



TC Select Committee to Review Victoria Office Location Addendum

Date: Tuesday, February 14, 2017
Time: 10:30 am - 11:30 am
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Pages

6. ON-GOING ITEMS

6.2 *Chair McConchie's Comments to RFD*

2 - 5

(for discussion)



REQUEST FOR DECISION

To: Islands Trust Council **For the Meeting of:** March 14 – 16, 2017
From: Select Committee, Review of Victoria Office Location **Date Prepared:**

File No.:

SUBJECT: REPORT AND RECOMMENDATION OF SELECT COMMITTEE RE: FUTURE LOCATION OF ACTIONS REGARDING STAFF CURRENTLY IN VICTORIA OFFICE

RECOMMENDATION: That Trust Council ~~accept~~ adopt the following recommendations of the Select Committee:

~~That~~ the Management Team, their administrative support staff and the Trust Fund Board staff remain within the greater Victoria area (32km or less from current location) for the foreseeable future ~~and~~

~~That~~ staff examine the possibility of a satellite office for the ~~S~~southern ~~P~~lanning ~~T~~eam members and/or other staff

~~as presented and give directions as to the suspension of work by the committee.~~

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The recommendation will provide certainty about the location of ~~much of~~ the ~~Senior M~~anagement ~~T~~eam and ~~a~~administrative staff. ~~It will also enable an analysis of -and provide some direction to senior management to allow it to pursue alternative methods and locations that would enhance the ef~~fectiveness of ~~by delivering~~ planning and other services to ~~the S~~southern ~~G~~ulf ~~I~~slands ~~T~~rust ~~areas~~.

FINANCIAL: There should be no financial implications from the recommendations that would not have arisen in any case due to the expiry of office leases and the need to provide appropriate office space for staff and others.

POLICY: The direction to explore a satellite office may enhance the strategic plan objectives to
a) Improve community and agency understanding and support of the Islands Trust
b) Improve community engagement and participation in Islands Trust work. (Objective 9 and 10 of Strategic Plan)

IMPLEMENTATION/COMMUNICATIONS: The recommendation would be referred to the Management team~~senior Staff~~ for implementation.

OTHER: This recommendation would be in pursuit of Strategy 5.5 of the Strategic Plan.

BACKGROUND

- Trust Council established the Select Committee at its September 17, 2015 meeting. The objective of the committee was to “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.” Terms of reference were established by Trust Council.
- The committee was made up of 6 Trustees elected by TC and 2 staff appointed by the CAO
- The committee met on October 19 and November 18, 2015, January 19, May 31, August 24, October 19 and November 16, 2016 and January 17 and February 14, 2017.
- The committee was assisted from time to time by the CAO and the Director of Administration Services assisted throughout the meeting process.
- The committee commenced its deliberations by examining the scope of its investigations and discussions. It determined to begin with a cost/benefit examination of various potential scenarios and to request information regarding:
 - a) Staff costs associated with moving offices outside the 32 km zone
 - b) The frequency of meetings by various senior staff with other persons and agencies in the greater Victoria area.
 - c) Square footage of current office space occupied in Victoria location by various departments.
 - d) The impact of any move on the Trust Fund Board.

The first three reports were provided by the Director of Administrative services with input from other Management Team staff~~senior staff~~. The fourth report was provided by the Chair of the Trust Fund Board, Trustee Law.

- As well the Committee reviewed the material provided as background to the Terms of Reference dealing with matters such as branding, carbon footprint, employment engagement, cohesiveness of staff, accessibility etc.
- The committee also reviewed the work done by staff on Leading Workplace Strategies
- The committee determined to restrict its considerations of any potential move outside the greater Victoria area only to Gabriola, Salt Spring, Pender and Mayne trust areas. The committee proceeded to look at the pro's and cons of those options in relation to each other and also in relation to ~~some form of~~ the status ~~quo of~~ (remaining within the greater Victoria Area) or within a 32 km contractual radius.
- The committee drew upon all of the resources listed in this report as well as the knowledge of staff committee members and the knowledge of the trustee committee members who represented SouthNorth Pender, Saturna, Salt Spring, Keats, Thetis and Bowen Islands.
- ~~The committee determined based on all of the material presented that there were few if any ways in which the Trust could serve constituents better with a move of~~

~~the core Management or administrative staff outside the Victoria area. The only clear way in which it might benefit constituents better would be in the form of more expenditures (ie office rent, perhaps housing, transportation, other living and meeting expenses etc) in a particular trust area but it was noted that "benefit" would be limited to one trust area.~~

- The committee discussed extensively the possibility of establishing a more visible "satellite" office to provide planning or other services. Sydney was discussed as a possibility.
- The committee developed a matrix of the various considerations based on the discussions, ~~- Trust council motions~~ and the materials referenced above. It has discussed the matrix at length and assigned various "values" to the matrix as indicated in the colour coding.
 - ~~At its January 17th meeting, the~~ In addition to the matrix, the Committee unanimously adopted the following motion
 - "The Committee recommends to Trust Council that the Management Team, their administrative support staff and the Trust Fund Board staff remain within the greater Victoria area (32km or less from current location) for the foreseeable future and that staff examine the possibility of a satellite office for the southern planning team members and/or other staff. ~~referenced in this material.~~
 - ~~The purpose of the second part of the motion is to allow staff to consider the options to reconfigure its working locations.~~

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Superscript

Formatted: Font: 12 pt

REPORT/DOCUMENT:

The Terms of Reference and all Minutes for the Select Committee are found here <http://www.islandstrust.bc.ca/trust-council/council-committees/select-committees/>

Victoria Office Location Review Option Evaluation Matrix

KEY ISSUE(S)/CONCEPT(S):

To provide certainty and guidance to Staff regarding the issues addressed by the Select Committee.

RELEVANT POLICY:

Strategic Plan strategy 5.5

DESIRED OUTCOME:

~~That~~ For Trust Council is able to come to a determination and give direction to the Management Team regarding the future location for all staff currently at the Fort Street offices to determine the issue of the location of Management staff, administrative support staff and the Trust Fund Board staff.

Formatted: Indent: Left: 0"

~~That Trust Council decides to~~ To provide direction to allow the Management Team Staff to investigate and make recommendations regarding best work practices and locations.

~~That For~~ Trust Council ~~will~~te determine ~~theany~~ future work of the Select Committee.

RESPONSE OPTIONS

Recommended:

That Trust Council accept the following recommendations of the Select Committee:

The Management Team, their administrative support staff and the Trust Fund Board staff remain within the greater Victoria area (32km or less from current location) for the foreseeable future

Staff examine the possibility of a satellite office for the Southern Planning Team members and/or other staff

~~That Trust Council adopt the recommendations of the Select Committee
“that the Management Team, their administrative support staff and the Trust Fund Board staff remain within the greater Victoria area (32km or less from current location)for the foreseeable future and that staff examine the possibility of a satellite off for the souther planning team members and/or other staff.”~~

That Trust Council determine that the Select Committee has completed its work and be disbanded.

Alternatives:

That Trust Council not ~~accept~~adopt the recommendations of the Select Committee but refer the recommendation back to the Select Committee with further directions.

That Trust Council ~~accept~~adopt the recommendations with amendments.

That Trust Council ~~accept~~adopt the recommendations with or without amendments and determine to disband the Select Committee.

That Trust Council ~~accept~~adopt the recommendations with or without amendments and determine not to disband the Select Committee but rather give it directions on future work.

Prepared By:

Reviewed By/Date:
