

**Islands Trust
Financial Planning Committee
Meeting Minutes
January 18, 2012**

Location: Victoria Boardroom

Date: January 18, 2012

Present: Peter Grove, Susan Morrison

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

Staff: Craig Elder, Cindy Shelest, Linda Adams, David Marlor, Nancy Roggers, Marion Grau

Call to order: 10:10 a.m.

1. Election of Chair and Vice Chair:

Election for Chair, Financial Planning Committee

Nominated: Gary Steeves, Peter Grove

Elected: Gary Steeves

Election for Vice-Chair, Financial Planning Committee

Nominated: Peter Grove

Acclaimed: Peter Grove

2. Approval of Agenda

The agenda was approved by consensus.

3. 3.1 Minutes of
previous meeting
November 16, 2011

Wording changes were made to Section number 10 – bullet 1 – change the word “requirements” to “legislation” and bullet 4 – correct the spelling error – word should be “policies”

Section number 12 – additional wording that had been left off the draft was added to read: “Committee members discussed the surplus level and options for modifying the recommended amount.”

The amended minutes were adopted by consensus.

Trustee Malcolmson commented that where Trustees have notified staff that they are unable to attend the minutes should indicate them as

“Regrets” rather than “Absent” . Also that each resolution should stand alone in its content. The members agreed that staff and trustees should ensure these practices in future meeting minutes.

4. 3.1 Follow-up Action List (FUAL)

Craig Elder reviewed and provided the Committee with a status update on each of the items on the FUAL.

5. 5.1 Comments on the 2012/13 budget from Trustees

Craig Elder distributed a 1 page document to the Committee that had been submitted by Trustee Law with comments about the budget.

Resolution FIN847/12

It was moved and seconded that the Financial Planning Committee include Tony Law’s January 10, 2012 letter to the Financial Planning Committee on a future agenda for discussion.

CARRIED UNANIMOUSLY

6. 5.2 General discussion and questions about overall budget

The Financial Planning Committee members had a general discussion about how to proceed with their review of the 2012/13 budget and to ensure timelines for the budget consultation process are met. It was agreed unanimously that the first step should be a review and understanding of the budget assumptions and principles.

7. 5.3.1 2012/13 Budget Assumptions and Principles

Craig Elder reviewed the budget assumptions and principles presented to December 2011 Trust Council and highlighted changes made since that date .

- The Consumer Price Index was updated to reflect the November statistics of 2.1%
- The non-market growth report from BC Assessment was received in December, 2011 supporting the percentage of 1% non-market growth.

The Committee members discussed and asked questions of the staff on the rationale for each of the principles and assumptions used in the 2012/13 budget.

Trustee Brent left the meeting at 10:55 am

Trustee Brent rejoined the meeting at 10:57 am

Trustee Grove led the committee in a discussion of the 2012/13 budget details. The details of the following budget items were discussed:

- Appropriation from Surplus
- Grant income from projects
- Contingency
- Contract Services
- Legal Services
- Local Trust Committee
- Programs
- Official Community Plan

The Committee members agreed that they would return to each of these items later during the meeting to review them for any potential budget reductions.

Recess at 12:30 pm for lunch and Paul Brent leaves the meeting.

Reconvene at 1:04 pm

8. 5.3.2. Summary of budget changes
since December, 2011 Trust Council

Craig Elder explained the budget changes since the December 2011 Trust Council. He explained the rationale for each of the changes to the following:

- Bowen Municipal contribution calculation
- Trustee benefits
- BCGEU wage and step increases
- Program items

Resolution FIN848/12

It was moved and seconded that the Financial Planning Committee adopt the changes to the 2012/13 budget as outlined in document 5.3.2 Changes in budgeted expenditures from December Trust Council Budget (amended).

CARRIED UNANIMOUSLY

9. 5.3.3 Draft 3 – Budget Summary
For 2012/13

Craig Elder advised that the budget summary calculations, after including changes since the December, 2011 Trust Council, showed a tax increase of 2.2%.

10.5.3.4 Draft 3 – Base budget
Changes – Details
5.3.5 Draft 3 – OCP/LUB Summary
5.3.6 Draft 3 – OCP/LUB Details

Craig Elder asked for questions on the base budget details, the OCP/LUB Summary and the OCP/LUB Details.

The Committee members discussed staff resources to complete the OCP/LUB items listed in the document.

11.5.3.7. Draft 3 – Discretionary
Projects - Details

Chair Steeves requested that Committee members ask questions on the Program and Strategic Plan budget requests listed in the discretionary projects document. The Committee discussed the progress of the program implementation and the details of the 2012/13 budget request for records management.

12.5.3.8. Briefing – Funding for
Riparian Areas Regulation
Implementation

Craig Elder discussed the briefing document previously presented to this Committee and to December 2011 Trust Council which outlines the 2012/13 funding request for implementation of the Riparian Areas Regulation. He asked whether or not this document should accompany the budget package going to Trust Council in March 2012.

Resolution FIN849/12

It was moved and seconded that the Financial Planning Committee Include the Riparian Areas Regulation budget detail in the March 2012 budget information package going to Trust Council.

CARRIED UNANIMOUSLY

13.5.3.9. New Proposal
Grants Database

Marion Grau, Islands Trust Grants Administrator, joined the meeting to discuss the request for funds to create a web interfaced grants database. She explained that this would make the information on available grants more accessible to the Trustees and provide a more efficient information management system for grants. After discussion by members it was

decided that a more detailed analysis of the project be returned to the Financial Planning Committee at a future date, outlining options for various information management tools.

