

The electronic meeting crashed entirely and shut down at 4:35 p.m. All members reconnected and the meeting reconvened at 4:38 p.m.

Discussion on having all Select Committee members present when considering sub-committee membership ensued.

SC-2021-021

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

That we recess this meeting to a date that we can get the other two members (Trustees McConchie and Morrison) present.

DEFEATED

SC-2021-022

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

That the evaluation team consist of six people: three staff members, including the Chief Administrative Officer (CAO) and two others appointed by CAO plus, three trustees from the Select Committee and that Julia Crosby from BC Bid is the facilitator.

CARRIED

SC-2021-023

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

That Chair Middleton be one of the members on the evaluation committee.

CARRIED

Chair Middleton agreed to stand.

SC-2021-024

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

That Trustee Langereis be one of the members on the evaluation committee.

CARRIED

Vice Chair Langereis agreed to stand.

SC-2021-025

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

That Trustee Morrison be one of the members on the evaluation committee, and if unavailable or unwilling, that Trustee Brent be one of the members on the evaluation committee.

CARRIED

Chair Middleton will contact Trustee Morrison.

5. **NEW BUSINESS** - None

6. **NEXT MEETING**

Discussion followed, that the evaluation sub-committee will meet after the bidding closes and they have received the final submissions where they will score the submissions and report back to the next scheduled Select Committee meeting.

SC-2021-026

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

That the next Select Committee meeting be held on April 19th at 3:00 p.m.

CARRIED

7. **ADJOURNMENT**

SC-2021-027

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

That the meeting be adjourned at 5:07 p.m.

CARRIED

Lee Middleton, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



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

SC Mtg	WHO / Activity	TO	TARGET
SELECT COMMITTEE			
<i>March 29, 2021</i>	The evaluation team consists of trustees Middleton, Langereis and, Morrison and staff Hotsenpiller, Mobbs, and Thiel. Julia Crosby from B.C. Bid to facilitate consensus meeting scheduled April 16. Results reported at the April 19 th meeting.	SC	<i>April 19, 2021 DONE</i>
EXECUTIVE COORDINATOR FOSTER			
<i>March 29, 2021</i>	The next Select Committee meeting is scheduled for April 19 th at 3:00 p.m.		<i>DONE</i>
<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>