



Select Committee to Review Victoria Office Location Agenda

Date: Tuesday, May 31, 2016
 Time: 1:30 pm - 4:00 pm
 Location: Islands Trust Victoria Boardroom
 200-1627 Fort Street, Victoria, BC

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. In-Camera Meeting (Agenda Distributed Under Separate Cover)
 - 3.1 Motion to Close Meeting

THAT the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90 (1) (a) & (c) for the purpose of considering:

 - *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Islands Trust ;*
 - *matters related to labour relations or other employee relations*

AND that the recorder, staff members of the committee and CAO attend the meeting.
 - 3.2 Recall to Order
 - 3.3 Rise and Report
4. ADOPTION OF MINUTES/COORDINATION
 - 4.1 Minutes of January 19, 2016 Meeting (for Adoption) 3 - 5
 - 4.2 Resolutions Without Meeting (for information)
 - 4.2.1 Resolution Dated February 4, 2016 - SCRVOL-RWM-2016-001 6 - 6
 - 4.3 Follow-up Action List 7 - 7
5. WORK PROGRAM ITEMS
 - 5.1 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
 - 5.2 Review Any Other Resource Materials

6. DISCUSSION ITEMS

6.1 Review and Revise Process Re Brainstorming Sessions

6.2 Identify and Prioritize Major Considerations

6.3 Trust Fund Board Input as Per the Terms of Reference 6.4

6.3.1 TFB Input Document Dated May 12, 2016

8 - 8

6.4 Potential Proposals for Trust Council Consideration

7. ON-GOING ITEMS

none

8. NEW BUSINESS

8.1 2015-2016 Annual Report - Review of Victoria Office Location (RVOL) Select Committee Input

9 - 9

9. NEXT MEETING

9.1 The next meeting of the Review of Victoria Office Location Select Committee is tentatively scheduled for Wednesday, August 24, 2016, at the Victoria Islands Trust office

To be discussed

10. ADJOURNMENT



Select Committee

Review of Victoria Office Location

DRAFT

Minutes of Regular Meeting

Date: January 19, 2016
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Members Present

- Dan Rogers, Vice Chair
- Paul Brent
- Peter Grove
- Susan Morrison
- Alison Morse
- Robert Kojima, Regional Planning Manager
- Clare Frater, Policy Analyst

Staff Present

- Russ Hotsenpiller, CAO
- Cindy Shelest, Director, Administrative Services

Regrets Bruce McConchie, Chair (absent due to travel commitments)

1. CALL TO ORDER

In the absence of Chair McConchie, Vice Chair Rogers called the meeting to order at 1:32 p.m.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration, if time permits:

- 5.3 Partial Move of Victoria Office Pros and Cons
- 5.4 Information That Needs to be Collected for Decision Making

By general consent the agenda as amended was approved.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Select Committee Draft Minutes of November 18, 2015

SCRVOL-2016-001

It was MOVED and SECONDED,

that the Select Committee draft minutes of November 18, 2015, be amended by:

- replacing “32k” with “32 km” in item 4.4
- replacing “issued” with “ensued” in item 4.5
- inserting “recommend that Trust Council” in item 6.2.1
- replacing “March 2” with “January 19” in item 8.1

And that the minutes as amended be adopted.

CARRIED

3.2 Resolutions Without Meeting

None

3.3 Follow-up Action List

The follow-up action list was provided for information and review.

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 was unable to contact PSA and will clarify the meaning of the clause by next meeting.

4.2 Review November Meeting Workshop Results Regarding Analysis of Victoria and Salt Spring Locations

There was discussion on the workshop and the following points were raised:

- it was a useful exercise but not complete as the results require more complex analysis;
- not all points should carry the same weight;
- the "grey" cons need to be considered more fully.

The exercise revealed the main reason for the discussion of a relocation and those should be recognized in discussion.

4.3 Review Any Other Resource Materials

4.3.1 Victoria Current Space Usage Document

There was discussion on the document and the following questions were raised:

- What amount of office space is needed by staff?
- Do all staff need dedicated space?
- Which staff need to work in the same location ie where does comradery and collegiality fit in
- That admin/Executive take up roughly 2x the amount of space as planning staff
- What is the availability and affordability of office space in Victoria and Salt Spring Island?

5. DISCUSSION ITEMS

5.1 Workshop/Brainstorming Session

This item was not discussed and is to be carried forward to a future meeting.

5.2 Determine Whether Any Location Inside the 32Km Zone Should be Analyzed

This item was not discussed and is to be carried forward to a future meeting.

5.3 Pros and Cons of a Partial Move of Victoria Office

There was discussion around the possibility of moving a portion of the Victoria office while maintaining a presence within Victoria.

5.4 Information That Needs to be Collected for Decision Making

This item was not discussed and is to be carried forward to a future meeting.

6. ON-GOING ITEMS

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

The Committee concurred that the existing budget approved by Trust Council at their December 2015 meeting is sufficient for the Committee's needs in 2016/17.

6.2 Briefing - Meetings with Victoria Agencies

Committee members reviewed and discussed the above noted briefing. The date on the briefing should be 2016, not 2015. CAO Hotsenpiller commented that he would likely be meeting with staff from the Ministry of Community, Sport and Cultural Development 6 to 8 times a year rather than the noted 4 to 6 times a year.

7. NEW BUSINESS

None

8. NEXT MEETING

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

9. ADJOURNMENT

By General Consent the meeting was adjourned at 3:10 p.m.

Dan Rogers, Vice Chair

Certified Correct:

Robert Barlow, Recorder

RESOLUTION WITHOUT MEETING

RWM Number: SCRVOL-RWM-2016-001

It was Moved by Susan Morrison and Seconded by Alison Morse:

That the Select Committee Review of Victoria Office Location, regular meeting of March 2, 2016, be cancelled.

Please vote on the above motion by completing the ballots below:

IN FAVOUR

OPPOSED

Alison Morse

Signature/Phone/Email Approval

Feb. 3/16

Date

IN FAVOUR

OPPOSED

Susan Morrison

Signature/Phone/Email Approval

Feb. 4/16

Date

IN FAVOUR

OPPOSED

Bruce McConchie

Signature/Phone/Email Approval

Feb. 4/16

Date

IN FAVOUR

OPPOSED

Peter Grove

Signature/Phone/Email Approval

Feb. 3/16

Date

IN FAVOUR

OPPOSED

Robert Kojima

Signature/Phone/Email Approval

Feb. 4/16

Date

IN FAVOUR

OPPOSED

Dan Rogers

Signature/Phone/Email Approval

Feb. 4/16

Date

IN FAVOUR

OPPOSED

Paul Brent

Signature/Phone/Email Approval

Feb. 4/16

Date

IN FAVOUR

OPPOSED

Clare Frater

Signature/Phone/Email Approval

Feb. 4/16

Date

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION CARRIED, IN ACCORDANCE WITH SECTION 13 OF THE ISLANDS TRUST ACT, THIS 4th DAY OF February, 2016.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 4th DAY OF February, 2016.

S. L. deRosario

Secretary or Designate's Signature

S. L. deRosario

Recording Staff's Signature (if applicable)



Islands Trust

**Select Committee
Review of Victoria Office Location**

Follow-up Action List

SC Mtg	Bold = regular items	WHO / Activity	TO	TARGET
BRUCE MCCONCHIE				
<i>Standing Item</i>		Prepare Draft agenda for next meeting & forward to Committee Secretary	SLD	Ongoing
CINDY SHELEST				
<i>Nov. 18/15</i>		To provide further clarification to the SC regarding working notice	SC	May 31/16
SHARON LLOYD-DEROSARIO				
<i>Standing Item</i>		Prepare draft minutes for next meeting – May 31/16 (Consideration to Adopt)	SC	Ongoing
<i>Standing Item</i>		Create Draft agenda in E-scribe - circulate agenda package for next meeting	SC	May/16
<i>Standing Item</i>		Update FUAL for next meeting agenda	SC	Ongoing

To: Bruce McConchie
(Chair, Select Committee to Review Victoria Office location)

From: Tony Law
(Chair, Trust Fund Board)

12 May 2016

Office location and Trust Fund Board operations

1. Location to best serve constituents

The Islands Trust Fund manages protected areas (nature reserves and covenanted lands) in every local trust area and Bowen Island Municipality throughout the region. This involves travel to address land management, to meet with our on-island management partners, to conduct on-site assessment of conservation proposals, to participate in land acquisition projects, to develop relationships with potential donors, to conduct/participate in public processes, etc.

In particular, 10 of our nature reserves are in the southern Gulf Islands accessed through Swartz Bay and 15 are in the northern Gulf Islands and Howe Sound accessed through Nanaimo, French Creek and Buckley Bay. A current focus is on developing protected areas on Thetis, Lasqueti and Gambier Islands. The extension of NAPTEP to Bowen Island Municipality may generate more need to respond to conservation proposals on that island.

For the Islands Trust Fund to effectively carry out its work and serve its clientele, an office location should provide efficient access to both Swartz Bay and to north of the Malahat (Chemainus, Nanaimo, French Creek and Buckley Bay). Both Board members and staff mentioned that direct access by public transportation would be an advantage.

2. Implications of moving office more than 32 kilometres from present location

Such a move would likely have serious implications for the retention and recruitment of staff, which comprise by far the most important resource for the effectiveness of our operations. There are two considerations: professional skills and continuity. The Islands Trust Fund has specialized staff. Location is significant for staff members who have partners who also need to access employment (often professional) and who have children with educational and social needs. The success of the Islands Trust Fund is largely based on person-to-person relationship-building with existing and potential clients and partners which can take time (often years) to bring results.

A change in location more than 32 kilometres from the present location could have serious impacts on the Islands Trust Fund's work through the loss of existing staff and challenges in recruiting suitable replacement staff.

3. Office square footage needs

The Islands Trust Fund's current office space is adequate for our current staff. We do not anticipate any increase in staff over the next five years. Staff increase may be a consideration beyond that time frame.

REVIEW OF VICTORIA OFFICE LOCATION (RVOL) SELECT COMMITTEE ROLE

To investigate whether relocation of some or all of the Islands Trust Victoria head office might better serve the interests of Trust Area constituents.

The RVOL Select Committee was established by resolution of the Islands Trust Council on September 17, 2015.

Members

The select committee consists of 8 members as follows:

- a. 6 trustees appointed by and from the Islands Trust Council
- b. 2 Islands Trust staff members appointed by Trust Council, on recommendation of the Chief Administrative Officer.

Bruce McConchie (Chair), South Pender Island (Local Trustee)
Dan Rogers (Vice Chair), Gambier Island (Local Trustee)
Alison Morse, Bowen Island (Local Trustee)
Susan Morrison, Lasqueti Island (Vice-Chair, Executive Committee)
Paul Brent, Saturna Island (Chair, Local Planning Committee)
Peter Grove, Salt Spring Island (Chair, Financial Planning Committee)
Robert Kojima, Regional Planning Manager (LPS Southern Team)
Clare Frater, Policy Advisor, TAS

2015-2016 Highlights

In the reporting period the Select Committee (RVOL) held three meetings, October 21, November 18 and January 19th. The initial meeting's agenda was to select a Chair, review the Trust Council approved Terms of Reference and discuss the process going forward.

The November and January meeting agendas focused on further defining the scope of the committee's study. The committee members also started the process of identifying possible options and the associated ramifications. Discussions were based on the status quo "Salt Spring Island to remain with Islands Trust as a Local Trust Committee".

The Select Committee's next meeting will be held on May 31, 2016, at 1:30 pm, in the Victoria Islands Trust office.