



Financial Planning Committee Minutes of Meeting

Date: Wednesday, August 21, 2013
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present Gary Steeves, Chair
Peter Grove, Vice-Chair
Paul Brent
Peter Luckham
Sheila Malcolmson
David Graham
Ken Hancock
Louise Decario
Susan Morrison

Regrets Jeanine Dodds

Staff Present Cindy Shelest, Director Administrative Services
Nancy Roggers, Finance Officer
Linda Adams, Chief Administrative Officer
David Marlor, Director Local Planning Services
Lisa Gordon, Director Trust Area Services

1. CALL TO ORDER

The meeting was called to order at 10:02 am

2. APPROVAL OF AGENDA

The following items were added to the agenda:

- Item 5 Bowen Island Municipal tax requisition
- Item 6 New Business - update from Peter Grove on Salt Spring Island Governance Study Committee.
- Move Item 4.5 up to be item 4.1

FIN926/13

It was MOVED and SECONDED
that the Committee approve the agenda as amended.

CARRIED

3. MINUTES / COORDINATION

3.1. Minutes of Meetings May 27, 2013

By consensus of the Committee it was requested that the last paragraph on page 3 of the draft minutes be removed.

Trustee Decario joined the meeting at 10:08

FIN927/13

It was MOVED and SECONDED
that the minutes of May 27, 2013 be adopted as amended.

CARRIED

3.2. Follow up Action List

Director Shelest advised that most of the items on the follow up action list (FUAL) are before the committee today and requested further questions about the FUAL. There were no questions or discussion on the FUAL.

4. BUSINESS

4.5. Briefing - Recommended Policy Amendments - Trust Council Delegation Bylaw 154

Chief Administrative Officer Adams discussed the process for policy amendments following the adoption of Trust Council Bylaw 154 for the delegation of powers to the Salt Spring Island Location Trust Committee. The Executive Committee has requested feedback on related policy changes being made to Policies 6.3.ii, 6.5.i. and 6.5.ii.

Chief Administrative Officer Adams reviewed the changes to the Special Property Tax Requisition Policy number 6.3.ii with the Committee.

Committee members discussed the following:

- Allocation of staff time
- Defining "costs solely related to additional operations" and "delegated or additional powers"
- How the Financial Planning Committee would receive budget requests relating to costs of additional operations
- Unspent funds generated through special tax requisition

FIN928/13

It was MOVED and SECONDED that the Financial Planning Committee recommend an amendment to paragraph 2.b. to remove the blue wording in that section.

CARRIED

FIN929/13

It was MOVED and SECONDED that page 43 of the Financial Planning Committee agenda package be amended under section 3. c) by replacing the word "will" with the word MUST.

CARRIED

Trustee Brent opposed

FIN930/13

It was MOVED and SECONDED that staff add to section c.1.b) following the words "delegate additional power to a local trust committee bylaw" the words "as per section 10 of the Island Trust Act"

CARRIED

FIN931/13

It was MOVED and SECONDED that staff add e) to section C.3. saying all special property tax requisitions are subject to the provisions of IT policy 6.3.i Budget process policy

CARRIED

Trustee Malcolmson requested that the minutes show that the Committee requested proposals from staff be given to clarify that the wording in section 7 called the Special property tax requisition checklist is not meant to limit the actions to delegated powers.

Chief Administrative Officer Adams reviewed the changes to the General Revenue Fund Surplus Policy number 6.5.i with the Committee. She advised that this policy was amended to include information about what will happen to unspent funds that are acquired through special property tax requisition.

Chief Administrative Office Adams reviewed the changes to the Budget Control

and Adjustment Authority Policy number 6.5.iii with the Committee. The Financial Planning Committee had no amendments to refer to the Executive Committee on this policy.

Discussion returned to the Special Property Tax Requisition Policy number 6.3.ii.

FIN932/13

It was MOVED and SECONDED that Section 7 called special property tax requisition check list be amended by adding after the words "proposals on behalf of Local Trust Committees" are submitted to Financial Planning Committee for review "prior to December Trust Council meeting."

CARRIED

FIN933/13

It was MOVED and SECONDED that the Financial Planning Committee ask that staff advise the Executive Committee on the apparent contradiction between 6.c on page 3 of 6.3.ii and D4 and 5 on page 3 of 6.5.ii

CARRIED

4.1. RFD - June 30, 2013 Quarterly Financial Statements

Director Shelest reviewed the June 30, 2013 Quarterly Financial Statements with the Committee. She discussed the interest income and advised that we would not get the returns we had expected this fiscal year because of unexpected volatility in bond investments for the first time in 30 years. She advised that she was currently reviewing other investment options.

Trustee Grove commented that the financial statement documents should indicate a year to date budget rather than an annual budget and requested this be recorded in the minutes. Committee discussion regarding value added indicated that inclusion of this detail was not necessary.

FIN934/13

It was MOVED and SECONDED that the Financial Planning Committee forward the quarterly financial statements to Trust Council

CARRIED

FIN935/13

It was MOVED and SECONDED that the Financial Planning Committee recommend approval of the quarterly financial statements to Trust Council

CARRIED

Trustee Grove left the meeting at 11:00 a.m.

4.2. 2013 Statement of Financial Information (SOFI)

Chair Steeves asked for questions on the 2013 Statement of Financial Information. The Committee requested that staff makes changes to the position titles to make them accurate.

4.4. Budget 2014/15 Planning

4.4.1. RFD - Timeline for 2014/15 budget

Director Shelest reviewed the Request for Decision on the Timeline for the 2014/15 budget.

The Committee made the following requests for changes:

- Change the word "wit" on Page 2 to "with".
- Addition to Tuesday, August 27 13 to include that the Director of Administrative Services will discuss with Islands Trust Fund and Island Municipalities.
- Director Shelest to review description of "treasurer" in the document.

FIN936/13

It was MOVED and SECONDED that the budget timeline for 2014/15 as amended be forwarded to TC and that the Financial Planning Committee recommend approval

CARRIED

4.3. Briefing 2012/13 Allocated Financial Statements

Director Shelest reviewed the conclusions in the 2012/13 Allocated Financial statement briefing and requested questions. The Committee discussed whether or not the allocated financial statements needed to be done on a yearly basis.

Discussion items were:

- Necessity of time tracking
- Benefits of use in the past

FIN937/13

It was MOVED and SECONDED that the Financial Planning Committee ask staff not to produce the allocated financial statements next year and to put it as an item on the Follow up Action

List for review each year at the May Financial Planning Committee meeting for discussion

CARRIED

The Committee requested that the briefing be revised to show that the Financial Planning Committee recommended a review of the need for allocated financial statements on a yearly basis.

FIN938/13

It was MOVED and SECONDED that the Financial Planning Committee forward the briefing on the 2012/13 Allocated Financial Statements to Trust Council

CARRIED

Break for lunch at 12:05

Reconvene after lunch at 12:33

Trustee Grove returned during the lunch break

4.5 Bowen Island Municipal Tax Requisition

FIN939/13

It was MOVED and SECONDED that the Financial Planning Committee go in camera subject to section 90(2)(b) "the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or a federal government or both, or between a provincial government or the federal government or both and a third party", and that the Islands Trust staff be invited to attend the meeting.

CARRIED

Reconvene after in camera session at 1:24 p.m.

4.4. Budget 2014/15 Planning

4.4.2. Briefing - Budget Principles for 2014/15 Budget

Chair Steeves asked for questions on the briefing on Budget Principles for 2014/15 budget.

Director Shelest advised the committee that the budget principles and assumptions are revised as up to date information on various items included becomes available between now and the adoption of the final budget.

The Committee requested some minor wording changes to the document.

FIN940/13

It was MOVED and SECONDED that the Financial Planning Committee forward the briefing on budget principles and assumption for 2014/15 Budget to Trust Council as amended.

CARRIED

4.4.3. Role of FPC - Budget

Trustee Grove left the meeting at 1:30 p.m.