14. 2012-13 Budget Detail
FPC Jan 18, 2012

The Financial Planning Committee returned to a discussion of the 2012-13 budget details document for further discussion.

Resolution FIN850/12

It was moved and seconded that the Financial Planning Committee increase the Provincial grant amount in the 2012/13 budget from \$146,000 to \$180,000.

**In Favour – 1 (Grove)
Opposed- 8
DEFEATED**

Resolution FIN851/12

It was moved and seconded that the Financial Planning Committee approve an appropriation from surplus to ensure a zero percent tax increase in the 2012/13 budget.

Resolution FIN852/12

It was moved and seconded that the motion be tabled.

CARRIED UNANIMOUSLY

Resolution FIN853/12

It was moved and seconded that the Financial Planning Committee remove the \$38,000 Contingency amount in account number 56000 from the 2012/13 budget.

**In Favour – 3 (Luckham, Grove,
Dodds)
Opposed- 6
DEFEATED**

Linda Adams discussed the background on the contingency budget. Craig Elder described the difference between accessing the contingency budget for unplanned expenditures as opposed to Surplus.

Resolution FIN854/12

It was moved and seconded that the Financial Planning Committee amend the proposed 2012/13 budget for line 56000 called Contingency to decrease it from \$38,000 to \$25,000.

CARRIED UNANIMOUSLY

The Committee discussed the Appropriation from Surplus for the 2012/13 budget.

Resolution FIN855/12

It was moved and seconded to untable the motion: That the Financial Planning Committee approve an appropriation from surplus to ensure a zero percent tax increase in the 2012/13 budget.

CARRIED UNANIMOUSLY

Resolution FIN856/12

It was moved and seconded to amend the motion as follows: That the Financial Planning Committee approve an appropriation from surplus to restrict a 1 percent tax increase in the 2012/13 budget.

On the amendment

CARRIED UNANIMOUSLY

On the main motion as amended

CARRIED UNANIMOUSLY

Craig Elder advised that after taking into account the resolutions passed during this meeting, the 2012/13 budget reflects an increase to expenditures of \$60,000. The appropriation from surplus is covering a reduction in revenues from other sources; therefore the tax increase and the increase in expenditures would both be approximately 1 percent.

Trustee Dodds left the meeting at 2:47 pm

15.5.3.10.

Treatment of Correction
to prior years' Bowen contribution

Craig Elder advised the Committee that the treatment of the Bowen Island Municipality contribution calculation had not included their portion of grant revenues. This had resulted in an over contribution of funds by Bowen Island Municipality over the past several years that had now become part of the funds in Surplus.

Craig Elder suggested that the 2012/13 requisition to Bowen Island Municipality be reduced by the overpayment from prior years, and that the revenue shortfall related to prior years be made up by an increase in the Appropriation from Surplus. The final amount of shortfall had not been calculated, but the estimated amount was approximately \$35,000.

Resolution FIN857/12

It was moved and seconded that the Financial Planning Committee agree that the amount owing to Bowen Island, based on Craig Elder's calculation, be repaid in the 2012/13 fiscal year and that the revenue shortfall would be made up from Appropriation from Surplus.

CARRIED UNANIMOUSLY

16.5.4
Public Consultation Documents

Craig Elder advised that the following documents relating to the 2012/13 budget would be posted on the Islands Trust Website on January 25, 2012 to be viewed and commented on by the public:

- 5.4.1 – Press Release
- 5.4.2 – We Would like to hear from you
- 5.4.3. – 2012/13 Budget Summary
- 5.4.4. – Budget Definitions, Process Description and Timelines
- 5.4.5 – Budget History 1995 to 2012

Craig Elder proposed that he would make the changes resulting from this meeting, as well as format suggestions he had received from some Committee members, and send them out to the entire Financial Planning Committee on Friday, January 20th for approval. The Committee unanimously agreed. Craig Elder further requested that Committee members return any comments on the package by Monday, January 23, 2012.

Trustee Brent returned to the meeting at 3:04 pm

Chair Steeves recommended that each Chair of each Local Trust Committee advise their Local Trust Committee members that if they have different items in their work plans or priorities than are currently indicated in the budget they would need to advise the Financial Planning Committee before February 15, 2012

17.5.5
In Camera

Resolution FIN858/12

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 Islands Trust staff be invited to attend the meeting.

CARRIED UNANIMOUSLY

Meeting in Camera 3:15 pm

Return from in Camera 3:55 pm

Trustee Grove left the meeting during the in camera portion of the meeting at 3:52 pm

18.5.6

April 1st lease agreements for
Galiano and Pender trustee offices

Craig Elder received agreement from Committee Members to enter into discussions with landlords of the leased premises for Galiano and Pender trustee offices, but that the signed lease agreements would be subject to budget approval.

19.5.7

Schedule of FPC Meetings
For the year

Resolution FIN859/12

It was moved and seconded that the Financial Planning Committee adopt the proposed meeting schedule including Friday, November 16, 2012.

CARRIED UNANIMOUSLY

Next meeting February 15, 2012.

Meeting adjourned 4:10 pm

Nancy Roggers

Gary Steeves

Recorder

Chair