



Financial Planning Committee Minutes of Meeting

Date: August 24, 2016
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present Peter Grove, Chair
Alison Morse, Vice-Chair (by phone)
Brian Crumblehume, TPC Rep
Paul Brent, LPS Rep
Peter Luckham, EC Rep
Laura Busheikin, EC Rep (by phone)
George Grams, EC Rep
Susan Morrison, EC Rep

Regrets George Harris, Local Trustee

Staff Present Cindy Shelest, Director Administrative Services
Nancy Roggers, Finance Officer
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services

1. CALL TO ORDER

The meeting was called to order at 10:02 am

2. APPROVAL OF AGENDA

The following additions to the agenda were made:

Add 4.0 Director of Administration Transition

Add 4.3.1 Electronic Meetings

By general consent, the Committee approved the agenda as revised.

3. ADOPTION OF MINUTES / COORDINATION

3.1 Minutes of Meetings - May 31, 2016

Amend last sentence of item 3.2 to read: The Committee “requested” that the KPMG report on Information technology be circulated “to all Trustees and staff”

Amend Victoria Office Lease section to say: has been “extended and” renewed for an additional year.

By general consent, the minutes of May 31, 2016 were adopted.

3.2 Follow up Action List

Director Shelest provided an update on each of the items in the FUAL.

4. BUSINESS

4.0 Director of Administration Transition

Director Shelest advised that she would be retiring in January, 2017 and that a new hire should be in place by November 7, 2016. She advised that there will be lots of transition time to provide continuity to the budget process.

Chief Administrative Officer Hotsenpiller advised that the job description is being reviewed and the posting for the position would go out soon. He advised the Committee that they would be kept informed as the process moves forward. He thanked Director Shelest for giving ample time for turnover to a new staff member.

4.1 Briefing - RFP for Audit Services

Director Shelest advised that a Request for Proposals (RFP) is being prepared for audit services. The RFP will provide for a year over year renewal for up to 5 years with the yearly appointment of the auditors by the Executive Committee. Although we are pleased with the performance of our current auditors, our purchasing policy indicates that we will issue RFP's after each period to ensure that Islands Trust is receiving the best value for money.

The Committee requested that the documents clearly indicate that it is a yearly appointment.

4.2 1st Quarter Financial Results

Director Shelest reviewed the first quarter financial results with the Committee and spoke to specific areas:

- fees are well ahead compared to previous year however it is difficult to say if this trend will continue throughout the fiscal period.
- flexible working arrangements for Trust Fund staff
- finance/HR/IS underspending on salaries
- underspending on strategic plan project
- underspending on LTC projects

Director Marlor advised that he will be taking information to Trust Council about underspending on LTC project budgets.

Chief Administrative Officer Hotsenpiller advised that he believes expenditures will be recognized for strategic plan projects as we advance through the fiscal year.

FPC-2016-020

It was MOVED and SECONDED that the Financial Planning Committee forward the June 30, 2016 financial results to Trust Council.

CARRIED

4.3 Statement of Financial Information (SOFI) report

Director Shelest advised that this reporting is required under financial information regulations. It is signed and sent to the Ministry along with our financial statements.

Discussion:

- Location of the trustee is more relevant than position showing committee membership
- Addition of descriptor column to the vendor list

Chief Administrative Officer Hotsenpiller advised that adding more information would require more detail that isn't required under the legislation.

FPC-2016-021

It was MOVED and SECONDED that the Financial Planning Committee leave the Statement of Financial Information report as presented.

CARRIED

Trustee Luckham opposed

FPC-2016-022

It was MOVED and SECONDED that the Financial Planning Committee forward the Statement of Financial Information to Trust Council for information.

CARRIED

4.3.1. Electronic Meetings

Trustee Luckham advised the committee that the Executive Committee is sending a motion to Trust Council about holding electronic meetings for Trust Council and that an investment in technology may be required to support this.

Chief Administrative Officer Hotsenpiller advised that we don't currently have the technology and further that a draft budget would be presented to the Financial Planning Committee following Trust Council if the motion is supported.

4.4 2017/18 Budget

4.4.1 1st Draft Budget Assumptions & Principles

Director Shelest explained that the 2017/18 budget assumptions and principles is an iterative process and changes as additional information becomes available prior to the passing of the final budget in March.

Chief Administrative Officer Hotsenpiller advised that the potential for Salt Spring Island incorporation has been added to the budget assumptions and principles.

Director Shelest advised that Section F on Trustee Remuneration was added to indicate that there would no need for an annual bylaw adoption each year relating to Trustee Remuneration increases if any, and that office facilities would need to be updated with lease extension information once the outcome of the Salt Spring Island incorporation vote is known.

FPC-2016-023

It was MOVED and SECONDED that the Financial Planning Committee forward the first draft of the budget assumptions and principles to Trust Council.

CARRIED

4.4.2 Budget Timelines

FPC-2016-024

It was MOVED and SECONDED that the Financial Planning Committee forward the budget timelines to Trust Council.

CARRIED

4.4.3 SSI LTC Resolution

Director Shelest advised that the special projects budget for 2016/17 for Salt Spring Island were shown as a summary in the LTC budget requests. Regional Planning Managers are provided with the summary to discuss with their LTC's. As previous years showed no spending of the special projects budget it was adjusted for 2016/17 by Director Shelest. This would have been adjusted for all LTCs where historical information did not support the previous year's budget. She further advised that Director of Local Planning Services Marlor will spend time reviewing this process with the Regional Planning Managers in each office.

FPC-2016-025

It was MOVED and SECONDED that the Financial Planning Committee receive the SSI LTC resolution briefing for information and that no action is necessary.

CARRIED

4.6 FPC Report to September Trust Council

The Director of Administrative Services reviewed each of the items on the Financial Planning Committee work program. The Committee requested that the date be changed to the October Financial Planning Committee meeting date for item 2.

FPC-2016-026

It was MOVED and SECONDED that the Financial Planning Committee forward the Financial Planning Committee report to Trust Council as amended.

CARRIED

4.7 Proposed FPC dates in 2017

FPC-2016-027

It was MOVED and SECONDED that the Financial Planning Committee accept the proposed meeting dates for 2017 as presented.

CARRIED

4.5 Bank of Montreal

Director Shelest advised that John Perreira and Rick Wessling from BMO Bank of Montreal will be in attendance at 1:00 pm. She advised that they are coming for a meet and greet and to discuss our investments with them.

5. NEW BUSINESS

None

6. NEXT MEETING - October 18, 2016

The next meeting will be take place on Wednesday, October 19, 2016

7. ADJOURNMENT

By general consent, the meeting adjourned at 11:30 am.

Peter Grove, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder