



Financial Planning Committee Minutes of Meeting

Date: Wednesday, October 30, 2013
Location: Islands Trust Victoria Boardroom
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 (by telephone)
Susan Morrison
Louise Decario (by telephone)

Regrets Peter Luckham

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

1. CALL TO ORDER

The meeting was called to order at 10:03 am

2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as presented.

3. MINUTES / COORDINATION

3.1. Minutes of Meeting - August 21, 2013

Committee members requested minor changes to the minutes

By general consent the minutes were adopted as amended.

3.2. Follow up Action List

Director Shelest provided an update on the Follow Up Action List items.

4. BUSINESS

4.1. Strategic Plan Update

Chief Administrative Officer Adams reviewed the briefing on the Strategic Plan Update and requested input from the Financial Planning Committee. Committee members reviewed and discussed those activities assigned to them.

Resolution FIN953/13

It was MOVED and SECONDED,

that the Financial Planning Committee request changes to item 6.2.1 to add the word "consider" and to modify it to read "developing". The item would read "consider developing model fees bylaw for consideration by LTCs"

CARRIED

Trustee Decario joined the meeting by phone at 10:43 am

4.2. RFD 2nd Quarter Results

Director Shelest reviewed the statement of net financial position. Trustee Grove requested that comparable figures for fiscal year end March, 2012 be added to the statement of net financial position. Director Shelest discussed the downturn in the bond market which has affected the investment income. She advised that investments have been transferred to other Municipal Finance Authority investment funds in order to realize more investment income during the second half of the year.

Resolution FIN954/13

It was MOVED and SECONDED,

that the Financial Planning Committee forward the Request for Decision on the Second Quarter Financials to September 30, 2013 to Trust Council.

CARRIED

4.3. 2014 Proposed FPC Meetings Dates

Director Shelest reviewed the proposed meeting dates for 2014 and requested that the October, 2014 and November, 2014 meeting dates be revised and pushed back to allow more time for the preparation of the second quarter financial statements, the forecast and the budget. Committee members advised

that they would like Director Shelest to bring alternate dates back to them for review at the next meeting.

4.4. Briefing Policy 7.2.iii Trustee Travel Guidelines

Director Shelest advised committee members that the bylaw relating to policy 7.2.iii called Trustee Travel Guidelines had not been updated for some time. Committee members requested a review of the rates paid for boat travel that are contained in Bylaw 29.

Resolution FIN955/13

It was MOVED and SECONDED,

that the Financial Planning Committee request staff to review Policy 7.2.ii and Bylaw No. 29 and draft a request for decision containing recommended amendments to forward to the December, 2013 Trust Council.

CARRIED

Resolution FIN956/13

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Section 90(1)(c) and (g) and Section 90(2)(b) of the Community Charter in order to consider matters related to labour relations or other employee relations and litigation or potential litigation affecting Islands Trust and the consideration of information received and held in confidence relating to negotiations between a municipality and a provincial government or the 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

Committee closed the meeting at 10:44 a.m.

By general consent Committee reconvened in open meeting at 12:17 to rise and report.

7. RISE AND REPORT

Chair Steeves reported on the following:

Chief Financial Officer Update on Bowen Island Finance Committee Meeting.

That the Financial Planning Committee report to Trust Council that the review of the Bowen Island allocation is complete and that it is fair.

Adjourn for lunch at 12:18 p.m.

4. BUSINESS

4.5.1. Draft Guidelines and Assumptions

Reconvene after lunch at 12:47 p.m.

Director Shelest advised that there have been no changes to the budget guidelines and assumptions document since the prior meeting. She requested questions.

Committee members discussed the current cost of living amount for Victoria and requested that Director Shelest look at the current Victoria Consumer Price Index (CPI) and use that number in the assumptions and principles document.

Committee members reviewed various sections of the document and requested the following changes:

- Section D - removal of the status section
- Section G – reword to indicate that the current surplus balance of \$1.8 million is the minimum balance required by policy

Committee members requested that a discussion of the Victoria office lease be added as a discussion item at a future meeting.

Resolution FIN957/13

It was MOVED and SECONDED,

that the Financial Planning Committee request a cost benefit analysis of the Grants Administrator position in time for the next meeting.

CARRIED

Resolution FIN958/13

It was MOVED and SECONDED,

that the Financial Planning Committee budget package include the amended assumptions and principles document.

CARRIED

4.5.2. Draft 1 Detailed Budget

Chair Steeves requested discussion of the approach committee members would like to take on the budget discussion.

Director Shelest advised committee members that her hope was to come out of this meeting with some direction on amount of tax increase, amount of transfer from surplus and discussion of program items. She advised that all of the program items were discretionary and that alternatives could be explored. She advised that \$60,000 is approximately equivalent to a 1% tax increase.

Chair Steeves left the meeting at 1:34 p.m.

Chair Steeves returned to the meeting at 1:37 p.m.

Committee members discussed the following:

- separate fixed cost increases from those that are discretionary and prioritize the discretionary items.
- use lower of forecast or budget numbers for the current budget
- various ideas to reduce the budget and-or come back with options to reduce the budget to 1 to 2%.
- priority to program items that are part of the core functions of the Islands Trust.
- use of surplus for program items where we would have an associated risk
- longer term view and service delivery

Chief Administrative Officer Adams asked committee members about local planning services regional meetings business item 4.5.5.3. There was agreement by committee members that we should return to having these meetings as part of each Trust Council.

Committee members agreed that the trustee laptop program including the \$15.00 per month that Trustees can claim should be removed based on the premise that everyone has their own computer and that the program was initially put in place when very few individuals owned their own computers.

It was requested that Director Shelest send the budget documents for the next meeting out in an Excel format.

Director Gordon and Chief Administrative Officer Adams spoke to the need for a First Nations specialist.

4.5.6. SSI LTC Special Tax Requisition

Director Marlor reviewed the special tax requisition request for Salt Spring Island.

Louise Decario left the meeting at 2:42 p.m.

8. NEXT MEETING

The next meeting will be take place on November 13, 2013

9. ADJOURNMENT

By general consent the meeting adjourned at 2:45 pm.

Gary Steeves, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder