



**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. ADDOPTION 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 1<sup>st</sup> 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 19<sup>th</sup> 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**

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**Lee Middleton, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**