



Trust Council Select Committee Review of Victoria Office Location

Notice of Meeting and Proposed Agenda

Date/Time: Tuesday, January 19, 2016 1:30 p.m.

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

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

Staff Support:

Cindy Shelest, Director of Administrative Services
Sharon Lloyd-deRosario, Recorder and Committee Secretary

* Indicates attachment

MEETING AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES/COORDINATION

- 3.1 Minutes of Meeting
 - 3.1.1 Select Committee Draft Minutes of November 18, 2015 (to Adopt)*
- 3.2 Resolutions without Meeting – none
- 3.3 Follow Up Action list*

4. WORK PROGRAM ITEMS

- 4.1 Review of Briefing Document “Public Service Agency – HR Advice Regarding Relocation (verbal update)
- 4.2 Review November Meeting Workshop Results Regarding Analysis of Victoria and Salt Spring Locations*
- 4.3 Review any Other Resource Materials
 - 4.3.1 Victoria Current Space Usage Document*

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, and 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*
- 6.2 Briefing – Meetings with Victoria Agencies*

7. NEW BUSINESS - none

8. NEXT MEETING

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

9. ADJOURNMENT