

Notes on the Governance Committee Meetings of:

August 1 Meeting:

Steve G. was elected as the Project Manager of the consultant project for which the RFP was recently issued until end of the project in March 2024.

David B. will become voting chair of the Committee for this period.

Steve presented and got agreement on the following schedule for the consultant selection up to Sept 11.

All members of the Committee will participate in the evaluation except if they have a conflict of interest regarding a specific proposing consultant.

**LCCJ SCHEDULE FOR THE SELECTION OF A CONSULTANT TO
DEVELOP A STRATEGIC PLAN, BUSINESS PLAN AND POLICY REVIEW**

Date	Activity	Responsible
Aug 1 to 20	Prepare draft consultant proposal evaluation format and methodology	Steve
Aug 21	Proposal Submissions	Consultants
	Meet & comment on evaluation method & format – identify conflict of interest	Gov Comm
Aug 22	Agreement on final version of evaluation format	Gov Comm
Aug 22 to Sept 5	Proposal evaluations and ranking	Gov Comm
Sept 6	Submission of evaluations to Steve G.	Gov Comm
Sept 7	Evaluation meeting 1 – preliminary ranking of candidates	Gov Comm
Sept 8	Evaluation meeting 2 – final recommended candidate – send to Board for approval	Gov Comm
Sept 11	Board confirmation	Board
	Notification to candidates	Steve

August 21 Meeting:

Steve presented a draft evaluation criteria matrix to be used in consultant evaluations. The committee has until Aug 22 to comment and make changes. Evaluation will begin directly after.

He also presented a scoring matrix which will be filled out by the 5 Committee members and Joellen who was asked to evaluate the proposals.

The following conflicts of interest were registered so that evaluators identified will not evaluate the designated proposals:

<u>Evaluator</u>	<u>Proposal</u>
Steve Graham	C. Peringer
Joellen McHard	C. Peringer Big Thinking – Jane Torrance

All evaluations will be complete and submitted to Steve by September 6. An in-person meeting will be held September 7 to discuss and revise findings if appropriate. A Final recommended consultant will be identified by the team September 8.