



Financial Planning Committee Minutes of Meeting

Date: Wednesday, February 18, 2015
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present Peter Grove, Chair
Alison Morse, Vice-Chair
George Harris
Dereck Atha
Peter Luckham
Laura Busheikin
Susan Morrison
Derek Masselink
Paul Brent

Members Absent George Grams

Staff Present Cindy Shelest, Director Administrative Services
Nancy Roggers, Finance Officer
Stephanie Somers, Human Resources Coordinator, Recorder
Linda Adams, Chief Administrative Officer
David Marlor, Director Local Planning Services
Lisa Gordon, Director Trust Area Services
Pamela Hafey, Communications Specialist

1. CALL TO ORDER

The meeting was called to order at 10:03 am.

2. APPROVAL OF AGENDA

Trustee Masselink and Trustee Morse joined the meeting by teleconference at 10:04am.

By general consent the committee approved the agenda as presented.

3. ADOPTION OF MINUTES / COORDINATION

3.1. Minutes of Meetings

Chief Administrative Officer Adams joined the meeting by teleconference at 10:05am

By general consent the minutes from the January 13, 2015 meeting were adopted as presented.

3.2. Follow up Action List

Director Shelest provided an update on each of the items on the Follow up Action List.

4. BUSINESS

4.1. RFD - 3rd Quarter Financial Statements

Director Shelest reviewed the Third Quarter Financial Report and the committee discussed.

The committee noted the report needs to be amended by removing the “-65,000 (net surplus)” line item.

FPC-2015-004

It was MOVED and SECONDED

That Financial Planning Committee forward the Request for Decision as amended to Trust Council.

CARRIED

4.2. Briefing - 2014/15 Forecast

Director Shelest reviewed the Q4 financial forecast briefing, noting that only items above or below budget are highlighted in the forecast.

The committee discussed and the following changes were made:

- Bring surplus reporting down to the bottom for better clarity on how the deficit will impact the forecast.
- Add the word “Significant” to the beginning of the sentence in the “Background” section.

FPC-2015-005

It was MOVED and SECONDED

That Financial Planning Committee forward the briefing as amended to Trust Council.

CARRIED

4.3. RFD - Bylaw No. 160 - Trustee Remuneration

Director Shelest reviewed the Request for Decision noting the proposed amendment would allow the bylaw not to need amending each year and that a

review would go to Financial Planning Committee and Trust Council each year for transparency.

The committee discussed the following:

- There is no CPI for 2013 or 2014 but Trustee remuneration was adjusted for the 2011 census data
- Expecting CPI increase in 2015

Director Shelest will look into why remuneration for Bowen Island Trustees did not change.

FPC-2015-006

It was MOVED and SECONDED

That Financial Planning Committee refer the Request for Decision to Trust Council.

CARRIED

4.4. Finalize 2015/16 Proposed Budget

4.4.1. Public Feedback Received

The committee reviewed the public submissions and discussed the following:

- Public access to agenda packages
- Who will respond to public comments
- Spending money from surplus
- Staffing

FPC-2015-007

It was MOVED and SECONDED

That Financial Planning Committee recommends that Local Trust Committees respond to correspondence regarding the budget from local constituents.

CARRIED

The committee broke at 11:14am for the Audit Committee meeting.

The meeting reconvened at 12:32 pm.

4.4.2. Proposed Changes to Budget

4.4.2.1. Briefing - LTC Projects

Director Marlor reviewed local planning project updates and the committee discussed.

Director Marlor clarified that Riparian Area Regulations projects were spread over three or four budget years as Islands Trust did not have the staffing or funding to do all aspects at the same time and that the amount in this budget is wrapping up the loose ends.

4.4.2.2. Verbal update - minor adjustments

No discussion.

4.4.3. Briefing -SSI LTC Delegated Authority - Costs of Administrative Support

Chair Grove reviewed the briefing and the committee discussed.

4.4.4. Applications Statistics

The committee reviewed the statistics on applications received.

Director Marlor noted the numbers do not accurately represent the workload as some files can continue into the next year and that the workload on each application varies. He also noted that applications are not 100% of the planners' workload.

Chair Grove noted that a new business item will be added to the agenda coming from this morning's audit committee meeting regarding a potential study from KPMG assessing the performance of Islands Trust through various benchmarking with other local government planning departments.

4.5. 2015/16 Budget Recommendation to Trust Council

Director Shelest noted that everything in this section will be going to Trust Council and gave a quick overview of each item before specific discussion began.

4.5.1. Budget Session Outline

Director Shelest reviewed the budget session outline.

FPC-2015-008

It was MOVED and SECONDED

That Financial Planning Committee forward the budget session outline to Trust Council.

CARRIED

4.5.2. Budget Overview

Director Shelest reviewed budget overview and the committee discussed.

FPC-2015-009

It was MOVED and SECONDED

That Financial Planning Committee request staff amend the Budget Overview to include a comparison of the proposed budget with the last fiscal actual, in future planning sessions.

CARRIED

FPC-2015-010

It was MOVED and SECONDED

That Financial Planning Committee amends the first point in the highlights to read "A net increase in expenditures of \$157,178 over last year's budget; this represents X over last year and X over forecast for this year"

CARRIED

FPC-2015-011

It was MOVED and SECONDED

That Financial Planning Committee forward the Budget Overview as amended to Trust Council.

