



Financial Planning Committee Minutes of Meeting

Date: Wednesday, October 29, 2014
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

Members Absent Louise Decario

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 Area Services

Others Present During discussion of staff and project funding requests:

Mark Van Bakel, GIS Coordinator
Dave Beeston, IS Coordinator
Miles Drew, Bylaw Enforcement Coordinator

1. CALL TO ORDER

The meeting was called to order at 10:02 am

2. APPROVAL OF AGENDA

The Committee agreed to add Budget and Property Tax Assessment to the agenda as item 4.2.4.

By general consent the Committee approved the agenda as amended

3. ADOPTION OF MINUTES / COORDINATION

3.1. Minutes of Meetings

The minutes of August 13, 2014 were adopted by general consensus.

3.2. Follow up Action List

Cindy Shelest asked for questions on the items appearing on follow up action list. There were no questions.

4. BUSINESS

4.1. Director Administrative Services update

Cindy Shelest updated the FPC on projects that are going on - TLAM and movement of staff to accommodate project work over the next 6 months. Trustee Ipad project status. Escribe project status. LWS project status. Forecast and 2nd Q results.

4.2. 2015/16 Budget

4.2.1. Staffing Requests

Director Shelest advised the committee that she would take them through the 2015/16 staffing and project funding requests and advised that managers will be available to answer questions and speak about their requests.

4.2.1.1. Summary of Staffing Requests

Director Shelest gave a summary of each of the staffing requests.

4.2.1.2. Mapping Co-op Student

Director Shelest advised that this request had been submitted by the Mapping group for a mapping coop student. She asked that questions be directed to the GIS Coordinator, Mark Van Bakel or Director Marlor. Director Shelest further advised that the 2015/16 budget detail document included all of the staff and project funding requests.

The committee discussed the following:

- benefits included as part of the cost analysis documents
- budget constraints
- economic loss to the trust if position not filled

Mark Van Bakel spoke about the benefits of hiring a coop student. He advised that the costs would be higher for contractors to do the same work and that coop students bring up-to-date development skills and knowledge. Coop students have been brought in each year so the request is actually to maintain

the current status quo. He advised that he would like approval to bring a coop student on each fiscal year and requested that the costs be included as a core budget item.

4.2.1.3. Planner 1 Southern Team to full FTE

Director Shelest asked that committee members direct their questions about this request to Director Marlor.

The committee discussed application volumes and the number of referrals coming to the Southern Local Planning Services Team.

Director Marlor advised that this position frees up a portion of a Senior Planners' time so they can support Local Planning Committee initiatives.

4.2.1.4. First Nations Specialist

Director Shelest advised the committee that questions about the First Nations Specialist staffing request could be directed to Director Marlor.

Director Marlor provided a summary of the rationale for this position and advised that a rough draft of a job description had been provided to committee members separately by email.

The committee discussed the following:

- Powel River Regional District's handling of First Nations Relationships at the political level
- option to have Trustees in direct contact with First Nations
- the obligation of the provincial government to take care of First Nations consultation
- integration of this knowledge throughout the organization rather than a new staff person being the expert
- Islands Trust's management of 31 First Nations relationships
- increase in referrals to First Nations groups
- connection to advocacy and other organizational areas
- establishing relationships with First Nations groups being part of the current strategic plan
- bylaws that are at a standstill for some Local Trust Committees that are awaiting consultation with First Nations

Chief Administrative Officer Adams advised that the Islands Trust structure is different than the Power River Regional District and that we are dealing with a larger number of First Nations groups. She further advised that a First Nations representative had been consulted with as part of the research about how Islands Trust should proceed with further relationships. The First Nations representative had advised that hiring a specialist in this area was recommended.

4.2.1.5. Bylaw Enforcement Officer from .8 to 1 FTE

Director Shelest summarized the staffing request to increase one Bylaw Enforcement Officer position to full time and that questions about this request could be directed to Bylaw Enforcement Coordinator, Miles Drew.

Miles Drew advised the committee that the demand on current bylaw enforcement officers had increased and that this had resulted in the bylaw enforcement team being unable to resolve files in a timely manner. He further advised that it was difficult to attract people with the necessary skills and knowledge where a position is not full time when we are competing with municipalities.

Chair Steeves stepped out of the meeting at 11:20 a.m.

Trustee Grove acted as Chair in his absence.

4.2.2. Project Requests

4.2.2.1. Summary of Project Requests

Director Shelest provided a summary of the project requests.

Chair Steeves returned to the meeting at 11:25 a.m. and resumed as Chair

4.2.2.2. LTC Projects

Director Shelest asked if there were any question about the Local Trust Committee project requests.

FPC-2014-036

It was MOVED and SECONDED

Request staff provide the Financial Planning Committee with an evaluation of whether the following principle has been achieved to date: "OCP and land use planning project budgets over the long-term will be distributed between LTCs based on their relative percentage of assessed value, per the resource allocation model."

CARRIED

The Committee requested that population numbers on the Local Trust Committee expense budget summary document be updated. Director Shelest advised that these could be brought back to the committee at the next meeting.

4.2.2.3. Paperless Accounts Payable

Director Shelest summarized the paperless accounts payable project funding request and advised that the organization was interested in pursuing this in order to gain efficiencies in the finance area. She expressed that we need to find more efficiencies or there may be an increase in staff required. In addition, moving to a paperless solution would support the organizational strategies for reduction of office space, implementation of paperless solutions, etc.

She further advised that at this time she was unable to provide a complete business case and that she is requesting funds as a placeholder in the budget. A comprehensive business case would be provided next April or May.

The committee discussed the following:

- potential audit savings
- value added solution

4.2.2.4. Replace Cold Fusion Applications

Director Shelest requested that IS Coordinator Dave Beeston summarize this project funding request for the committee. Dave Beeston provided background information about the project advising that the current applications are designed in cold fusion and that cold fusion support people are difficult to find because it is a dying language. He further explained that Microsoft will no longer be supporting the current operating system these applications run on. Some of the current applications will be replaced with custom applications and some will be replaced by off-the-shelf applications.

The committee discussed the following:

- which ones on the list need to be replaced
- lack of quantification and dollar values associated with each one
- long term plan
- need for external audit of systems
- requirements and capacity of current staff

Director Shelest advised the committee that the strategy moving forward would be to provide a business case on the replacement of each application in order to support the funding.

4.2.2.5. Mapping - Java Script updates

GIS Coordinator Mark Van Bakel summarized the project funding request for the mapping java script updates.

4.2.2.6. Mapping - Website Development

GIS Coordinator Mark Van Bakel advised that this request came forward last year and was removed from the budget. He explained that the request was for funding to redesign the interface between the website and MapIT so that information that is regularly requested can be accessed by the public.

Lunch break 12:03

Reconvene at 12:19

4.2.3. 2015/16 Budget Detail

FPC-2014-037

It was MOVED and SECONDED

That the Financial Planning Committee request written information on the staff proposal to charge an administrative levy on Special tax requisitions.

CARRIED

FPC-2014-038

It was MOVED and SECONDED

that the budget requests as presented by staff at the Financial Planning Committee meeting of October 29, 2014 including proposals for mapping coop, Planner 1 Southern Team, Local Planning Services coop student, bylaw enforcement officer and all of the project requests under 4.2.2. be included for further developing the draft budget of 2015/16.

CARRIED

FPC-2014-039

It was MOVED and SECONDED that the Financial Planning Committee include item 4.2.1.4. First Nations Specialist in the draft 2015/16 budget.

FPC-2014-040

It was MOVED and SECONDED that the motion be amended by adding the words “and direct staff to develop further the business case for greater clarity” to the end of the motion.

CARRIED

The question on the motion, as amended was then called,

CARRIED

Trustee Grove opposed

4.2.4. Budget and Property Tax Assessment

Director Shelest advised that the budget and property tax assessment report was done at the request of Trustee Luckham and had been sent to the Thetis Ratepayers Association. This report was done after tax payers indicated that their tax increases had been substantially higher than what Islands Trust had indicated they would be in budget communications.

Trustee Luckham advised the committee that the Islands Trust budget increases are in addition to the millage rate changes. When millage rate is applied overall, an individual taxpayer may see a tax increase even though Islands Trust has indicated they will seek a zero budget increase.

5. NEW BUSINESS

There was no new business

6. NEXT MEETING

The next meeting will take place on November 12, 2014

7. ADJOURNMENT

BY GENERAL CONSENT, the meeting adjourned at 1:03 p.m.

Gary Steeves, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder