



# Select Committee to Review Victoria Office Location Agenda

**Date:** Tuesday, January 19, 2016  
**Time:** 1:30 pm - 3:30 pm  
**Location:** Islands Trust - Victoria  
200 - 1627 Fort Street, Victoria, BC

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	<b>Pages</b>
1. CALL TO ORDER	1:30 PM - 3:30 PM
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meetings	
3.1.1 <u>Select Committee Draft Minutes of November 18, 2015 - to Adopt (attached)</u>	3 - 6
3.2 Resolutions Without Meeting	
none	
3.3 Follow-up Action List (attached)	7 - 7
4. WORK PROGRAM ITEMS	
4.1 Review of Briefing Document "Public Service Agency - HR Advice Regarding Relocation" (verbal update)	
Re: the 12 month notice - Cindy Shelest to confirm what the clause means.	
4.2 Review November Meeting Workshop Results Regarding Analysis of Victoria and Salt Spring Locations (attached)	8 - 10
4.3 Review Any Other Resource Materials	
4.3.1 <u>Victoria Current Space Usage Document (attached)</u>	11 - 11
5. DISCUSSION ITEMS	
5.1 Workshop/Brainstorming Session	
To analyze remaining potential locations that are outside of the 32km distance from the current Victoria location (North Pender, Mayne, Gabriola, Nanaimo)	
5.2 Determine Whether Any Location Inside the 32Km Zone Should be Analyzed	
Time permitting, if potential location determined, continue analysis as in Item 5.1.	

**6. ON-GOING ITEMS**

6.1 Budget Requests to Trust Council for March Budget Session (pending)

6.2 Breifing - Meetings with Victoria Agencies (attached)

12 - 14

**7. NEW BUSINESS**

none

**8. NEXT MEETING**

8.1 March 2 - 1:30 pm - Victoria Islands Trust Office

**9. ADJOURNMENT**

3:30 PM - 3:30 PM



**Minutes of Regular Meeting**

**Date:** November 18, 2015  
**Location:** Islands Trust Victoria Office  
200, 1627 Fort Street, Victoria, BC

**Members Present**  
\_\_\_ Bruce McConchie, Chair  
\_\_\_ Dan Rogers, Vice Chair (arrived at 1:35 pm)  
\_\_\_ Paul Brent  
\_\_\_ Susan Morrison  
\_\_\_ Alison Morse  
\_\_\_ Peter Grove  
\_\_\_ Robert Kojima  
\_\_\_ Clare Frater

**Staff Present**  
\_\_\_ Cindy Shelest  
\_\_\_ Linda Adams

**1. CALL TO ORDER**

The meeting was called to order at 1:25 pm

**2. APPROVAL OF AGENDA**

Chair McConchie asked for any additions or comments for the agenda; there was the addition of Item 6.2.1: Briefing re: 2014-18 Strategic Plan

By general consent the Committee approved the agenda as submitted.

**3. ADOPTION OF MINUTES/COORDINATION**

**3.1 Minutes of Meetings**

**3.1.1 Select Committee Draft Minutes of October 21, 2015**

SCRVOL-2015-005

**It was Moved and Seconded that the Select Committee** Draft minutes of October 21, 2015 be Adopted as presented.

**CARRIED**

**3.2 Resolutions Without Meeting**

none

**3.3 Follow-up Action List**

Chair McConchie advised the committee that he would be creating a briefing to Trust Council regarding the amendment to the Terms of Reference.

#### **4. WORK PROGRAM ITEMS**

##### **4.1 Review of Briefing Document Titled "Public Service Agency - HR Advice Regarding Relocation"**

Chair McConchie opened the floor to Cindy Shelest to answer questions. She is to provide further clarification to the committee regarding working notice.

##### **4.2 Review of Resource "Boham and Deal's Four Frames of Organization"**

Chair McConchie referring to this resource asked the committee for their comments as to whether or not they saw this being helpful information.

In summary of the committee member's statements, though they appreciated the information, appeared to agree it wasn't as well suited to this committee's purpose as was Linda Adam's information she had presented at Trust Council.

##### **4.3 Review of Other Resource/Information Items**

Cindy Shelest made reference to a Staff working group – Leading Workplace Strategies. The group toured a few facilities and were given advice on how to implement this PSA initiative. She stated she would email the floor square footage document to the committee that Chair McConchie made reference to.

##### **4.4 Identify Options that are not to be Discussed Initially or are Outside the Scope of the Review**

There was an open discussion regarding whether or not to keep the office within the 32k zone for further discussions. Some main points raised were:

- Move through attrition
- 32k limit has large barriers such as: service/cost of move; loss of key staff; ferries
- Duncan and Ladysmith should be discounted
- Look at Sidney to Victoria / Mill Bay back down to Victoria
- Move only the Southern Planning Team to an Island
- Take moving the Head Office off the table outside of the 32k zone
- Nanaimo could be an option
- 1 person office – staff working from home – drop in office

By consent the Select Committee decided to keep their focus to moving the office only to Gabriola, Salt Spring, Pender and Mayne Trust Areas, as their direction for further discussion.

##### **4.5 Determination of Workshop Parameters - Whether the Discussion be Broken into Two Scenarios**

A. Salt Spring Island to Remain with Islands Trust

B. Salt Spring Island Incorporates

Discussion issued to determine the parameters of further discussion.

By consent the committee will continue their discussions based on the status quo, 'A – Salt Spring Island to remain with Islands Trust'.

There was a ten (10) minute break at 2:15 pm; the committee reconvened at 2:25 pm.

## 5. DISCUSSION ITEMS

### 5.1 Workshop/Brainstorming Session to Analyze Two Possible Options (first two areas identified in informational - Attachment 4)

- A. Full/Partial Move to Salt Spring Island
- B. Status Quo

Chair McConchie facilitated a brainstorming session based on the Pros and Cons and Gray areas of having the office in Victoria or outside of Victoria verses moving to Salt Spring Island.

## 6. ON-GOING ITEMS

### 6.1 Budget Requests to Trust Council

By consensus the Select Committee decided to leave the budget request as is.

Cindy Shelest gave a brief budget update.

### 6.2 Status Report for Trust Council

Chair McConchie to create a Status Report to Trust Council and send out to the committee to review prior to forwarding to Trust Council.

#### 6.2.1 Briefing re: Strategic Plan

##### SCRVOL-2015-006

**It was Moved and Seconded that the Select Committee** amend the Briefing: 2014-18 Strategic Plan, Policy Statement Goal C: "To sustain island character and healthy communities" table, by changing column "Activities and Phases" 5.5.2 and 5.5.3 Fiscal Year from 2015/16 to 2016/2017 and changing the due date to 2016.

**CARRIED**

## 7. NEW BUSINESS

none

## 8. NEXT MEETING

### 8.1 Set the 2016 Tentative Schedule of Meetings

By consent the Select Committee 2016 meetings will be scheduled on the same days that the Financial Planning Committee meetings are held.

The next meeting of the Select Committee will be held March 2, 2016, at 1:30 pm, at the Victoria Islands Trust office.

**9. ADJOURNMENT**

SCRVOL-2015-007

**It was Moved and Seconded that the Select Committee meeting be adjourned at 3:35 pm.**

**CARRIED**

\_\_\_\_\_  
Bruce McConchie, Chair

Certified Correct:

\_\_\_\_\_  
Sharon Lloyd-deRosario, Recorder



Islands Trust

## Select Committee Review of Victoria Office Location

### Follow-up Action List

SC Mtg	<b>Bold = regular items</b>	<b>WHO / Activity</b>	<b>TO</b>	<b>TARGET</b>
<b>BRUCE MCCONCHIE</b>				
<i>Standing Item</i>		Prepare Draft agenda for next meeting & forward to Committee Secretary	SLD	Ongoing
<i>Nov. 18/15</i>		To create a briefing to TC re amendments to the Terms of Reference	TC	
<b>CINDY SHELEST</b>				
<i>Nov. 18/15</i>		To provide further clarification to the SC regarding working notice	SC	Jan. 19/16
<i>Nov. 18/15</i>		To email the floor square footage document to SC	SC	asap
<b>SHARON LLOYD-DEROSARIO</b>				
<i>Standing Item</i>		Prepare draft minutes for next meeting - Nov 18/15 (Consideration to Adopt)	SC	Ongoing
<i>Standing Item</i>		Create Draft agenda in E-scribe - circulate agenda package for next meeting	SC	Jan. 12/16
<i>Standing Item</i>		Update FUAL for next meeting agenda	SC	Ongoing

SELECT COMMITTEE (RVOL) NOVEMBER 18<sup>TH</sup> MEETING – BRAINSTORM SESSION

BLUE – STAFF INTERESTS AFFECTED

RED – COMMUNITY INTERESTS AFFECTED

**1627 FORT STREET, VICTORIA**

PRO – BLACK AND WHITE (Can be proven or quantified)

Access to large labour pool

Space currently functional with enough space

Access to alternative space if needed

Access to provincial and other governmental agencies

Access to training

Spousal job locations

Good access to full range of community services

Diversity of housing

No change to cost

Transportation hub (buses etc)

Lower lease costs (B-C class building)

PRO – GRAY (Subjective or not easily quantified)

Staff more objective

Staff has more anonymity

High employee retention

CON – BLACK AND WHITE

Inconvenient access to Ferries and Up island

Transit not convenient

Lack of parking

Cost of living in Victoria

Not a “Green” building

Higher utility costs

Taxes exported out of Trust Area

Transit not convenient

Lack of parking



CON –GRAY

Staff disconnected from communities  
Lack of visibility for the Islands Trust organization  
Staff functions less understood by communities  
Perception that the power centre is misplaced

**SALT SPRING ISLAND**

PRO – BLACK AND WHITE

Largest single Trust area island population  
Best labour pool in the Trust area  
Best office options in the Trust area  
Best services and amenities in the Trust area  
Closer access to the SS staff planning department

Geographically central  
Best office options in the Trust area  
Good transportation options  
Tax dollars kept in the Trust Area

PRO – GRAY

Lifestyle  
Staff community understanding  
Job opportunities in the Islands Trust organization for locals

Job opportunities in the Islands Trust organization for locals  
Increased Island Trust presence

CON – BLACK AND WHITE

Difficult access from other Trust areas  
Smaller access to labour pool versus Victoria/Nanaimo  
Limited work opportunities for spouses  
Limited access to higher education  
More obstacles to professional development  
Fewer housing options than the Victoria area  
Reduced access to other governmental agencies  
Limited office space

Added strain on community infrastructure

CON – GRAY

Lifestyle

Lack of anonymity for staff

Staff turnover

Potential increase in staff family travel costs

Other Trust areas jealous of tax dollars being spent on SS

Staff turnover

Current Victoria space useage

Executive and TC / 1100

Trust Area Services / 825

Admin Services (including Mapping) / 2361

Planning / 2200

Trust Fund / 956

Bylaw / 270

Shared space / 751

Total / 8463 sq ft



**To:** Victoria Office Location Review  
Select Committee

**For the Meeting of:** January 19, 2015.

**From:** Cindy Shelest, Director  
Administrative Services

**File No.:** VOLRSC

**SUBJECT: MEETINGS WITH VICTORIA-BASED AGENCIES**

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**DESCRIPTION OF ISSUE:**

On November 10, 2015, Chair McConchie requested the VOLR Select Committee be provided information regarding the “Victoria based agencies that the Islands Trust Victoria office staff regularly meet with and how often these meetings need to take place”. Attached is the result of polling senior managers within their units with respect to this information request.

**BACKGROUND:**

During the October meeting of the Select Committee we discussed the information needed to inform their ongoing discussions. One of those items was identifying the other Victoria based agencies that the Islands Trust Victoria office staff regularly meet with and how often these meetings need to take place.

**ATTACHMENT(S):**

Summary of feedback received from polling senior managers.

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**AVAILABLE OPTIONS:**

Receive for information.

**FOLLOW-UP:**

Dependent upon the direction of the VOLR Select Committee.

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**Prepared By:** Cindy Shelest, Director Administrative Services

**Reviewed By:** Chair Bruce McConchie

**Date:** January 5, 2016

Unit	Director/Senior Manager	Meetings
Executive Office	Linda Adams, CAO	<p>Every 2 months - Meetings with the local CAO group (to share information about common issues)</p> <p>4 -- 6 times a year - Meetings with staff from Ministry of Community, Sport and Cultural Development</p> <p>4 -- 6 times a year - Meetings with other senior provincial staff</p> <p>2 – 4 times a year - Meetings with senior CRD staff</p> <p>1 – 2 times a year - Meetings with PSA</p> <p>1-- 3 times a year - Meetings with ministers or assistant deputy ministers (usually with Executive Committee)</p> <p>2 – 4 times a year – attend training offered in Victoria</p>
Executive Office	Carmen Thiel, Manager Legislative Services	<p>3 times per year: meet with Clerks/Corporate Officers from the 13 municipalities and regional district within the CRD</p> <p>2 – 3 times per year: attend training/educational sessions in Victoria sponsored by ARMA (Association of Records Managers and Administrators)</p> <p>1 – 2 times per year: attend meetings with CRD staff – more often in local government election years</p>
Trust Area Services	Lisa Gordon, Director	<p>Director –monthly with contractors and provincial staff by phone, rarely in person</p> <p>Communications Specialist – monthly with contractors by phone</p> <p>Policy Analyst - 1 in-person meeting per year with CRD.</p> <p>Most agency and community liaison by phone.</p>
Trust Fund Board	Lisa Gordon, Director	<p>Victoria based agencies include: Land Trust Alliance of BC, University of Victoria, Nature Conservancy of Canada, Habitat Acquisition Trust, The Land Conservancy, Parks Canada (Sidney) and CRD.</p> <p>Property Manager - 1 meeting per year in Victoria with Victoria-based agencies. Estimates 5 meetings per year in Victoria with island-based orgs or island landowners</p> <p>Manager - 5 meetings per year in Victoria with Victoria-based agencies. Estimates 4 meetings per year in Victoria with island-based organizations or island landowners</p> <p>Eco-System Protection Specialist - 2 meetings per year in Victoria with Victoria-based agencies. Estimates 7 meetings per year in Victoria with island-based organizations or island landowners and non-Victoria contractors</p>

Local Planning Services	David Marlor, Director	<p>Ministry of Community, Sport and Cultural Development - frequent - mostly by phone, but in person several times a year</p> <p>Ministry of Transportation - frequent - mostly by phone or email - in person a few times a year</p> <p>Capital Regional District - frequently - building inspection referrals, parks function, climate change working group and property services functions.</p> <p>Other provincial agencies are contacted much less frequently and usually by email or phone.</p>
Information Services	Cindy Shelest, Director	<p>GIS meets on a semi regular basis with CRD partners (Inter-Municipal GIS or IMGIS), and ICIS (Integrated Cadastral Information Society).</p> <p>IT Coordinator specifically meets with, and works with, a number of agencies/contractors within Victoria:</p> <ul style="list-style-type: none"> <li>• Victoria Radio (cell phones)</li> <li>• Think (Virtual Machine/Server Support)</li> <li>• Blackman (Tier II IT Support)</li> <li>• Canada RAM (retail supplies)</li> </ul>
Finance/HR	Cindy Shelest	None – all agency contact by telephone or email.