



Select Committee Review of Victoria Office Location Minutes of Regular Meeting

Date: November 16, 2016
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Members Present

- Dan Rogers, Vice Chair (attended via telephone)
- Peter Grove
- Susan Morrison
- Alison Morse
- Robert Kojima, Regional Planning Manager
- Clare Frater, Policy Analyst

Staff Present

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

Regrets

- Bruce McConchie, Chair
- Paul Brent

1. CALL TO ORDER

Trustee Morrison was nominated to Chair the meeting.

SCRVOL-2016-012

It was MOVED and SECONDED,

THAT the Select Committee member Susan Morrison Chair the meeting.

CARRIED

Trustee Morrison called the meeting to order at 12:45 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 October 19, 2016 (attached)

The minutes were amended by deleting the second sentence at item 4.1 and adding “which prompted a discussion on next steps moving forward” to the end of the first sentence.

By general consent the Committee adopted the minutes of October 19, 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 Draft Option Evaluation Matrix

Director Shelest gave a brief update as to how Chair McConchie and she approached creating the document/matrix and where they collected the information from ie Select Committee meeting minutes and notes from the committee. She looked to the members for their opinion/input. Generally the committee liked the approach and format of the matrix. RPM Kojima and Vice Chair Rogers gave a quick explanation of their suggested changes/comments that were noted on the matrix and the agreed upon changes were incorporated in the revisions to the matrix.

The committee suggested several revisions to the matrix. Staff will update the matrix and circulate to the committee members.

4.2 Determination of Data & Background Information Needed to Support Statements in Matrix

It was confirmed by the committee members that they wanted informed objective options in the report; they wanted to identify where they believe they already have data and identify what areas require more data; all to be placed in the report rather than in the matrix. Some ideas where to find data were raised, such as the census; it was raised that we have older economic data; data regarding severance costs; Tax assessment data; labour pool site; budget, for preliminary lease costs – research availability of space in Sidney. New data will be researched and brought to the next meeting for discussion.

4.3 Development of Report to Trust Council

After discussing the timeline to complete the report for Trust Council, it was decided that the committee was not ready to report out at the upcoming December Trust Council meeting; rather the committee will hold a meeting in January to review the matrix and to draft an outline. They will then meet in February to agree on the draft report, to be completed for reporting out at the March Trust Council.

5. DISCUSSION ITEMS

none

6. ON-GOING ITEMS

6.1 Draft Request for Decision to Trust Council

As discussed at item 4.3, it was decided to put off drafting the RFD until February.

7. NEW BUSINESS

7.1 Expense Report & Budget Requests

There were no changes.

7.2 Trust Council Briefing re: Council Committee Input to Strategic Planning Process + Section 5.5

The committee reviewed Section 5.5 of the Strategic Planning Process document and the following revisions were discussed and made:

- Rows 2, 3 and 4 were deleted
- Row 6, "Is funding required or in place?" column, was revised to read "Funding Approved"
- Row 6, "Status" column, was revised to read "Under Way"

8. NEXT MEETING

The next regular meeting of the Select Committee is scheduled for January 17th. A teleconference meeting will be held in the morning of February 14th; exact time to be determined.

9. ADJOURNMENT

By general consent the meeting was adjourned at 2:18 pm.

Susan Morrison, (Acting) Chair

Certified Correct:

Sharon Lloyd-deRosario, Recorder