CARRIED

4.5.3. 2015/16 Budget Assumptions and Principles

The committee reviewed the 2015/16 Budget Assumptions and Principles.

FPC-2015-012

It was MOVED and SECONDED

That Financial Planning Committee forward 2015/2016 Budget Assumptions Principles to Trust Council

CARRIED

4.5.4. Budget Detail

The committee reviewed the budget detail and the following was discussed:

- Staffing
- Election costs
- Project budgets and where funding comes from
- Potential Office Move

Trustee Brent wanted to go on the record to say that Islands Trust has phenomenal staff and that Director Shelest provided great responses to questions asked.

The committee would like to amend the Budget detail by changing the line that reads “Reserve for Potential Office Move” to “Contingency for Potential Office Move”.

FPC-2015-013

It was MOVED and SECONDED

That the Financial Planning Committee forward the Budget Detail to Trust Council as amended.

CARRIED

4.5.5. Proposed Projects

FPC-2015-014

It was MOVED and SECONDED

That Financial Planning Committee forward items 4.5.5.1, 4.5.5.2, 4.5.5.3, 4.4.5.4, and 4.5.5.5 to Trust Council

CARRIED

- 4.5.5.1. Paperless Accounts Payable**
- 4.5.5.2. Replace Applications written in Cold Fusion Language**
- 4.5.5.3. TAPIS - Java Script Updates**
- 4.5.5.4. Mapping Website development**
- 4.5.5.5. LTC Projects**

4.5.6. Proposed Staffing Changes Requested

4.5.6.3. Senior Aboriginal Advisor

The committee reviewed the business case for a Senior Aboriginal Advisor position and discussed the following:

- Which office would the position be in
- The position would support staff and Trustees
- The possibility of hiring a consultant instead
- That different First Nation bands want different things
- Having a band member as an ex-officio member of Local Trust Committees

FPC-2015-015

It was MOVED and SECONDED
That Financial Planning Committee recommend that a budget of \$50,000 be allocated to First Nations Relationship Building.

FPC-2015-016

It was MOVED and SECONDED
That Financial Planning Committee amend the motion to change the allocation amount from \$50,000 to \$75,000.

DEFEATED

The question on the main motion was then called,

CARRIED

FPC-2015-017

It was MOVED and SECONDED
That Financial Planning Committee direct staff to amend the budget to reflect the Financial Planning Committee resolution regarding the Senior Aboriginal Advisor position.

CARRIED

FPC-2015-018

It was MOVED and SECONDED
That Financial Planning Committee forward items 4.5.6.1, 4.5.6.2, 4.5.6.3, and 4.5.6.4 to Trust Council.

CARRIED

4.5.7. RFD - SSI LTC Special Property Tax Requisition

Director Shelest reviewed the proposed change to appendix 1.

FPC-2015-019

It was MOVED and SECONDED
That Financial Planning Committee forward the Request for Decision to Trust Council with amended appendix 1.

CARRIED

4.6. Ministry Documents

4.6.1. RFD - Financial Plan Bylaw No. 159

Director Shelest reviewed the Request for Decision.

FPC-2015-020

It was MOVED and SECONDED

That Financial Planning Committee forward Bylaw No.159 to Trust Council as amended.

CARRIED

4.6.2. RFD - Borrowing Anticipation Bylaw No. 158

Director Shelest reviewed the Request for Decision

FPC-2015-021

It was MOVED and SECONDED

That Financial Planning Committee forward the Request for Decision for Bylaw No.158 to Trust Council.

CARRIED

4.7. FPC Report to Trust Council

FPC-2015-022

It was MOVED and SECONDED

That Financial Planning Committee forward FPC Report dated February 18, 2015 to Trust Council.

CARRIED

6. CLOSED MEETING

FPC-2015-023

It was MOVED and SECONDED

That the meeting be closed to the public subject to Section 90(2)(b) of the Community Charter in order to consider matters related to information received and held in confidence relating to negotiations between the Islands Trust and the provincial government, and that staff attend the meeting.

CARRIED

The Financial Planning Committee convened the closed portion of the meeting at 2:32pm.

7. RISE AND REPORT

The Financial Planning Committee resume in open meeting at 2:39pm to rise and report.

There was nothing to report on.

5. NEW BUSINESS

The members of the audit committee reported on two motions and recommendations identified during the audit committee:

- A potential study from KPMG assessing the performance of Islands Trust through various benchmarking with other local government planning departments; and
- KPMG advising Financial Planning Committee on the appropriate level of reserve

FPC-2015-024

It was MOVED and SECONDED

That Financial Planning Committee request staff to come back with a staff report scoping a potential study from KPMG assessing the performance of Islands Trust through various benchmarking with other local government planning departments.

CARRIED

FPC-2015-025

It was MOVED and SECONDED

That Financial Planning Committee endorse the Audit Committee recommendation regarding requesting KPMG to advise us on the appropriate level of reserve.

CARRIED

8. NEXT MEETING

The next meeting will be take place on June 3, 2015 in Victoria.

FPC-2015-26

It was MOVED and SECONDED

That Financial Planning Committee request staff to bring lease options to the June Financial Planning Committee meeting.

CARRIED

9. ADJOURNMENT

BY GENERAL CONSENT, the meeting adjourned at 2:47 pm.

Peter Grove, Chair

/Certified Correct

Stephanie Somers, Secretary and Recorder