



ADOPTED

Select Committee
Review of Victoria Office Location
Minutes of Regular Meeting

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

Members Present

- Bruce McConchie, Chair
- Dan Rogers, Vice Chair (attended via telephone)
- Paul Brent
- Susan Morrison
- Alison Morse
- Peter Grove
- Robert Kojima, Regional Planning Manager

Staff Present

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

Regrets

- Clare Frater, Policy Analyst

Guest Present

- Peter Luckham, Islands Trust Chair

1. CALL TO ORDER

The meeting was called to order at 12:04 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 August 24, 2016 (pending)

SCRVOL-2016-009

It was **MOVED** and **SECONDED**,

THAT the Select Committee minutes of August 24, 2016 meeting be Adopted as presented.

CARRIED

3.2 Resolutions Without Meeting

none

3.3 Follow-up Action List

The FUAL was amended by changing the August 24/16 activity: RFD to Trust Council, to read "*Briefing to Trust Council*".

4. WORK PROGRAM ITEMS

4.1 Review of Committee Discussions to Date

Chair McConchie summarized briefly the status of the committee's activities to date, which prompted a discussion on next steps moving forward. This rose past discussion around moving the office and looking at alternatives to moving the whole office and not moving the core administrative department.

4.2 Review of September Trust Council Input/Comments

Chair McConchie, made comment to the response received at Trust Council, from his perspective, stating that he thought that Trust Council was looking for more of a professional report rather than a Briefing. He asked the committee for their input.

Discussion ensued with what should go into the report to Trust Council, such as a summary of the Pros and Cons List; more detailed information; flushing out the 5 points on the report; effectiveness and measuring of service delivery was raised. Qualitative elements such as costs, staff and trust area constituents versus quantitative data was discussed, which then raised the issue of a pilot satellite office. The point of tax dollars being taken out of trust area or Southern area was also raised.

Director Shelest raised the idea of taking the objectives matrix document created by Linda Adams and using that as a starting point to create a new document, stating that this should fill Trust Council's requirements. Chair McConchie stated that her suggestion was on point.

4.3 Identify Specific Tasks/Resources Needed to Accomplish Further Work of the Committee

The questions were raised "How does the office move benefit the constituents?" and "How did the committee goal change to needing to move the office?"

The discussion lead to the committee agreeing that there needs to be a clear reporting out to Trust Council explaining how steps were taken toward decision making to date, such as the topic of moving the office.

SCRVOL-2016-010

It was MOVED and SECONDED,

THAT the Select Committee requests Chair McConchie work with Cindy Shelest, Director of Administrative Services, to develop a structured report to Trust Council on how the Select Committee has arrived to their decision to date.

CARRIED

Dan Roger and Robert Kojima to participate if needed.

Chair McConchie stated that the timeline for this is for December Trust Council; ready for discussion at the November 16th meeting.

A brief discussion issued regarding the value of the committee. CAO Hotsenpiller stated that he has seen some value regarding priorities and decisions made with staff.

Director Shelest added that the topic of a satellite office in Sidney was discussed with former CAO Linda Adams and that those discussions were put on hold once Trust Council made the decision to establish this committee.,

4.4 Report to Trust Council

This was discussed in item 4.3.

5. DISCUSSION ITEMS

none

6. ON-GOING ITEMS

6.1 Draft Request for Decision to Trust Council

By general consent the committee deferred drafting the Request for Decision.

7. NEW BUSINESS

7.1 Expense Report & Budget Requests

Director, Shelest reported that there is \$10,000.00 left in the budget and \$30,000.00 for a potential office move.

8. NEXT MEETING

The next Select Committee meeting will be held November 16, 2016, at 1:00 pm at the Islands Trust office in Victoria.

Trustee Rogers raised the option of attending the meetings via phone stating that it worked well for him today and sees that it could be beneficial to others when the timing of other demands and ferries are an issue.

9. ADJOURNMENT

SCRVOL-2016-011

It was MOVED and SECONDED,

THAT the Select Committee meeting be adjourned at 1:31 pm.

CARRIED

Bruce McConchie, Chair

Certified Correct:

Sharon Lloyd-deRosario, Recorder