



Select Committee
Review of Victoria Office Location

ADOPTED

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

- Linda Adams
- Cindy Shelest

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 agenda as amended was approved.

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 32 km zone for further discussions. Some main points raised were:

- Move through attrition
- 32 km 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 32km zone
- Nanaimo could be an option
- 1 person office – staff working from home – drop in office

By general 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 ensued to determine the parameters of further discussion.

By general 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 versus 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

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It was Moved and Seconded that the Select Committee recommend that Trust Council 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 general 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 January 19, 2016, at 1:30 pm, at the Victoria Islands Trust office.

9. ADJOURNMENT

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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