



ADOPTED

Select Committee
Review of Victoria Office Location
Minutes of Regular Meeting

Date: January 17, 2017
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Members Present ___ Dan Rogers, Vice Chair (attended via telephone)
 ___ Peter Grove
 ___ Bruce McConchie, Chair
 ___ Susan Morrison
 ___ Alison Morse
 ___ Robert Kojima, Regional Planning Manager
 ___ Clare Frater, Director of Trust Area Services

Staff Present ___ Cindy Shelest, Director of Administrative Services
 ___ Sharon Lloyd-deRosario, Committee Secretary

Guests ___ Russ Hotsenpiller, CAO
 ___ Emma Restall, Executive Coordinator

1. CALL TO ORDER

Chair McConchie called the meeting to order at 1:00 pm, noting that it was being held within the Coast Salish territory.

2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as presented.

3. ADOPTION OF MINUTES/COORDINATION

3.1 Minutes of Meetings

3.1.1 Select Committee Draft Minutes of November 16, 2016

The minutes were amended by adding “Sharon Lloyd-deRosario, Committee Secretary” as Staff Present.

By general consent the Committee adopted the minutes of November 16, 2016, as amended.

3.2 Resolutions Without Meeting

none

3.3 Follow-up Action List

This item was presented for information, with no changes made to on-going items.

4. WORK PROGRAM ITEMS

4.1 Review of December Trust Council Input/Comments

The Committee agreed that the Matrix would respond to Trust Council's comments adequately and that they had no further input at this time.

4.2 Review and Finalize the Revised Option Evaluation Matrix

The committee reviewed and discussed the revised Matrix and made some modifications as required.

By unanimous consent the Option Evaluation Matrix was approved as amended.

There was a discussion regarding the options that were in the report to Trust Council which consequently led to the drafting of the Matrix.

5. DISCUSSION ITEMS

5.1 Determination of Supporting Information for the Option Evaluation Matrix

SCRVOL-2017-001

It was MOVED and SECONDED,

THAT the Select 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.

CARRIED

CAO Hotsenpiller commented that the committee has done some valuable work which has been indicated not only through the relocation study but it will also raise visibility of the Islands Trust.

The committee agreed that it was time for Staff to move forward from this point on.

6. ON-GOING ITEMS

6.1 Development of Report and Draft Request for Decision, to Trust Council

See resolution at item 5.1.

After discussion it was determined that there needed to be a document created to accompany the report to Trust Council that connected the work done and the outcome accomplished, which would also aid in explaining the Matrix.

Vice Chair Rogers volunteered to create a cover document to accompany the Matrix to Trust Council with staff input from Clare Frater; to be reviewed at the next Select Committee meeting in February. He advised that he would send the draft to Chair McConchie next week to review and circulate to the committee prior to the meeting.

7. NEW BUSINESS

none

8. NEXT MEETING

The next regular meeting of the Select Committee is scheduled for February 14, 2017, via teleconference at 10:30 am.

9. ADJOURNMENT

By general consent the meeting was adjourned at 2:20 pm.

Bruce McConchie, Chair

Certified Correct:

Sharon Lloyd-deRosario, Recorder