



Financial Planning Committee Minutes of Meeting

Date: Wednesday, November 13, 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
Susan Morrison
Louise Decario
Peter Luckham

Staff Present Cindy Shelest, Director Administrative Services
Jas Chonk, Recorder
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 10:05 am.

2. APPROVAL OF AGENDA

By general consent, the Committee approved the agenda as presented.

3. MINUTES / COORDINATION

3.1. Minutes of Meeting – October 30, 2013

By general consent, the minutes of October 30, 2013 were adopted as presented.

3.2. Follow up Action List

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

4. BUSINESS

4.1. Strategic Plan

Chief Administrative Officer Linda Adams reviewed the briefing on the Strategic Plan.

4.2. 2014 Proposed FPC Meeting Dates Update

Resolution FIN 963/13

It was MOVED and SECONDED,

that the Financial Planning Committee approve the Financial Planning Committee 2014 meeting schedule.

CARRIED

4.3. FPC Report to Trust Council

Resolution FIN 964/13

It was MOVED and SECONDED,

that the Financial Planning Committee forward the report to Trust Council.

CARRIED

4.4. RFD Amendments to Policy 7.2.vi Municipal Tax Requisition

Resolution FIN 965/13

It was MOVED and SECONDED,

that the Financial Planning Committee forward the Request for Decision re Amendments to Policy 7.2.vi Municipal Tax Requisition to Trust Council as amended.

CARRIED

4.5. Revised briefing to Trust Council – 13/14 Forecast

Resolution FIN 966/13

It was MOVED and SECONDED,

that the Financial Planning Committee forward the briefing on the 2013/14 Forecast to Trust Council.

CARRIED

5. 2014/15 BUDGET

5.1. Budget Overview

Resolution FIN 967/13

It was MOVED and SECONDED,

that the Financial Planning Committee target no increase in property taxes in 2014-15 fiscal and maintain 1.8 million surplus target.

CARRIED

Trustees Decario, Malcolmson and Graham – Opposed

5.3. Detail 2014/15 Budget

Trustee Grove left the meeting 11:05 am

Trustee Grove returned to the meeting at 11:07 am.

Trustee Dodds left the meeting 11:11 am.

Trustee Dodds returned to the meeting at 11:15 am.

Resolution FIN 968/13

It was MOVED and SECONDED,

that the Financial Planning Committee change line 54000 from \$6,000 committee expense to \$4,000.

CARRIED

Trustees Hancock, Steeves, and Morrison – Opposed

Resolution FIN 969/13

It was MOVED and SECONDED,

that the Financial Planning Committee change line 56000 Contingency from \$20,000 committee expense to \$10,000.

Resolution FIN 970/13

It was MOVED and SECONDED,

To amend the motion as follows: That the Financial Planning Committee change line 56000 Contingency from \$20,000 committee expense to \$15,000 ~~\$10,000~~.

Vote on the amendment to the motion

CARRIED

Vote on the amended motion

CARRIED

Trustee Luckham left the meeting 11:37 am.

Trustee Luckham returned to the meeting at 11:42 am.

Committee adjourned for lunch 12:01 pm.

Committee reconvened at 12:27 pm.

5.5 LTC Project Requests

Resolution FIN 971/13

It was MOVED and SECONDED,

that the Financial Planning Committee remove budget of \$4,000 from Salt Spring farm workers housing.

CARRIED

Resolution FIN 972/13

It was MOVED and SECONDED,

that the Financial Planning Committee amend the draft budget to reduce the North Pender Project #3 by \$4,000.

Resolution FIN 973/13

It was MOVED and SECONDED,

To amend the motion as follows: That the Financial Planning Committee amend the draft budget to reduce the North Pender Project #3 by \$2,000 \$4,000.

Vote on the amendment to the motion

CARRIED

Vote on the amended motion

CARRIED

Trustees Steeves and Graham - Opposed

Resolution FIN 974/13

It was MOVED and SECONDED,

that the Financial Planning Committee amend the draft budget to reduce the South Pender Projects by \$4,000.

CARRIED

Resolution FIN 975/13

It was MOVED and SECONDED,

that the Financial Planning Committee amend the draft budget to reduce the Mayne Island Projects by \$2,000.

CARRIED

Trustee Grove left the meeting 2:08 pm.

Trustee Grove returned to the meeting at 2:11 pm.

Resolution FIN 976/13

It was MOVED and SECONDED,

that the Financial Planning Committee ask the Director of Administrative Services to finalize the budget with contribution from surplus to produce zero percent increase.

MOTION DEFEATED

Trustee Brent – In Favor

Resolution FIN 977/13

It was MOVED and SECONDED,

that the Financial Planning Committee forward the draft budget to Trust Council for feedback.

CARRIED

5.4. Project Requests Summary

5.4.1 Eelgrass Mapping

By general Consent, the Committee approved Eelgrass Mapping to be included in the budget.

5.4.2 Islands Trust Fund Donor Database

By general Consent, the Committee approved Islands Trust Fund Donor Database to be included in the budget.

5.4.3 MapIT DPA's

Resolution FIN 978/13

It was MOVED and SECONDED,

that the Financial Planning Committee approve \$7,500 for MapIT DPA's to be included in the budget.

CARRIED

5.4.4 Mapping Co-op Student

Resolution FIN 979/13

It was MOVED and SECONDED,

that the Financial Planning Committee approve the addition of \$12,000 Co-op Student term to the base budget.

CARRIED

5.4.5 Workplace Transitions Consultant

By general Consent, the Committee approved Workplace Transitions Consultant to be included in the budget.

5.6 Staffing Requests

5.6.1 Southern LPS Planner 1 – full time hours

Committee members agreed that this item would be discussed in camera

5.6.2 First Nations Specialist

Resolution FIN 980/13

It was MOVED and SECONDED,

that the Financial Planning Committee recommend not funding the First Nations Specialist.

CARRIED

Trustees Malcolmson and Graham – Opposed

5.6.3 Grants Manager Position

Trustee Dodds left the meeting 1:24 pm.

Resolution FIN 981/13

It was MOVED and SECONDED,

that the Financial Planning Committee recommend removing the funding for the Grants Administrator position.

CARRIED

Trustees Luckham, Morrison, Hancock, and Graham – Opposed

Trustee Dodds returned to the meeting at 1:56 pm.

Trustee Graham left the meeting at 1:58 pm.

5.7 SSI Special Tax Requisition

Resolution FIN 982/13

It was MOVED and SECONDED,
that the Financial Planning Committee forward the briefing to Trust
Council.

CARRIED

6. CLOSED MEETING

Resolution FIN 983/13

It was MOVED and SECONDED,
that the meeting be closed to the public subject to Section 90 (1)(c) of the
Community Charter in order to consider matters related to labour relations or
other employee relations, and that Islands Trust staff be invited to attend the
meeting.

CARRIED

The Committee closed the meeting at 2:11 pm.

By general consent, the Committee reconvened in open meeting at 2:54
pm.

7. RISE AND REPORT

Chair Steeves reported on the following:

2014/15 Budget – Salaries

Resolution FIN 984/13

It was MOVED and SECONDED
that the Financial Planning Committee request the Director of Administrative
Services to make the necessary changes requested to the 2014/15 budget.

Trustee Grove requested that a discussion regarding a budget sub-
committee for the 2015/16 budget be added to the follow up action list for
a later meeting.

8. NEXT MEETING

The next meeting will take place on Wednesday, January 22, 2014.

9. ADJOURNMENT

By general consent, the meeting adjourned at 3:30 pm.

Gary Steeves, Chair

Jas Chonk, Recorder