Director Shelest advised that the Financial Planning Committee had requested that a briefing on their role in the budget process be provided to them before the start of the 2014/15 budget process. She advised that the budget timeline indicated that the Financial Planning Committee was able to recommend changes to the budget after December Trust Council before the budget went to public consultation.

4.6. Purchasing Policy 6.5.iii - proposed amendments

Director Shelest requested questions on the proposed amendments to the Purchasing Policy number 6.5.iii

The Committee requested the following changes to the document:

- Insert wording to explain who the treasurer is
- Change the wording for "An individual project with a total value greater than \$25k over two fiscal years." to make it clear
- Define what "local" is
- Change bottom note to "where"
- Change Mastercard to "corporate credit card" so not specific.

Trustee Grove rejoined the meeting at 1:50 p.m.

FIN941/13

It was MOVED and SECONDED that the Financial Planning Committee propose amending purpose number 2 to add at the end "including considerations of environment and local economy"

CARRIED

Director Shelest and Director Gordon will review and revise wording of the last bullet under Section 8 Direct Award and take to the Executive Committee for review and approval before it goes to Trust Council.

FIN942/13

It was MOVED and SECONDED that the Financial Planning Committee request staff to draft a Request for Decision to Trust Council recommending the revisions be done as amended.

CARRIED

Trustee Steeves opposed

4.7. Briefing Model Fee Bylaw Referral

Local Planning Services Director Marlcor advised the Financial Planning Committee that the Model Fee Bylaw was referred to them by the Local Planning Committee for input.

Chair Steeves requested that Trustee Grove take over as Chair as he steps out of the meeting at 1:45 p.m.

FIN943/13

It was MOVED and SECONDED that the Financial Planning Committee request staff draft a Request for Decision to Trust Council recommending that Local Trust Committees increase their fees by 10%

CARRIED

Chair Steeves returned to the meeting at 2:00 p.m. and resumed as Chair

FIN944/13

It was MOVED and SECONDED that the motion be amended to remove the 10% from the motion.

The question on the motion, as amended, was then called,

DEFEATED

FIN945/13

It was MOVED and SECONDED that the Financial Planning Committee request staff draft a Request for Decision to Trust Council recommending that Local Trust Committees increase their fees by 10%

CARRIED

Trustee Grove and Brent opposed

Trustee Morrison left at 2:00 p.m.

Trustee Decario left at 2:03 p.m.

4.8. LTC Local Expense Policy 4.1.viii - proposed amendments

Director Shelest reviewed the proposed amendments to the LTC Local Expense Policy number 4.1.viii and asked for questions.

Trustee Brent left at 2:05 p.m.

The Committee requested that wording be added to section c1b1 "as provided by BC assessment" to indicate what converted assessed values means.

FIN946/13

It was MOVED and SECONDED that the Financial Planning Committee request that staff amend policy 4.1.viii sub section c2a to provide a more exhaustive list of allowable disbursements.

CARRIED

FIN947/13

It was MOVED and SECONDED that the Financial Planning Committee request that staff put the \$3,000 minimum back into the policy in section c1b2

CARRIED

Director Shelest advised that this document will come back to the Financial Planning Committee for further review.

4.9. Riparian Area Regulations (RAR) 2013/14 Budget

There were no questions or discussion on the Riparian Area Regulations 2013/14 Budget document.

4.10. Survey Trustees - Remuneration

The Committee advised that they don't wish to do a survey about Trustee Remunerations levels and whether or not they attracted a wider range of candidates in the previous election.

4.11. Financial Planning Committee Report to Trust Council

Director Shelest requested comments on the Financial Planning Committee report to Trust Council. The Committee advised that the actions

under section 3 are not accurate given the work done during today's meeting and requested that they be updated.

FIN948/13

It was MOVED and SECONDED that the Financial Planning Committee requested that the amended work plan be forwarded to Trust Council.

CARRIED

5. NEW BUSINESS

Trustee Grove advised the Committee about progress of the Salt Spring Island Governance Study Committee.

6. NEXT MEETING

The next meeting will be take place on Wednesday, October 30, 2013

7. ADJOURNMENT

BY GENERAL CONSENT, the meeting adjourned at 2:25 pm.

Gary Steeves, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder