



Select Committee to Review Victoria Office Location Agenda

Date: Wednesday, August 24, 2016
Time: 2:15 pm - 4:15 pm
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meetings	
3.1.1 <u>Select Committee Draft Minutes of May 31, 2016 (attached)</u>	2 - 6
3.2 Resolutions Without Meeting	
none	
3.3 Follow-up Action List (attached)	7 - 7
4. WORK PROGRAM ITEMS	
4.1 Identify Options For Continued Work of the Committee	
(for possible inclusion in RFD to Trust Council)	
5. DISCUSSION ITEMS	
none	
6. ON-GOING ITEMS	
6.1 Draft Request for Decision to September Trust Council - Discussion (Briefing & RFD attached)	8 - 12
7. NEW BUSINESS	
7.1 Budget Request 2017/2018 Fiscal Year	
verbal	
8. NEXT MEETING - To Be Determined	
9. ADJOURNMENT	

Select Committee
Review of Victoria Office Location

Minutes of Regular Meeting

Date: May 31, 2016
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present

- ___ Bruce McConchie, Chair
- ___ Dan Rogers, Vice Chair
- ___ Paul Brent
- ___ Peter Grove
- ___ Susan Morrison
- ___ Alison Morse – attended via conference call

- ___ Robert Kojima, Regional Planning Manager
- ___ Clare Frater, Policy Analyst

Staff Present

- ___ Cindy Shelest, Director, Administrative Services
- ___ Russ Hotsenpiller, CAO
- ___ Mandy Giesbrecht, Executive Coordinator

1. CALL TO ORDER

The meeting was called to order at 1:31 pm

2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as submitted.

3. In-Camera Meeting (Agenda Distributed Under Separate Cover)

3.1 Motion to Close Meeting

SCRVOL-2016-002

It was MOVED and SECONDED,

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.

CARRIED

See separate In-Camera minutes of same date.

3.2 Recall to Order

SCRVOL-2016-003

It was MOVED and SECONDED,
That the meeting be reopened to the public.

CARRIED

The meeting was recalled to order at 1:50 pm.

3.3 Rise and Report

There was nothing to report.

4. ADOPTION OF MINUTES/COORDINATION

4.1 Minutes of January 19, 2016 Meeting (for Adoption)

Chair McConchie asked if there were any amendments to the minutes; there were none.

SCRVOL-2016-004

It was MOVED and SECONDED,
That the Select Committee meeting minutes of January 19, 2016, be adopted.

CARRIED

4.2 Resolutions Without Meeting (for information)

4.2.1 Resolution Dated February 4, 2016 - SCRVOL-RWM-2016-001

This item was presented for information

4.3 Follow-up Action List

This item was presented for information

5. WORK PROGRAM ITEMS

5.1 Review of Briefing Document "Public Service Agency - HR Advice Regarding Relocation"

Director Shelest confirmed that a working notice can be given as one option; or staff can leave with a severance payout as per the BCGEU agreement.

5.2 Review Any Other Resource Materials

none

6. DISCUSSION ITEMS

6.1 Review and Revise Process Re Brainstorming Sessions

Chair McConchie gave a brief overview of the happenings from the brainstorming sessions.

6.2 Identify and Prioritize Major Considerations

Chair McConchie opened the floor to the members for discussion and input; various points were made as follows:

- Head office in Victoria with a
- Satellite office in Sidney – what would that service?
- Move admin/senior Exec staff
- More staff presence on the islands
- Move southern team to Sidney
- Offer a new position based on particular island; moving to Sidney
- Islanders view Sidney as downtown – better service? Interaction via email; is there a cost?
- Sidney - economic benefit or visual effect?
- 32 km radius – practical reality? No big enough office space on any Islands
- Quantify synergy – planners satellite office/safe?
- A couple of on-island offices exist – revisit planner office hours
- Satellite office should stay central
- Sidney is easier access than Victoria
- Move whole office to Nanaimo and eliminate Gabriola office
- Terminology mixed up – the other offices are considered to be satellite offices – Sidney has been discussed; what about Pender, Galiano, Denman
- Identified points – visibility of Island Trust to constituents
- Regular island office hours have been kept for 7 years now; could be more visible ie Pender Driftwood Centre / offices vary from one island to the next, some busy others not
- Q -What would preclude us from putting a planner on Pender?
- A – hard to hire and keep someone long term – issues on SS with hiring
- Focus on client service – a presence on Islands – Sidney, second option rather than Victoria
- It is a service, what is the expectation? Help with process/advice/access/face to face verse email/generational change/materials distributed electronically
- Perceived problem - lack of access? Measure the past 2 years from the public's view
- Not all IT staff understand what islanders go through on islands; not all staff have been around as long as some senior staff
- Consideration of tax money
- SSI incorporates – more of a ripple effect than where the office is located - re reconcile; personnel; change of service; limited resources; mandate
- Premature discussion – SSI incorporates in 2018 at the earliest - Planning team is more valid at this time
- 5 offices – 6 islands don't have offices – 2 have office hours / where's the squeaky wheel? This is not a trust wide issue

- Victoria office lease due in 2017 / office space deteriorating
- Look at other planning models for servicing the Islands

Chair McConchie stated that the committee has made some valuable ground work in this meeting; he called for a five (5) minute break at 2:30 pm.

The meeting reconvened at 2:35 pm.

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

6.3.1 TFB Input Document Dated May 12, 2016

Upon review of the TFB document- it was concluded that the TFB members would prefer to stay in Victoria.

6.4 Potential Proposals for Trust Council Consideration

The question was put forward: Are we confident that we should not move from Victoria at this time? Consensus response was “Yes”.

SCRVOL-2016-005

It was MOVED that the Select Committee recommend to Trust Council that there be no change in the Greater Victoria area office for at least 5 years regarding senior administrative staff, Trust Fund Board and related entities.

Discussion ensued with regard to providing a RFD to Trust Council in September. It was suggested to report on deliberations to date, leading to conclusion at this time.

SCRVOL-2016-006

It was MOVED and SECONDED that resolution SCRVOL 2016-005 be tabled.

CARRIED

By general consensus the committee recommended that Chair McConchie create a RFD to Trust Council for September.

After further discussion regarding “what are the issues” it was suggested that Robert Kojima report back with different scenarios of how we deliver service – the issues and cost benefits, for the next meeting.

Chair McConchie asked that this direction to create a RFD be placed on the FUAL. He added that if this is the only item for the next meeting they may have a go-to-meeting or do a RWM.

7. ON-GOING ITEMS

none

8. NEW BUSINESS

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

Chair McConchie asked if the members were happy with the wording that he had placed in the annual report; it was suggested to remove the last sentence and delete the words “with Islands Trust” under the 2015-2016 Highlights, at the end of the second paragraph.

9. NEXT MEETING

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

To be discussed

10. ADJOURNMENT

By general consent the meeting was adjourned at 3:26 pm..

Paul Brent, Chair

Certified Correct:

Sharon Lloyd-deRosario, Recorder



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
<i>May 31/16</i>		Prepare a Draft RFD to Trust Council in September	SC	Aug. 24/16
ROBERT KOJIMA				
<i>May 31/16</i>		Report back re different scenarios "how we deliver service" issues & cost benefits	SC	Ongoing
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	Aug. 17/16
<i>Standing Item</i>		Update FUAL for next meeting agenda	SC	Ongoing

To: Select Committee to Review Victoria Office Location **For the Meeting of:** August 24, 2016

From: Bruce McConchie, Chair **Date prepared:** August 16, 2016

SUBJECT: DRAFT BRIEFING TO TRUST COUNCIL

DESCRIPTION OF ISSUE:

At its May 31, 2016 meeting, the Select Committee (RVOL) reached a consensus that Chair McConchie work with staff to create a draft Request For Decision (RFD) that includes a recommendation to Trust Council for consideration at its regular meeting in September. The recommendation would reflect the consensus of the SCR VOL regarding senior administrative staff, Trust Fund Board (TFB) and “related entities”

BACKGROUND:

Building on the research and debate from previous meetings and following further discussion and debate, the following resolution was proposed at the May 31, 2016 meeting:

SCR VOL-2016-005

It was MOVED that the Select Committee recommend to Trust Council that there be no change in the Greater Victoria area office for at least 5 years regarding senior administrative staff, Trust Fund Board and related entities.

Discussion ensued with regard to providing a RFD to Trust Council in September.

It was suggested to report on deliberations to date, leading to conclusion at this time.

SCR VOL-2016-006

It was MOVED and SECONDED that resolution SCR VOL 2016-005 be tabled.

CARRIED

A draft RFD has been created and is attached to this briefing. Some specific questions have been highlighted in the document for your consideration and feedback at the August 24, 2016 meeting. It is anticipated that the SCR VOL will finalize the wording in this draft RFD.

ATTACHMENT(S):

Draft RFD - Recommendation to Trust Council dated August 10, 2016

AVAILABLE OPTIONS:

To be determined by the Committee at its August 24, 2016 meeting.

FOLLOW-UP:

Once the Committee has provided comments, the Chair will ensure the necessary changes to the RFD are completed.

The finalized RFD for Trust Council will be forwarded to CAO Hotsenpiller to add his comments to the document prior to it being forwarded to Trust Council's September meeting.

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Bruce McConchie, Chair
August 16, 2016



DRAFT
REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** September 13-15, 2016
From: Bruce McConchie, Chair **Date Prepared:** August 10, 2016
Select Committee to Review Victoria
Office Location

**SUBJECT: SELECT COMMITTEE TO REVIEW VICTORIA OFFICE LOCATION –
RECOMMENDATION TO TRUST COUNCIL**

RECOMMENDATION:

That there be no change in the Greater Victoria area office for at least five (5) years regarding senior administrative staff, Trust Fund Board and related entities. Note: "related entities" needs to be defined at the August 24th SCVOL meeting

Suggested change to the wording of the recommendation:

That the Management Team, their administrative support staff and the Trust Fund Board remain in their current location for at least five (5) years.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

[for Russ' comments]

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The Select Committee to review Victoria Office Location has narrowed its analysis to focus on reviewing departments other than those noted in this recommendation. It will continue its work based on the direction of Trust Council.

FINANCIAL:

A \$35,000 budget was provided for the Select Committee to develop its recommendations for Trust Council approval. Unless Trust Council directs the Select Committee to engage a private consultant, it will likely not require the full use of these funds in 2016-17.

POLICY:

None

IMPLEMENTATION/COMMUNICATIONS:

The minutes of the Select Committee will continue to be posted to the Islands Trust website and Trust Council will receive progress reports at its regularly scheduled meetings.

The Chief Administrative Officer will communicate with staff to ensure they understand the direction being recommended by the Select Committee to Trust Council.

OTHER: None

BACKGROUND

Trust Council established a Select Committee for Review of Victoria Office Location in September 2015. The objective, as stated in the approved Terms of Reference amended December 10, 2015, is:

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

Since its creation, the Select Committee has had five meetings (October 21, 2015; November 18, 2015; January 19, 2016; and May 31, 2016; August 24, 2016). Discussions have focused on potential options, identifying both positive and negative aspects in relation to the status quo under two scenarios; within a 32km radius of the current location and beyond a 32 km radius (BCGEU contractual limits).

In depth background information as to the committee discussions is contained within the approved minutes and are available on the Islands Trust website for review at

<http://www.islandstrust.bc.ca/trust-council/council-committees/select-committees/>

The major factors identified by the committee in support of its recommendation are as follows:

- At this point the cost considerations, both contractual and physical, of a Victoria office move outside of a 32 km radius from present location are significant and may not be offset by benefits to the Trust Area constituents.
- The Islands Trust Management Team maintains a regular meeting schedule with a number of provincial government departments in Victoria.
- The uncertainty surrounding the Salt Spring Island referendum issue affects a possible location consideration
- Input from the Chair of the Trust Fund Board indicated that access to all Trust areas and staff retention were major factors supporting maintaining its present location

REPORT/DOCUMENTS: (Attached)

Victoria office usage

Trust Fund Board letter to committee – May 12, 2016

Briefing document – Jan. 5, 2016 – Meetings with Victoria agencies

KEY ISSUE(S)/CONCEPT(S):

Victoria Office location.

RELEVANT POLICY:

None

DESIRED OUTCOME:

That Trust Council approves the recommendation of the Select Committee

That Trust Council endorses the continued work program of the Select Committee (note: will require the SC to develop at its Aug. 24th meeting).

RESPONSE OPTIONS

Recommended:

That there be no change in the Greater Victoria area office for at least five (5) years regarding senior administrative staff, Trust Fund Board and related entities.

Suggested change to the wording of the recommendation:

That the Management Team, their administrative support staff and the Trust Fund Board remain in their current location for at least five (5) years.

Alternatives: Note: To be determined by the SC at its August 24th meeting

Suggestions?

That Trust Council provide alternate direction to the Select Committee.

That Trust Council direct the Select Committee to suspend further work until the Salt Spring Island incorporation referendum initiative is resolved

That Trust Council direct the SC to engage an independent consultant to “investigate whether relocation of some or all of the Islands Trust Victoria office staff positions might better serve the interests of Trust Area constituents”.

Prepared By: Bruce McConchie, Chair, Select Committee to Review Victoria Office Location

Reviewed By: Cindy Shelest, Director Administrative Services

Reviewed By/Date:

Russ Hotsenpiller, Chief Administrative Officer
August 25, 2016