



Select Committee

Review of Victoria Office Location

Minutes of Regular Meeting

Date: October 21, 2015
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present

- Paul Brent
- Peter Grove
- Bruce McConchie
- Susan Morrison
- Alison Morse
- Dan Rogers
- Robert Kojima
- Clare Frater

Staff Present

- Cindy Shelest
- Linda Adams
- Carmen Thiel

1. CALL TO ORDER

The meeting was called to order at 2:00 pm

2. ELECTION OF CHAIR/VICE-CHAIR

Carmen Thiel explained the elections process to the committee.

Carmen Thiel called for nominations for Chair of the Select Committee.

Trustee McConchie was nominated for the position of Chair of the Select Committee and the nomination was Seconded. He was then asked if he accepts the nomination; he agreed to stand.

Carmen Thiel called a second time for nominations for Chair of the Select Committee.

Trustee Rogers was nominated for the position of Chair of the Select Committee and the nomination was Seconded. He was then asked if he accepts the nomination; he agreed to stand.

Carmen Thiel called a third and final time for nominations for Chair of the Select Committee. Hearing no further nominations, she declared the nominations closed.

There being more than one (1) nomination, ballots were distributed for a voting for the position of Chair. 2 staff members took the completed ballots to another room to count, they were tallied and Carmen Thiel declared a tie vote. She then advised that there being a tie vote that there would be a second vote and if there was a second tie, there would be a draw by lot.

Trustee Rogers immediately stated that he would like to step out of the running for the position of Chair.

Trustee McConchie then being the only nomination was declared Chair of the Select Committee.

He was congratulated by Carmen Thiel and the committee.

Carmen Thiel called for nominations for Vice Chair of the Select Committee.

Trustee Rogers was nominated for Vice Chair of the Select Committee and it was Seconded. He was asked if he accepts the nomination; he agreed to stand.

Carmen Thiel called a second time for nominations for Vice Chair of the Select Committee; hearing none she asked a third time. There were no further nominations for Vice Chair; she declared Trustee Rogers appointed to Vice Chair by acclamation.

Carmen Thiel asked the committee to join in congratulating Trustee Rogers in his appointment of Vice Chair.

Chair McConchie thanked the committee for his appointment as Chair.

3. APPROVAL OF AGENDA

Chair McConchie asked for any additions or amendments to the agenda.

The agenda was amended by adding item 5.11 – Extension of Office Lease

By general consent the Committee approved the agenda as amended.

4. ADOPTION OF MINUTES/COORDINATION

4.1 Minutes of Meetings

None

4.2 Resolutions Without Meeting

None

4.3 Follow-up Action List

None

5. WORK PROGRAM ITEMS

5.1 Review of TC resolutions re: Select Committee

Chair McConchie read aloud the Trust Council resolutions pertaining to the Select Committee – Review of Victoria Office Location (RVOL) and asked if anyone had any comments to add.

5.2 Review of amended Terms of Reference adopted by TC

The committee had a discussion regarding the Terms of Reference and it was suggested to delete the words “of the headquarters” in section 1.a).

RVOLSC-2015-001

It was Moved and Seconded that the Select Committee suggest Trust Council delete the words “of the headquarters” from Section 1 – Objectives of the Terms of Reference for Select Committee – Review of Victoria Office Location document.

CARRIED

5.3 Determination of scope and initial time frames

Chair McConchie opened up the discussion by going round table for input from the committee members on how to determine the scope and time frame.

There were a variety of opinions and questions posed:

- Present a number of options and establish a scope early
- Identify an unrealistic option to start the flow of ideas
- Look at all options regarding impact and significant effort required
- Early discussion on geography/criteria
- Does it make sense to move off of Vancouver Island?
- Are there good reasons to move either part or all of the office and where do we go?
- Look at the pros and cons of having a Northern Office
- Are there rules and regulations of Public Sector
- Put this discussion on hold until the Salt Spring Island Referendum is complete
- Options would change if Salt Spring Island remains part of the Islands Trust
- Brainstorm exercise for a one hour for suggestions on identifying options
- Would it benefit the constituents and trustees?
- What impact would it have on staff?

There was open discussion regarding the options as follows:

- to either continue until June assuming Salt Spring Island (SSI) stays with the trust or waiting until June to see if SSI referendum goes through
- Cindy Shelest to gather some information from MyHR regarding interpretations and cost benefits

The consensus was to continue to address the question; there was further discussion with more ideas as follows:

- keeping planning staff in Victoria, regardless of what happens with SSI
- finding a balance between getting information without spending all your time
- what are the other benefits/costs to moving the office – identifying what’s more important
- identifying what department is reliant with other Ministries for meetings
- identify the number of topics the committee wants to get done by next meeting
- go through these items at Trust Council
- determine framework

5.11 Early discussion of Office Lease

RVOLSC-2015-002

It was Moved and Seconded that the Select Committee supports the Financial Planning Committee's recommendation to extend the office lease to September 2017.

CARRIED

5.4 Initial outline of process to be followed in carrying out the object of the Committee

Cindy Shelest advised the committee that she knows of some information they might find to be useful and offered to email a PowerPoint presentation "Bohman and Deal's four frames of organization" to the committee members.

There was a consensus from the committee to receive this information.

5.5 Identify resources and skill sets of the Members of the Committee

Chair McConchie asked if any of the committee members possessed any specific skills that they thought would be of value for the committee to be aware of. Some skills were identified such as: legal resources and skills around Workplace Strategies.

5.6 Review of information sheets provided by Staff and other resource material

Linda Adams gave a brief overview of the objectives contained within the Terms of Reference (ToR) addressing things like; branding; impact on carbon footprint; maximize employment engagement; maintaining cohesiveness of staff; accessibility for disabled persons, etc. She went on to go over the resolutions that deleted sections from the ToR.

5.7 Assignment of specific tasks and research

There was discussion around the staff costs associated with the relocation of the office; Cindy Shelest to send out information to assist the committee ie; moving within 32 km.

Linda Adams and Cindy Shelest answered questions regarding: replacing staff; moving staff and the costs associated; exempt staff; and how it affects costs.

5.8 Establishment of meeting schedule to March 31, 2016

RVOLSC-2015-003

It was Moved and Seconded that the next two meetings of the Select Committee will be on November 18, 2015, at 1:30 pm, and January 19, 2016, at 1:30 pm.

CARRIED

Additional dates will be determined at the November 18, 2015 meeting.

5.9 Initial input regarding budget requests for 2016/17 budget

The committee discussed the timeline related to submitting a budget request for 2016/17.

5.10 Budget requests for remainder of FY 2015-2016

Cindy Shelest to provide a detailed breakdown of costs for the current year.

5.11 Extension of Office Lease

This item was addressed earlier after item 5.3; further discussion ensued regarding framework ie. Status Quo/Move to Salt Spring Island/Move to Sidney/Duncan.

6. ADJOURNMENT and NEXT MEETING DATES(S)

Chair McConchie asked the members to send their ideas for options and discussion items and criteria to Sharon Lloyd-deRosario, Committee Secretary, to compile for the next meeting.

6.1. NEXT MEETING

The next two (2) meetings of the Select Committee will be held November 18, 2015, at 1:30 pm, and January 19, 2016, at 1:30 pm., at the Islands Trust office at #200, 1627 Fort Street, Victoria, BC.

SCRVOL-2015-004

It was Moved and Seconded that the Select Committee meeting be adjourned at 3:42 pm.

CARRIED

Bruce McConchie, Chair

Certified Correct:

Sharon Lloyd-deRosario, Recorder