

**Financial Planning Committee
Meeting Minutes
January 19, 2011**

Location: Victoria Boardroom

Date: January 19, 2011

Attending: Alison Morse (Chair), Louise Bell, Peter Luckham, Christine Torgrimson, Sheila Malcolmson, David Graham, Joyce Clegg, Sue French, Gary Steeves

Absent: Susan Morrison

Staff: Linda Adams, Craig Elder, Lisa Dunn, Mac Fraser, Laura Stringer, Carmen Thiel and Nancy Roggers

Call to order: 10:02 a.m.

1. Approval of
Agenda

The agenda was approved as circulated by consensus.

2. Minutes of
previous meeting
November 18, 2010

The following changes were requested:

Page 3 – reword Resolution FIN768/10 as discussed and approved by Committee.

Page 4 –correct spelling of forecast, correct agenda item to read 4.4.7., and remove apostrophe from OCP's.

Page 8 – Remove apostrophe from Local Trust Committee's

Page 10 – reword section to say "Chair Morse suggested that the two November meetings could be combined into one longer meeting.

Page 11 – Next meeting is on "Wednesday" January 19, 2011

Resolution FIN790/11

It was moved and seconded that the Financial Planning Committee adopt the minutes of November 18, 2010 as amended.

CARRIED UNANIMOUSLY

3. Follow up Action List

Craig Elder discussed the Financial Planning Committee's (FPC) follow up action list (FUAL). He advised that additions would be made to it from resolutions passed at Trust Council and Executive in December, 2010.

4. 4.1.2. 2011/12 Budget
Public Consultation Materials

Craig Elder reviewed changes to the budget summary document that had been made since the November 18, 2010 FPC meeting.

REVENUE CHANGES

- Grant revenues and expenses have been adjusted to match the confirmation of funding that will be received for the Green Shores project;
- \$4,000 in additional revenue has been added for mapping services that will be provided to Bowen Island;
- Bowen Island tax contribution decreased based on the ratio of expenditures for Trust Council and Local Planning Services.

EXPENSE CHANGES

- Adjustment to trustee remuneration amounts due to a miscalculation;
- Reduction of Amortization by \$10,000;
- Reduction of \$12,500 property tax obligation to pay on Trust Fund Board property has ended;
- Minor rounding adjustments on salaries and benefits

Craig Elder advised FPC that the tax percentage increase is at 3.66% after these adjustments.

Resolution FIN791/11

It was moved and seconded that the Financial Planning Committee accept the changes to the 2011/12 budget as outlined in document 4.1.2.

CARRIED UNANIMOUSLY

5. 4.1.3.
Budget submission – sponsor
Affordable housing applications
And reduce trustee remunerations

The Financial Planning Committee received Trustee Law's submission on sponsoring affordable housing applications and

reduction to trustee remunerations. The submissions were discussed by the Committee and no changes were made to the 2011/12 budget.

6. 4.1.4.
Budget Submission -
New Program Item
Proposals

Craig Elder and Carmen Thiel provided context for the addition of \$40,000.00 to the 2011/12 budget for records management. Craig Elder advised that a records management process is necessary to mitigate costs and risks associated with legal proceedings. The funds are for contract help to convert existing documents to a new records management system, review and cull documents based on established retention periods, to provide expertise in procedures to implement the new system, and to provide training to staff. Carmen Thiel, the Legislative Service Manager, will oversee the contractor's work.

Members of FPC discussed the budget request for records management. Issues discussed:

- Costs may increase if we wait
- Additional costs for records management software at a later date
- Accessibility of records and importance of managing documents

Resolution FIN792/11

It was moved and seconded that the Financial Planning Committee include \$40,000.00 for records management implementation in the 2011/12 budget.

CARRIED UNANIMOUSLY

Craig Elder gave the Committee details on the purchase of new microphones and PA system for use at Trust Council. There would be 1 microphone shared for every 2 to 3 trustees and a separate microphone available from presenters. This proposal was brought forward due to ongoing difficulties experienced with the microphone and PA system at Trust Council meetings.

Resolution FIN793/11

It was moved and seconded that the Financial Planning Committee include \$2,500.00 for new microphones and PA system for Trust Council in the 2011/12 budget.

**In Favour - 6
Opposed – 3 (French,
Malcolmson, Steeves)
CARRIED**

Craig Elder gave the Committee details on the time collection software upgrade. He expressed that enhancements to the existing system would provide evidence of costs for processing applications, information for cost recoveries, and to provide more capability for a web based application making it easier to access for remote offices. He advised the Committee that he felt this expenditure could be deferred.

Mac Fraser provided additional information that the cost would customize the existing system so that it would be tailored to our use. He advised that he didn't believe the enhancement would provide additional details that couldn't already be extrapolated from the currently available time collection system.

Chair Morse requested that the minutes include that FPC should return to a discussion on the time tracking that will be needed when we are discussing application fees to review applicant costs – vs – Trust costs.

7. 4.1.5.
Late item – Climate
Change Education
Proposal

Mac Fraser advised the Committee that this came to FPC after a resolution Trustee Ehring brought forward at December TC to continue green house gas (GHG) communications and education that began this fiscal year. The additional funds requested totalling \$17,500.00 is for ongoing engagement and education to help Local Trust Committees advance GHG reductions.

Members of FPC discussed the budget request for climate change education. Issues discussed:

- LTCs should decide how to spend
- Community participation and action

- Local Planning Services capacity to do the work
- Climate wise section of the website is sufficient

4.1.6. Other Additions to 2011/12 Budget

Trustee Steeves requested that FPC reinstate the \$3,000.00 that South Pender requested for their OCP process. He advised that these funds represent a technical review only of work that has already been achieved in the current 2010/11 fiscal year.

Mac Fraser advised that Local Planning Services staff have the capacity to do this work which is housekeeping of the OCP document.

Resolution FIN794/11

It was moved and seconded that the 2011/12 budget be amended to include \$3,000.00 for the South Pender OCP update.

**In Favour - 7
Opposed – 2 (Malcolmson,
Morse)
CARRIED**

Trustee Malcolmson requested a planner work program on this item for the next FPC meeting so that it can go forward as part of the program budget to Executive and Trust Council.

Mac Fraser advised FPC that LPS is not requesting additional funding for Riparian Area Regulations (RAR) in the 2011/12 budget. He spoke to Leah Hartley, Salt Spring Island Regional Planning Manager, who advised that there will be staff time spent on this but that no additional funds are necessary for it. Mac Fraser advised FPC that he would discuss this issue with the Salt Spring Island Trustees and Regional Planning Manager before the next FPC meeting.

FPC discussed the continuation of the Community Housing Task Force request of \$15,000.00. Mac Fraser advised that there is an existing tool kit and housing strategy in place but that these funds were requested to implement them. FPC advised that they feel this should be advanced by Local Trust Committees based on the tool kit being provided.

Craig Elder advised the committee that the changes to the budget so far represented a 4.4% tax increase.

8. 4.1.7.

Trustee Remuneration

FPC discussed the current trustee remuneration proposal in terms of the payment per meeting amount and the level of Executive Committee remuneration. Following the discussion, it was agreed that the budget for public consultation would go forward as approved at Trust Council.

12:04 Break for Lunch

12:35 Reconvene

9. Other Additions/Reductions from
2011/12 Budget

Chair Morse asked if Committee members had any other additions or reductions to the 2011/12 Budget that they would like to discuss.

Resolution FIN795/11

It was moved and seconded that the budget as revised showing a 4.4% tax increase be sent out for public consultation.

CARRIED UNANIMOUSLY

10.4.2.1 to 4.2.8.

2011/12 Budget – Public
Consultation Material

Craig Elder gave the Committee an overview of the public consultation budget package. Each document was reviewed separately and Trustees requested minor changes be made.

Craig Elder requested feedback on document number 4.2.3 – Comparison of Budgets 2011-12 and 2010-11. There were 2 different formats supplied in the FPC package and he requested a decision on which format the trustees would like included in the budget consultation package.

Resolution FIN796/11

It was moved and seconded that neither 4.2.3 the Comparison of Budgets nor 4.2.4. the Budget History, be included in the budget consultation package.

**In Favour - 7
Opposed – 2 (Clegg,
Morse)**

CARRIED

It was discussed that both of these documents would be on the website and copies would be provided upon request.

Resolution FIN797/11

It was moved and seconded that staff will review the public consultation documents in light of comments made at FPC and forward them to the chair of FPC and the chair of the Executive Committee for final review before posting on the website.

CARRIED UNANIMOUSLY

11.4.3. Approach for Five
Year Plan 2011/12 to 2016/17

Craig Elder discussed and received approval on the assumptions that we will use in the creation of the 5 year financial plan.

It was requested that a review of the surplus policy (3 months – vs – 4 months) be added to the FPC FUAL.

12. Next Meeting

Wednesday, February 16, 2011.

Meeting adjourned 2:15 p.m.

Nancy Roggers

Alison Morse

Recorder

Chair