

**Islands Trust
Financial Planning Committee
Meeting Minutes
February 15, 2012**

Location: Victoria Boardroom

Date: February 15, 2012

Present: Gary Steeves (Chair), Paul Brent, Louise Decario, Jeanine Dodds, Susan Morrison, Ken Hancock, David Graham, Peter Luckham, Sheila Malcolmson

By Phone: Peter Grove

Staff: Craig Elder, Cindy Shelest, Linda Adams, David Marlor, Nicole Ranger, Marion Grau, Clare Frater, Lisa Gordon

Call to order: 10:00 a.m.

1. Approval of Agenda

Chair Steeves suggested moving agenda item 4.4 (RFD - Policy Statement Review) to come after agenda item #7 (RFD – Borrowing Anticipation Bylaw No. 147).

The agenda as amended was approved by consensus.

2. 2.1 Minutes of
previous meeting
January 18, 2012

Section number 3 – additional wording that had been left off the draft was added to read: “The members agreed that staff and trustees should ensure these practices in future meetings.”

The minutes were amended to show that Paul Brent left the meeting at 12:30pm.

A wording change was made to the last paragraph of Section 16 to change “then” to “than”.

A wording change was made to Section 18 to change “direction from the Committee” to “agreement from the Committee members”.

Resolution FIN860/12

It was moved and seconded that the Financial Planning Committee adopt the minutes of January 18, 2012 as amended.

CARRIED

3. 3.1 Follow-up Action List (FUAL)

Cindy Shelest, Director of Administrative Services, reviewed and provided the Committee with a status update on each of the items on the FUAL.

4. 4.1 RFD Quarterly Financial Statements
To December 31, 2011

Cindy Shelest reviewed the December 31, 2011 Quarterly Financial Report.

Resolution FIN861/12

It was moved and seconded that the Financial Planning Committee forward the December 31, 2011 Quarterly Financial Report to Trust Council.

CARRIED

5. 4.2.1 Briefing Note Financial Forecast for March 31, 2012 Year-End

Cindy Shelest discussed the Briefing Note and provided an explanation on variances as outlined in the document. David Marlor, Director of Local Planning Services (LPS), provided additional information regarding the LPS salaries and benefits variance. David provided an update that the Planner 1 position at 0.6 has now been filled and the 0.6 Bylaw Enforcement Officer Position will be filled dependant on budget approval.

David Marlor provided further explanation regarding OCP/LUB budget variances. Common reasons for variances include the LTC changing their area of focus, and the number of variable costs associated with the budget figure such as legal costs.

6. 4.2.2 Financial Forecast Detail for 2011/12 fiscal year
4.2.3 OCP Forecast for 2011/12 fiscal year

Cindy Shelest asked if there were any questions regarding documents 4.2.2 and 4.2.3 since they were last discussed at the January 18, 2012 Financial Planning Committee meeting. No questions were raised.

7. 4.3 Briefing – Public Feedback on 2012/13 Proposed Budget

Cindy Shelest commented that only two items of correspondence were received from the public regarding the 2012/13 Proposed Budget. Copies of the correspondence were provided within the Briefing document. Craig Elder commented that this is significantly less than the responses received in the previous budget year.

8. 4.5.1 Changes to Budget from Jan 18/12 to Draft 4 Budget

Cindy Shelest went over changes that were made to the Draft 4 Budget and explained that all revenue and expenses for the Policy Statement Review have been removed.

Discussion occurred regarding reversing the \$83,346 Retirement Allowance accrual. Cindy Shelest explained that this reversal is taking place because the Public Service Agency has been accounting for staff retirement allowances therefore Islands Trust does not have to set aside funds.

9. 4.5.2 Bowen – prior year adjustments to municipal contribution

Cindy Shelest asked if there were any questions regarding the Bowen prior year adjustments to municipal contribution. No questions were raised.

10.4.5.3 Draft 4 – 2012/13 Budget Summary

Cindy Shelest reviewed the 2012/13 Budget Summary which showed a .8% property tax increase.

