



Select Committee to Review Victoria Office Location Agenda

Date: Wednesday, October 19, 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. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meetings	
3.1.1 <u>Select Committee Draft Minutes of August 24, 2016 (attached)</u>	2 - 4
3.2 Resolutions Without Meeting	
none	
3.3 Follow-up Action List (attached)	5 - 5
4. WORK PROGRAM ITEMS	
4.1 Review of Committee Discussions to Date	
4.2 Review of September Trust Council Input/Comments	
4.3 Identify Specific Tasks/Resources Needed to Accomplish Further Work of the Committee	
4.4 Report to Trust Council	
5. DISCUSSION ITEMS	
none	
6. ON-GOING ITEMS	
6.1 Draft Request for Decision to Trust Council	
7. NEW BUSINESS	
7.1 Expense Report & Budget Requests	
8. NEXT MEETING - To Be Determined	
9. ADJOURNMENT	



Select Committee
Review of Victoria Office Location
Minutes of Regular Meeting

DRAFT

Date: August 24, 2016
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present

- ___ Bruce McConchie, Chair
- ___ Dan Rogers, Vice Chair
- ___ Paul Brent
- ___ Susan Morrison
- ___ Alison Morse
- ___ Peter Grove
- ___ Robert Kojima, Regional Planning Manager (RPM)
- ___ Clare Frater, Policy Analyst

Staff Present

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

Guest Present

- ___ Trustee George Grams

1. CALL TO ORDER

The meeting was called to order at 2:15 pm.

2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as submitted.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Select Committee Draft Minutes of May 31, 2016 (attached)

The minutes were amended by deleting the text of item 6.2 down to the last bullet and replacing it with:

Chair McConchie opened the floor to the members for discussion; Committee members discussed major considerations related to moving the Victoria office including cost, service levels to constituents, the possibility of moving only a portion of the Victoria staff – particularly:

- just moving the Southern Planning Team to a Sidney office,
- staff recruitment implications,
- staff understanding of island and applicant contexts,
- the timing implications of the possible Salt Spring Island incorporation vote, and
- expiries of Victoria office lease contracts.

The committee also discussed different locations including Sidney and Nanaimo, and whether increasing planner hours on islands and/or providing planning through a different delivery model could address the concerns underlying the motivation for an office move study.

SCRVOL-2016-007

It was MOVED and SECONDED,

THAT Select Committee draft meeting minutes of May 31, 2016, as amended be adopted.

CARRIED

3.2 Resolutions Without Meeting

none

3.3 Follow-up Action List

On-going Item – Robert Kojima to report back to the committee regarding different scenarios “how we deliver service” issues and cost benefits.

4. WORK PROGRAM ITEMS

4.1 Identify Options for Continued Work of the Committee

Chair McConchie gave a brief overview as to options that the Committee needs to consider at this meeting:

- restructuring of the committee;
- holding off further work until the Salt Spring Island incorporation question is resolved;
- seeking a professional consultant.

The Committee members discussed these options and reached a consensus that the work of the committee should continue but focus more on the Southern Planning Team office locations.

It was clarified that the term “Greater Victoria” in the draft RFD to Trust Council meant “within 32 km”.

Further discussions involved the need to examine the possible pros and cons to establishing a satellite office in Sidney.

There was discussion regarding the September 2017 office lease expiry. Director Shelest expressed the benefits of having a long term lease and how options cannot be implemented until the Committee makes a recommendations for Trust Council’s decision.

CAO Hotsenpiller added that uncertainty regarding the organizational needs along with the decisions of Trust Council will affect the retention of staff, so the Committee’s recommendations to Trust Council need to be for the right reasons and in the right time.

SCRVOL-2016-008

It was MOVED and SECONDED,

THAT the Select Committee supports that the Management Team, Administrative Services, Trust Fund Board and Southern Planning Team remain in the Greater Victoria Area office for the foreseeable future.

CARRIED

CAO Hotsenpiller excused himself from the meeting at 3:12 pm.

Chair McConchie to put together a Briefing to Trust Council and will circulate to the committee for input, he advised this is due by August 25th at 4:00 pm.

5. DISCUSSION ITEMS

none

6. ON-GOING ITEMS

6.1 Draft Request for Decision to September Trust Council

This item was deferred.

7. NEW BUSINESS

7.1 Budget Request 2017/2018 Fiscal Year

Provisions are required for five (5) meetings – this item was deferred to next meeting.

8. NEXT MEETING

The next scheduled meeting will be held October 19, 2016, at 1:30 pm.

Prior to adjournment Director Shelest introduced the idea of exploring a possible Leading Workplace Strategies option for the Islands Trust office workspaces.

By general consent the Committee would like staff to investigate a potential satellite office outside of the Greater Victoria area while moving the Trust Fund Board space and incorporating it into the main office resulting in less required workspace.

9. ADJOURNMENT

By general consent the meeting was adjourned at 3:37 pm.

Bruce McConchie, 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>Aug 24/16</i>		Prepare a Draft RFD to Trust Council	SC	Oct 19/16
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 – August 24/16 (Consideration to Adopt)	SC	Ongoing
<i>Standing Item</i>		Create Draft agenda in E-scribe - circulate agenda package for next meeting	SC	Oct/16
<i>Standing Item</i>		Update FUAL for next meeting agenda	SC	Ongoing