



Financial Planning Committee

Minutes of Meeting

Date: Wednesday, November 14, 2012
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

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

Staff Present: Cindy Shelest, Director Administrative Services
Nancy Roggers, Finance Officer
Linda Adams, Chief Administrative Officer
David Marlor, Director Local Planning Services
Lisa Gordon, Director Trust Areas Services

1. CALL TO ORDER

The meeting was called to order at 10:00 am

2. APPROVAL OF AGENDA

Chair Steeves advised that we have a very ambitious agenda and requested feedback on how to proceed. Chair Steeves suggested we do item 3, 4.1, 4.2, 4.5 and all of item 5 before doing other business in section 4.

Trustee Luckham arrived at 10:06

By general consent the Committee approved the agenda as amended.

3. MINUTES/COORDINATION

3.1. Minutes of Meeting October 31, 2012

Trustee Malcolmson requested changes to staff titles so that they would be consistent throughout the October 31, 2012 minutes.

The minutes of October 31, 2012 were adopted by general consensus as amended.

3.2. Follow up Action List

There were no questions or comment relating to the Follow up Action List.

4. BUSINESS

4.1. RFD - September 30, 2012 Quarterly Financial Statements

Director Shelest requested questions on the September 30, 2012 quarterly financial statements and request for decision document.

Trustee Graham requested that the total for Local Planning Services on the consolidated statement of revenue and expenditures be changed to reflect the actual percentage of 46%.

Resolution FIN886/12

It was MOVED and SECONDED that the Financial Planning Committee recommend that Trust Council approve the September 30, 2012 Quarterly Financial Statements as amended.

CARRIED

4.2. Briefing - Financial Forecast to March 31, 2013

Director Shelest provided a summary of the financial forecast to March 31, 2013 and advised that the forecast documents will be included as part of the budget package going to December Trust Council.

4.5. Policy 7.2.vi Municipal Tax Requisition Calculation

Director Shelest reviewed the briefing on Policy 7.2.vi Municipal Tax Requisition Calculation. She advised that Bowen Island Municipal Council has approved the policy with a request for three changes to the policy. Director Shelest provided background regarding meetings about the policy that had taken place between herself, Bowen Island Councilor Morse, the Chief Financial Officer of Bowen Island Municipality, and the previous Director of Administrative Services, Craig Elder.

Director Shelest reviewed the municipal tax requisition calculation and the impact of including 100% of the Provincial Grant in the calculation. She advised that the allocation of the provincial grant should be 27.4% which is the Administrative percentage used for

the calculation. The draft policy reflects this proposed change.

CAO Adams provided background on the provincial grant funds.

Resolution FIN887/12

It was MOVED and SECONDED

that the Financial Planning Committee not amend the Islands Trust policy to allocate the full amount of the provincial grant to the pool but a lesser amount.

DEFEATED

Resolution FIN888/12

It was MOVED and SECONDED

that the Islands Trust policy 7.2.vi Municipal Tax Requisition Calculation Appendix B be amended to not remove the words "at the Administrative Allocation Rate" from the Municipal Pool Treatment Category and further that the policy be amended to remove the percentage allocation change.

CARRIED

Resolution FIN889/12

It was MOVED and SECONDED

that the Financial Planning Committee forward the draft policy 7.2.vi Municipal Tax Requisition Calculation to the Executive Committee as amended.

CARRIED

Break 11:10

Reconvene after break at 11:20

5. BUDGET REVIEW

5.1. Draft 3 2013/14 Budget Detail

Director Shelest reviewed a summary of the changes that occurred between Draft 2 and Draft 3 of the budget presentation. Director Shelest reviewed the 2013/14 Draft 3 budget spreadsheet focusing on the changes from the previous draft and the details that make up the appropriation from surplus. The proposed tax increase after changes to Draft 2 is 2.02% which is just slightly over the Victoria Consumer Price Index which is at 1.8%. If Draft 3 were to proceed, the surplus balance at the end of 2013/14 would be just under 1.9 million which is above the balance of 1.7 million recommended by general revenue fund surplus policy.

Director Gordon reviewed the impact of changes to the Islands Trust Fund budget request and explained how the Islands Trust Fund would scale their 2013/14 budget request back as outlined in 5.3.7.

4.7. Strategic Plan Update

CAO Adams advised that Strategic Plan activities could be affected if the current budget proposal were to proceed. The changes that would be necessary are outlined in the strategic plan update.

Resolution FIN890/12

It was MOVED and SECONDED that the Financial Planning Committee recommend against removal of item 6.2 from the strategic plan until the Financial Planning Committee can consider Trust Councils referral of the fees bylaw.

CARRIED

5.2 to 5.3.1.

Director Shelest reviewed each of the program and project items for the 2013/14 budget.

5.3.2. RAR Budget

Director Marlor reviewed and summarized the Riparian Areas Regulations briefing note with the committee. He summarized the work that has been done by each Local Trust Committee to date, what should be completed by the end of this fiscal year, and the recommendation for the 2013/14 budget.

Director Shelest advised that draft three of the 2013/14 budget includes \$71,000 for Riparian Areas Regulations work. Any additional Riparian Areas Regulations work funded in 2013/14 would need to come from surplus or tax revenues.

5.3.3. LTC Project Proposals

Director Shelest reviewed the Local Trust Committee project requests and showed history of funding requests versus what was spent to support the proposed reduction in Local Trust committee project funding of \$52,500.

5.3.4 to 5.3.6

Director Shelest advised that there are funds in draft three of the 2013/14 budget for leadership training, BC Ferries and SharePoint.

5.3.7 Trust Fund Board Project Proposals

Director Shelest advised that the Islands Trust Fund has scaled back their budget requests for 2013/14 partially due to some available grant funds.

12:10 break for lunch

Reconvene after lunch break at 12:30

Trustee Hancock returns at 12:55

There was general discussion of items included in draft three of the 2013/14 budget.

Resolution FIN891/12

It was MOVED and SECONDED

Staff be instructed to revise the budget to reflect a tax increase of 1.8% consistent with the Victoria Consumer Price Index (CPI) by appropriating additional funds from surplus.

CARRIED

Resolution FIN892/12

It was MOVED and SECONDED

that the terminology on the budget revenue documents be changed from "Appropriation from surplus" to "Transfer from general revenue fund surplus."

CARRIED

Resolution FIN893/12

It was MOVED and SECONDED

that the Financial Planning Committee fully fund the Riparian Areas Regulations proposal by including \$108,000 from the general revenue fund surplus.

DEFEATED

4. BUSINESS

4.3. Briefing - Whistleblower Policy

Resolution FIN894/12

It was MOVED and SECONDED

that the Financial Planning Committee advise Trust Council to not adopt a separate whistleblower policy at this time.

CARRIED

4.4. Policy 7.2.v Restructure Incorporation Study Cost Allocations

Chief Administrative Officer Adams advised the Committee that this is a draft request for decision document that would be sponsored by the Executive Committee to be forwarded to Trust Council for a decision. It was brought to the Financial Planning Committee so that members could provide comments to the Executive Committee. She further provided background information regarding work that went in to the initial policy development by the previous Director of Administrative Services, Craig Elder.

Resolution FIN895/12

It was MOVED and SECONDED

that the Financial Planning Committee advise the Executive Committee that they have no reservations about the draft revisions made to Policy 7.2.v Restructure Incorporation Study Cost Allocations.

CARRIED

4.6. Financial Planning Committee Report to Trust Council

Director Shelest requested comments on the Financial Planning Committee report to Trust Council. The Committee requested that Director Shelest advise Trust Council that item 4 is complete and that existing PSA whistleblower policy covers Islands Trust staff. They requested that Director Shelest develop a system to ensure staff awareness of the PSA policy.

Resolution FIN896/12

It was MOVED and SECONDED
that the Financial Planning Committee Report be forwarded to Trust Council as amended.

CARRIED

6. NEXT MEETING

The next meeting will be take place on Wednesday, January 23, 2013

7. ADJOURNMENT

BY GENERAL CONSENT, the meeting adjourned at 1:40 pm.

Gary Steeves, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder