



Financial Planning Committee Minutes of Meeting

Date Monday, May 27, 2013
Location Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

Staff Present Cindy Shelest, Director Administrative Services
Nancy Roggers, Finance Officer
Linda Adams, Chief Administrative Officer
David Marlor, Director Local Planning Services
Nicole Ranger, Finance Clerk

1. CALL TO ORDER

The meeting was called to order at 10:00 am

2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as presented.

Chair Steeves reminded members about a minute taking information session taking place between 11:00 and 11:45.

3. MINUTES / COORDINATION

3.1. Minutes - February 13, 2013

The minutes were amended as follows:

- the title of section 4.6.6. to include the word "Enforcement" so that it would be clear that reference was to Bylaw Enforcement hours
- delete the second "back" at the top of page 3 of the minutes

By general consent the minutes were adopted as amended.

3.2. Follow up Action List

Director Shelest provided an update on each of the items in the follow up action list. She advised that she had spoken with Trustee Law about the item on the follow up action list for a multi-year context budget presentation that had come to the Financial Planning Committee from a motion at Trust Council. Trustee Law indicated that he no longer needed this information and that it would be removed from the follow up action list.

Trustee Malcolmson enquired about an item she recalled from the first budget meeting in March, 2012 at Trust Council regarding surveying the trustees to determine if the remuneration increase had made a difference in their decision to run for election as a Trustee. Committee members requested that this item be put on the next Financial Planning Committee agenda.

4. BUSINESS

4.1. RFD - March 31, 2013 Audited Financial Statements

Director Shelest reviewed the information contained in the request for decision document and requested questions.

Resolution FIN920/13

It was MOVED and SECONDED that the Financial Planning Committee forward the request for decision on the March 31, 2013 audited financial statements to the Audit Committee.

CARRIED

4.2. Financial Planning Committee Report to Trust Council

Director Shelest reviewed the Financial Planning Committee report to Trust Council and asked if there were any questions.

Resolution FIN921/13

It was MOVED and SECONDED

that the Financial Planning Committee forward the Financial Planning Committee Report dated May 27, 2013 to Trust Council.

CARRIED

4.3. Whistleblower Policy

Director Shelest reviewed the whistleblower policy briefing and related documents. She advised the Committee that the auditors had reviewed the Public Service Agency code of conduct in place for all Islands Trust employees and advised that it met their requirement for a whistleblower policy.

Committee members discussed the following:

- The Auditor General's report on whistleblowing
- Endorsement of change in legislation
- Other local government whistleblower policies
- Best practices for whistleblower policies

Resolution FIN922/13

It was MOVED and SECONDED

that the Financial Planning Committee request that the Audit Committee seek advice on what local government whistleblower protection models the auditors recommend for consideration by the Islands Trust.

CARRIED

4.4. RFD - Carbon Neutral Policy

Director Shelest provided background information about the development of the carbon neutral policy.

Committee members discussed the following:

- inventory of carbon emissions
- amounts spent in fiscal 2013 on carbon offset purchases

Adjourn at 10:55 for Audit Committee meeting and lunch

1:03 p.m. - reconvene

Director Shelest presented revised wording to the carbon neutral policy to replace "Benefit the Trust Area" with "Offset projects that meet recognized certification standards and involve community organizations or businesses in the Islands Trust Area".

Resolution FIN923/13

It was MOVED and SECONDED

that the Financial Planning Committee forward the draft carbon neutral policy to Trust Council as amended.

CARRIED

Director Shelest reported back to The Committee about the Audit Committee's conversation with the auditor on the whistleblower policy. The auditors had advised that other local governments had collective agreements in place but do not have a separate whistleblower policy equivalent to our standards of conduct through the Public Service. The auditors reported that they are happy with the standard of conduct for the Islands Trust and that no additional whistleblower policy was required. Director Shelest advised that the development of a whistleblower policy will be removed for the Financial Planning Committee follow up action list.

4.5. SSI LTC Budget Change

Director Shelest reviewed the 2013/14 Salt Spring Island Program Budget Allocations brief and requested questions or comments.

Director Shelest advised the committee that there was new procedure in place for assigning project funds. Local Planning Services staff would be using project charters and there had been a project initiation form developed that would be reviewed and approved by Director Marlcor as each project began. This would provide an additional level of scrutiny over project budgets.

4.6. Local Government Restructure Briefing

Director Shelest provided an update on the local government restructure briefing. She advised that she had consulted with the former Director of Administrative Services, Craig Elder to discuss the financial information he had provided in 2011. It was confirmed that the calculations contained in the report were accurate based on the information available in the 2009/10 budget.

CAO Adams commented that the intention of the local government restructure briefing was to provide trustees with some preliminary figures and that the numbers would be reviewed as part of the Salt Spring Island restructure study.

1:25 pm Trustee Dodds left the meeting

Resolution FIN924/13

It was MOVED and SECONDED that the Financial Planning Committee return the Local Government Restructure Briefing dated Dec 4-6, 2012 to Trust Council for their information, Financial Planning Committee having reviewed and reconsidered the briefing.

CARRIED

4.7. LTC Local Expense Account - Policy 4.1.viii.

Director Shelest reviewed the briefing on the Local Trust Committee Local Expense Account and advised that the application of this policy was brought to The Committee for review and discussion about appropriate purchases using Local Trust Committee funds.

Resolution FIN925/13

It was MOVED and SECONDED that the Financial Planning Committee request that staff recommend revisions to Policy 4.1.viii for the Financial Planning Committee's consideration at its August 21, 2013 meeting.

CARRIED

5. NEW BUSINESS

no new business to report.

6. NEXT MEETING

The next meeting will take place on August 21, 2013

7. ADJOURNMENT

BY GENERAL CONSENT, the meeting adjourned at 2:55 pm.

Gary Steeves, Chair
/Certified Correct

Nicole Ranger, Secretary and Recorder