The Committee members discussed and directed questions to Cindy Shelest and Craig Elder regarding the tax increase and changes in revenue compared to 2011/12.

11.4.5.4 Draft 4 – Base Budget Changes - Details

Cindy Shelest said there were no changes to the Base Budget Details since it was last reviewed by the Committee. No further discussion took place.

12.4.5.5 Draft 4 – OCP/LUB Summary

Cindy Shelest reviewed the Draft 4 – OCP/LUB Summary with the Committee.

13.4.5.6 Draft 4 – OCP/LUB Details

Cindy Shelest reviewed the OCP/LUB Details with the Committee.

14.4.5.7 Draft 4 – Discretionary Projects – Details

Cindy Shelest reviewed the document and was asked to change the wording on page 2 Ref #8 Request Description to “Executive Islands – Continuation of OCP”.

15.4.5.8 Briefing – Funding for Riparian Area Regulations implementation

David Marlor explained that the base numbers are determined by both public consultation and what is considered to be consistent with Riparian Area Regulations (RAR). There was discussion about additional funding to map more watersheds than expected on some islands. Director Marlor clarified that Islands Trust won't have to re-map islands that have already been done but there are new guidelines going forward based on regulations from the Ministry of Environment.

Trustee Malcolmson would like Director Marlor to rework the wording on page two of the briefing to include phrases like “fish bearing potential”.

- 16.4.5.9 Draft 4A – includes Policy Statement Review with LPS backfill
- 4.5.10 Draft 4B – includes Policy Statement Review without LPS backfill

Chair Steeves suggested deferring review of items 4.5.9 and 4.5.10 until the Committee has reviewed item 4.7 (RFD – Borrowing Anticipation Bylaw 147).

17.4.5.11 Proposals to include in the budget recommendation to Trust Council

Cindy Shelest reviewed the Program and Strategic Plan Budget Request with the Committee. Director Shelest explained that the Green Shores for Homes – Phase 2 project would be significantly offset by a Real Estate Foundation of BC grant.

10:55 am Trustee Hancock left the meeting
10:58 am Trustee Hancock returned to the meeting

Resolution FIN862/12

It was moved and seconded that the Financial Planning Committee recommend for inclusion the 2012/13 budget carryover projects listed in document 4.5.11 as amended.

CARRIED

Resolution FIN863/12

It was moved and seconded that the Financial Planning Committee carry over \$4,000 surplus funds from the 2011/12 OCP budget for the Galiano Groundwater project.

CARRIED

18.4.5.12 – 2012/13 Budget Assumptions and Principles

Craig Elder suggested leaving discussion regarding document 4.5.12 until the end of the budget discussion.

19.4.6 – RFD – Financial Plan Bylaw No. 146

Craig Elder explained that Bylaw No. 146 relates to a Financial Plan Bylaw and Draft Five Year Budget Projection.

Chair Steeves suggested holding off discussing item 4.6 until the budget had been decided on.

20.4.7 – RFD – RFD – Borrowing Anticipation Bylaw No. 147

Craig Elder discussed document 4.7 with the Committee.

Resolution FIN863/12

It was moved and seconded that the Financial Planning Committee forward the Request for Decision Revenue Anticipation Borrowing Bylaw to Trust Council.

CARRIED

11:12 am Director Elder left the meeting

11:14 am Director Elder returned to the meeting

11:15 am Clare Frater (Trust Area Policy Analyst), Marion Grau (Grants Administrator), Lisa Gordon (Director, Trust Area Services) join the meeting

21.4.4 – RFD – Policy Statement Review

Lisa Gordon, Director of Trust Area Services asked the Committee for feedback regarding what type of information they would like to see in a Policy Statement Review so Trust Area Services could prepare a comprehensive package for Trust Council.

Discussion followed regarding option one and option two and if it would be of benefit if more options were presented to Trust Council.

David Marlor discussed the following benefits of having Local Planning Services staff involved with the Policy Statement Review Process:

- There is a significant amount of work involved in setting up and attending meetings. Islands Trust planners have expertise

regarding community meetings and Official Community Plan Reviews.

- Planners can offer advice on items such as policy issues.
- Planners are familiar with what can and can not go into Official Community Plans.
- Policy Statement documents are comparable to other planning documents so it would be beneficial to write the policies in such a way to look at the relationships between the policies.

Lisa Gordon will provide the Committee with a summary of what other local governments have spent on similar projects.

Lisa Gordon further clarified that if it was the consensus to proceed with the Policy Statement review there is an opportunity to reassess after each year. If at any time there is a wish to stop the Policy Review the Islands Trust only has to pay-back the grant funds that were actually used.

There was discussion about whether it is possible to scale back the project and ask for a different funding arrangement. Linda Adams explained that if Council decides not to proceed Islands Trust would have to re-apply for funding and if there is an opportunity for funds to be available in the future there could potentially be a 2 year wait.

Resolution FIN863/12

It was moved and seconded that the Financial Planning Committee forward Draft 4 of the 2012/13 Budget as amended to Trust Council for adoption.

CARRIED

Trustee Hancock left the meeting at 12:27 pm

Trustee Hancock returned to the meeting at 12:30 pm

12:31 pm adjourned for lunch

Reconvene 1:45 pm

22.4.5.9 – Draft 4A – includes Policy Statement Review with LPS backfill

Craig Elder reviewed and answered questions regarding the impact of document 4.5.9.

2:03 pm Trustee Dodds left the meeting

2:08 pm Trustee Dodds returns to the meeting

2:09pm Chair Steeves leaves the meeting

2:10pm Chair Steeves returns to the meeting with Clare Frater (Trust Area Policy Analyst) and Lisa Gordon (Director of Trust Area Services)

Linda Adams commented that the main way to address the types of concerns she has heard from the public is by conducting a Policy Statement Review.

Trustee Graham commented that reviewing the Policy Statement could be a good opportunity for public engagement and that it will be harder to engage the community without having the resources.

Resolution FIN864/12

It was moved and seconded that the Financial Planning Committee forward to Trust Council for consideration budget options 4A and 4B.

CARRIED

2:23pm Clare Frater and Lisa Gordon leave the meeting

Resolution FIN865/12

It was moved and seconded that the Financial Planning Committee forward documents 4.5.1-4.5.12 to Trust Council as amended.

CARRIED

Resolution FIN866/12

It was moved and seconded that the Financial Planning Committee forward Financial Plan Draft 4.6 2012/13 to Trust Council for consideration.

CARRIED

23.4.10 – Financial Planning Committee Report
to Trust Council

Cindy Shelest discussed the top three priorities of the Work Program:

- Finalize the 2012/13 Budget
- Conduct the 2011/12 Year-End and Audit Preparation
- Develop a Policy on Carbon Neutrality in conjunction with Trust Programs Committee

Trustee Brent asked about zero based budgeting and the consensus was to add this as an item for discussion for the next meeting.

Resolution FIN867/12

It was moved and seconded that the Financial Planning Committee refer the Committee Report to Trust Council.

CARRIED

24.4.11 – Meeting Schedule
November meeting date

Cindy Shelest recommended changing the November Committee meeting date of November 16, 2012.

Resolution FIN868/12

It was moved and seconded that the Financial Planning Committee amend the meeting schedule to replace November 16, 2012 to November 14 2012.

CARRIED

25.4.8 – Strategic Planning

Linda Adams gave a brief introduction to the Strategic Planning process and mentioned that there is a planned session during March 2012 Trust Council to go over what Strategic Planning is and how it works.

26.4.9 – Carbon Neutral Policy

Cindy Shelest reviewed the document and asked for any comments and feedback.

Next meeting May 28, 2012

Resolution FIN869/12

It was moved and seconded that the Financial Planning adjourn the meeting at 2:50pm.

CARRIED

Nicole Ranger

Gary Steeves

Recorder

Chair