



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