



Financial Planning Committee Minutes of Meeting

Date: Wednesday, January 22, 2014
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 (by telephone)
Jeanine Dodds (by telephone)
Louise Decario
Susan Morrison

Regrets Ken Hancock

Staff Present Cindy Shelest, Director Administrative Services
Nancy Roggers, Finance Officer
Linda Adams, Chief Administrative Officer
Lisa Gordon, Director Trust Area Services
Robert Kojima, Regional Planning Manager
Laura Stringer, Communications Specialist

1. CALL TO ORDER

The meeting was called to order at 10:06 am

2. APPROVAL OF AGENDA

The following additions to the agenda were requested:

4.1.1. Discussion of Trust Council's specific direction

4.2.4. Media release

BY GENERAL CONSENT, the Committee approved the agenda as amended.

Trustee Dodds arrived at 10:10 am by telephone

3. ADOPTION OF MINUTES / COORDINATION

3.1. Minutes of Meeting - November 13, 2013

BY GENERAL CONSENT, the minutes of November 13, 2013 were adopted

3.2. Follow up Action List

Director Shelest provided an update on each of the items in the FUAL. Director Shelest will remove the 3rd item on the list as it was done at the last meeting.

4. BUSINESS

4.1. 2014/15 Proposed Budget

Chair Steeves requested input from committee members about how to proceed with the budget discussion. The current draft of the 2015/16 budget has a .09% increase.

Director Shelest reviewed and compared the budgets for 2014/15 and 2015/16 and went through the calculation of the percentage increase.

Director Shelest reviewed the items that decreased since the last draft of the budget including removal of the increase for union staff and excluded staff members.

Trustee Malcomsom provided a summary of a late budget request from the Gabriola Local Trust Committee for \$6,250 for groundwater model research to be done in partnership with the Regional District of Nanaimo.

The committee discussed the following:

- Will this assist with the Gabriola OCP?
- Late items coming to FPC
- Value of the information and experience with this same work by other Local Trust Committees
- Current surplus amount

FPC-2014-001

It was MOVED and SECONDED that the request from the Gabriola Island LTC for \$6250 for groundwater mapping be included in the proposed 2014/15 budget.

CARRIED

Trustee Brent opposed

4.1.1. Discussion of Trust Council's Specific Direction

Director Shelest reviewed the resolutions passed at December Trust Council and advised the committee that the related changes had been made to the budget.

December Trust Council's direction was as described below:

- increase the Gabriola Island Local Thrust Committee budget amount to \$10,000
- include the funding for the grants administrator at a level of \$29,065
- fund the most cost effective way to hold Trust Council on Gambier/Keats in September, 2014
- Financial Planning Committee work with the Director of Local Planning Services to consider possibilities for reducing Riparian Area Regulations (RAR) mapping by extending the term over a longer period
- Financial Planning Committee review the staff training budgets for an opportunity for reduction

Director Shelest advised that she would bring information to the February meeting that outlines how the staff training budgets are calculated and allocated.

The Committee requested that information about extending RAR over multiple years also come to the February meeting.

break at 10:59

reconvene after break at 11:03

The committee discussed the amount of the transfer from surplus with relation to the following:

- Anticipated expenditures in the next budget year
- surplus level
- political value of showing responsibility
- ferry increases
- property values decreasing

FPC-2014-002

It was MOVED and SECONDED that the transfer from surplus be such that there is no property tax increase.

CARRIED

Trustee Malcolmson and Decario opposed

FPC-2014-003

It was MOVED and SECONDED for February presentation to the Financial Planning Committee the budget include a column for the projection of the 2013/14 year.

CARRIED

FPC-2014-004

It was MOVED and SECONDED for February presentation that a separate analysis be provided to FPC for salary and benefit increases over the last 3 years.

DEFEATED

Trustee Grove in favor

FPC-2014-005

It was MOVED and SECONDED staff be requested to provide an explanation for the increase in salary and benefit expenses over the last 3 years.

CARRIED

Trustee Graham opposed

FPC-2014-006

It was MOVED and SECONDED that the Financial Planning Committee request that the budget detail include line items that identify excluded salaries and benefits.

CARRIED

Chair Steeves proposed that committee members bring forward their questions about individual budget line items.

FPC-2014-007

It was MOVED and SECONDED that the Financial Planning Committee request that staff advise whether reductions to the 2014/15 LTC project budget could be made based on the criteria established in Council's adopted Financial Plan Assumptions and Principles including: h) OCP and Project budgets over the long-term will be distributed between LTCs based on their relative percentage of assessed value, per the resource allocation model, and k) Is it a provincial requirement?; Does it directly support the strategic plan?; Does it directly support the policy statement?; Is it a continuation of a current OCP/LUB program?; and Does it support recently adopted OCP policies?

CARRIED

Regional Planning Manager Kojima responded to questions about projects for South Pender Island. He advised that the project worksheet should reflect that the budget requested for LUB amendments is the continuation of an ongoing OCP/LUB.

FPC-2014-008

It was MOVED and SECONDED that the Financial Planning Committee request the South Pender Local Trust Committee review their financial requests for 2014-15.

CARRIED

Break for lunch at 12:10

Reconvene at 12:30

FPC-2014-009

It was **MOVED** and **SECONDED** that the Financial Planning Committee adopt the draft budget as amended today for the purpose of public consultation.

CARRIED

4.2. 2014/15 Budget Public Consultation Documents

4.2.1. Budget Summary 2014 - 15 for Website

Director Shelest reviewed all of the budget public consultation documents with the committee. The committee advised staff of requested changes to each of the documents. Director Shelest advised that the requested changes would be made and forward to Trustee Grove and Trustee Malcolmson for final review before release.

Chief Administrative Officer Adams advised that all comments relating to the Salt Spring Island property tax requisition will be forwarded to Salt Spring Island staff to take to the Salt Spring Island Local Trust Committee.

4.2.2. "We'd like to hear from you" for website

4.2.3. Proposed Annual Budget for website

4.2.4. Media Release

4.3. Islands Trust Impact Study

CAO Adams spoke to the timeline to receive the Islands Trust Impact Study and the process that will be followed once it is received.

4.4. Strategic Plan Update

CAO Adams advised that Council referred the updated strategic plan to the Financial Planning Committee for the purposes of budget development.

5. NEW BUSINESS

Chair Steeves advised that Director Shelest and he would like to meet with various staff and trustees to do a check on budget assumptions made in the past to see if they worked out the way we thought they would. For example, whether or not the compensation increase and provision of benefits affected the trustees decision to run in the 2012 election.

FPC-2014-010

It was MOVED and SECONDED that the survey about trustee remuneration be added to the next Financial Planning Committee agenda

CARRIED

Chief Administrative Officer Adams advised that Legislative Service Manager Thiel will be bringing information and indicators to committee about the outcomes of the records management system implementation.

6. NEXT MEETING

The next meeting will take place on February 12, 2014

7. ADJOURNMENT

BY GENERAL CONSENT, the meeting adjourned at 1:53 pm.

Gary Steeves, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder