



Financial Planning Committee Minutes of Meeting

Date: Wednesday, November 12, 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 phone
Ken Hancock
Jeanine Dodds
Susan Morrison

Regrets 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

1. CALL TO ORDER

Chair Steeves was not in attendance at the start of the meeting. The meeting was called to order at 10:02 am by Vice Chair Grove.

2. APPROVAL OF AGENDA

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

3. ADOPTION OF MINUTES / COORDINATION

3.1. Minutes of Meetings

Chair Steeves joined the meeting at 10:04

The following changes were made to the minutes:

Section 4.2.2.4. - remove second "that" in 3rd sentence

Section 4.2.4. - second paragraph changes to replace the word "tax" with the word "budget"

BY GENERAL CONSENT, the minutes of October 29, 2014 were adopted as amended

Trustee Malcolmson joined the meeting at 10:05

3.2. Follow up Action List

Director Shelest provided an update on the items on the follow up action list. She advised that all three items were coming to today's meeting.

4. BUSINESS

4.1. RFD - 2nd Quarter Results

Director Shelest requested questions on the second quarter financial statements. There was discussion on the presentation of the amortization on the consolidated statement of revenue and expenditures. Director Shelest and Trustee Grove advised that they would review this and make any appropriate changes. The Committee requested that negative numbers be put in brackets on the consolidated statement of revenue and expenditures.

FPC-2014-041

It was MOVED and SECONDED that the Financial Planning Committee refer the second quarter financial results Request For Decision to Trust Council as amended.

CARRIED

4.2. Briefing - Forecast 2014/15

Director Shelest advised that the forecast had been done based on the actual results to September 30, 2014 and that the briefing explained the items that are forecast to be significantly below budget.

FPC-2014-042

It was MOVED and SECONDED that the Financial Planning Committee request staff provide further explanation of the analysis in attachment 1 of the business case for the Planner 1 Southern planning team to explain trends in the North and Salt Spring areas application types and workload.

CARRIED
Opposed Trustee Graham

FPC-2014-043

It was MOVED and SECONDED that the 2014-15 forecast document be amended to include the 2013/14 actuals and that all negatives be shown in brackets.

CARRIED

FPC-2014-044

It was MOVED and SECONDED that the Financial Planning Committee forward the amended 2014/15 forecast briefing to Trust Council.

CARRIED

4.3. 2015/16 Budget

Director Shelest advised that all information that will go to December Trust Council has been included.

4.3.1. Budget Assumptions & Guidelines

Director Shelest requested comments and/or changes to the budget assumptions and principles document. She advised that the document would be updated with the Consumer Price Index (CPI) number for Victoria as soon as it is available. She further advised that a very low percentage of our expenditures are affected by CPI and that all budget requests have been reviewed in detail.

4.3.2. Budget Overview

Director Shelest asked for questions/comments on the budget overview document.

4.3.3. Budget Detail

Director Shelest advised that the 2013/14 actuals have been added and were sent to the committee prior to this meeting. She requested questions and comments on the budget detail. She advised that all requests in the current budget package have been included in the budget detail and that any removal of requests would reduce the draw from surplus and therefore still result in a zero percent tax increase.

The committee discussed the following:

- increase in salaries comparing 2013/14 actuals and 2015/16 budget
- details of the Salt Spring Island tax requisition

4.3.4. Staffing Requests Summary

Director Shelest advised that all staffing request summaries are the same as those that were presented at the October 29, 2014 Financial Planning Committee meeting, with the exception of the Senior Aboriginal Advisor request that has been changed to include the additional information that the Committee had wanted.

4.3.4.1. Mapping Co-op Student

FPC-2014-045

It was MOVED and SECONDED that the Mapping Coop Student be included in the 2015/16 draft budget.

CARRIED

4.3.4.2. Planner 1 Southern Planning Team

FPC-2014-046

It was MOVED and SECONDED that the Planner 1 Southern Planning team be included in the 2015/16 draft budget subject to review of the fees variance analysis.

CARRIED

4.3.4.4. Bylaw Enforcement Officer to Full-Time

FPC-2014-047

It was MOVED and SECONDED that the Bylaw Enforcement Officer position be increased from .8 to 1 and included in the 2015/16 draft budget.

CARRIED

10:58 break for resolution of technical issues

11:08 reconvene

FPC-2014-048

It was MOVED and SECONDED that the Financial Planning Committee request that staff update the Bylaw Enforcement Officer business case in the new year to update the Financial Planning Committee on how recent Bylaw Enforcement hires have affected workloads.

CARRIED

4.3.5. Project Requests Summary

4.3.5.1. LTC Project Requests

Chair Steeves advised that there is nothing new since the October 29, 2014 Financial Planning Committee meeting.

FPC-2014-049

It was MOVED and SECONDED that the LTC Project Requests be included in the 2015/16 draft budget.

CARRIED

4.3.5.2. Paperless Accounts Payable

FPC-2014-050

It was MOVED and SECONDED that the Paperless Accounts Payable request be included in the 2015/16 draft budget.

CARRIED

4.3.5.3. Replace Cold Fusion Applications

The committee discussed the following:

- base budget funds for operational technical issues
- cost overruns for IT projects
- how quickly technology becomes obsolete

Director Shelest advised that the Directors are currently looking at an integrated approach to the handling of our information technology solutions.

FPC-2014-051

It was MOVED and SECONDED forward the request to Replace Cold Fusion Applications to Trust Council for its 2015/16 draft budget.

CARRIED

4.3.5.4. TAPIS - Java Script Upgrades

FPC-2014-052

It was MOVED and SECONDED that the Tapis Java Script Updates be included in the 2015/16 draft budget as presented.

CARRIED

4.3.5.5. Mapping Website Development

FPC-2014-053

It was MOVED and SECONDED that the Mapping Website Development Project be included in the 2015/16 draft budget.

CARRIED

4.3.4.3. Senior Aboriginal Advisor

Director Marlor summarized the updates that had been made to the business case since the October 29, 2014 Financial Planning Committee meeting.

The committee discussed the following:

- the tasks that need to be done and staff capacity
- to what extent can we do this without additional resources
- the First Nations Working Group report from 2012
- Local Trust Committee referrals to First Nations groups
- capacity of current staff to do this work
- provincial and federal responsibilities for first nations relations
- the possibility of additional expenses relating to this position

FPC-2014-054

It was MOVED and SECONDED that the Senior Aboriginal Advisor request be included in the 2015/16 draft budget with the inclusion of a summary of the First Nations Working Group report.

CARRIED

In favour – Trustees Luckham, Morrison, Malcolmson, Hancock, Graham, and Steeves.

Opposed - Trustee Dodds, Grove, and Brent

FPC-2014-055

It was MOVED and SECONDED
that the items presented in 4.1, 4.2, 4.3 and 4.3.1 to 4.3.5.
inclusive be forwarded to Trust Council

CARRIED

4.3.6. LTC Historical Spending

Director Shelest advised that the details of LTC historical spending had been brought back to the committee as requested. She reviewed the document and asked for questions.

4.4. RFD - Policy 7.2.v - Trustee Equipment Allocation

Director Shelest advised that policy number 7.5.i and 7.4.iii. had been amalgamated into one policy so all information about trustee computer allocation would be in one policy.

FPC-2014-056

It was MOVED and SECONDED
refer the request for decision on Policy 7.5.i. Trustee Computer Allocation
to Trust Council

CARRIED

4.5. FPC Report to Trust Council

FPC-2014-057

It was MOVED and SECONDED
Forward the Financial Planning Committee report to Trust Council

CARRIED

4.6. Proposed FPC Meeting dates for 2015

FPC-2014-058

It was MOVED and SECONDED
Adopt the proposed Financial Planning Committee meeting date schedule for
2015

CARRIED

5. NEW BUSINESS

FPC-2014-059

It was MOVED and SECONDED
that the Financial Planning Committee request staff advice on developing an integrated
information technology strategy for future budget years.

CARRIED

6. NEXT MEETING

The next meeting will be take place on Tuesday, January 13, 2015

7. ADJOURNMENT

BY GENERAL CONSENT, the meeting adjourned at 12:58 pm.

Gary Steeves, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder