



## Trust Council Select Committee Review of Victoria Office Location

### Notice of Meeting and Proposed Agenda

**Date/Time:** Wednesday, October 21, 2015 2:00 p.m.

**Location:** Islands Trust Boardroom  
#200, 1627 Fort Street, Victoria, BC

**Select Committee Members:** Paul Brent, Clare Frater, Peter Grove, Robert Kojima, Bruce McConchie, Susan Morrison, Alison Morse, Dan Rogers

**Staff Support:**

Cindy Shelest, Director of Administrative Services  
TBD, Recorder and Committee Administrative Support

\* Indicates attachment

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### MEETING AGENDA

**1. CALL TO ORDER**

**2. ELECTION OF CHAIR**

**3. APPROVAL OF AGENDA**

- 3.1 Introduction of New Items
- 3.2 Approval of Agenda \*

**4. ADOPTION OF MINUTES/COORDINATION**

- 4.1 Adoption of minutes - none
- 4.2 Resolutions without Meeting – none
- 4.3 Follow Up Action list - none

**5. BUSINESS**

- 5.1 Review of Trust Council resolutions and input re Select Committee\*
- 5.2 Review of amended Terms of Reference – Adopted by Trust Council\*
- 5.3 Determination of scope and initial time frames
- 5.4 Initial outline of process to be followed in carrying out the object of the committee
- 5.5 Identify the resources and skill sets the members of the committee can provide.
- 5.6 Review of information sheets provided by IT staff and other resource materials (draft ToR)\*
- 5.7 Assignment of specific tasks and research.
- 5.8 Establishment of meeting schedule to March 31, 2016
- 5.9 Initial input regarding budget requests for fiscal 2016/17 IT budget
- 5.10 Budget request for remainder of FY 2015-2016

**6. ADJOURNMENT and NEXT MEETING DATE(S)**

- 6.1 Next meeting date: TBD