

**Islands Trust
Financial Planning Committee
Meeting Minutes
November 2, 2011**

Location: Victoria Boardroom

Date: November 2, 2011

Attending: Alison Morse (Chair), Louise Bell, Joyce Clegg, Sue French, Susan Morrison, Christine Torgimson, Peter Luckham, David Graham, Sheila Malcolmson, Gary Steeves

Staff: Linda Adams, Craig Elder, David Marlor, and Nancy Roggers

Call to order: 10:00 a.m.

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1. Approval of Agenda
The agenda was approved as circulated by consensus.

 2. 2.1 Minutes of previous meeting August 25, 2011
A number of grammatical and punctuation changes were requested by Committee members, but the changes were not substantive in nature.

Resolution FIN826/11

It was moved and seconded that the Financial Planning Committee adopt the minutes of August 25, 2011 as amended.

CARRIED UNANIMOUSLY

3. 3.1 Follow-up Action List (FUAL)

Craig Elder reviewed and discussed the status of items on the Follow-up Action List. Chair Morse requested that the general revenue fund surplus item be amended to read "Recommendation from FPC to TC on general revenue fund surplus amount." and that this item be put on the next agenda for discussion on November 16, 2011.

The Committee received the FUAL for information.

4. 4.1
Draft of 2012/13 Budget
4.1.1. and 4.1.2.

Craig Elder reviewed document 4.1.1 Draft 1 2012/13 Budget Summary while referencing details found in document 4.1.2 Draft 1 Base Budget Change Details.

Craig Elder advised the Committee that the current proposed property tax increase before review of budgeted items is at 4%, and the property tax increase was due to a combination of increased expenses and reduced revenues.

Craig Elder reviewed the estimated general revenue surplus balances, and changes in revenue for the 2012/13 budget compared to the 2011/12 budget.

Craig Elder discussed the proposed non-discretionary expense changes for 2012/13. The rationale for the changes for each item was discussed.

The Committee discussed the rationale for the proposed discretionary expense changes to base budget as outlined in the summary and in document 4.1.2 Draft 1 Base Budget Change Details.

By consensus the Committee requested that the \$111,000 increase to the base budget for increases due to the new Trustee Remuneration Policy be classified as a non-discretionary item.

Based on discussion, Director Elder advised that he would revise descriptions of items on the budget summary document, and expand the detail budget document descriptions. Also, a new document would be created to describe the non-discretionary budgetary items, including details indicating why those items are considered non-discretionary.

5. 4.1.3, 4.1.4, 4.1.5, and 4.1.6
OCP Summary and Details,
Program and Strategic
Plan Details, and Memo to
FPC – RAR Funding

David Marlor discussed the process for gathering OCP, program and strategic plan requests from each of the Local Trust Committees. All requests made by Local Trust Committees were reviewed in terms of Provincial requirements and whether or not they supported Trust Council's strategic plan.

The role of the Committee in making decisions about these budget requests was discussed. The following points were discussed:

- criteria that could be used to determine which LTC budget requests would be recommended by management
- implementation requirements and related funding levels for the Provincial Riparian Areas Regulation
- an alternative funding approach where LTCs were provided with fixed program budgets which could be used to work on their priorities
- comparison of the proposed budget numbers with the projections in the previous Five Year Plan.

The Committee requested that Director Marlor write up an explanation of the process followed for gathering and carrying forward budget requests from the Local Trust Committees.

Recess at 12:20 pm for lunch.

Reconvene at 12:52 pm

Trustee Steeves left the meeting at 12:53 pm

Resolution FIN827/11

It was moved and seconded that the proposed budgets of \$5,000 for Salt Spring Island affordable housing and \$5,000 for Salt Spring Island climate change currently listed on the OCP budget be transferred to the program items budget.

CARRIED UNANIMOUSLY

Resolution FIN828/11

It was moved and seconded that an addition be made to the OCP/LUB budget proposal for Salt Spring Island to include a total of \$10,000 for Village Area Planning and continuation of climate change and affordable housing initiatives.

**OPPOSED UNANIMOUSLY
DEFEATED**

The Committee discussed the recommendations made in document 4.1.6. regarding the Riparian Areas Regulation mapping and the proposed budget requests currently totalling \$160,000. David Marlor advised the Committee that the Province requires compliance with the Riparian Areas Regulation, however alternative approaches are available. He advised that the current budget request included funds to do watercourse mapping of islands not yet in compliance. The option to work with existing mapping was discussed.

Resolution FIN829/11

It was moved and seconded that the Financial Planning Committee set the ceiling for the Riparian Areas Regulation budget at \$80,000 to allow for the items on the non-discretionary list as outlined in Memo 4.1.6.

**In Favour – 7
Opposed – 2 (Malcolmson,
Bell)
CARRIED**

Resolution FIN830/11

It was moved and seconded that the Financial Planning Committee request staff to consider reintroducing budget requests for OCP/LUB work that already has significant investment of funding and staff time.

CARRIED UNANIMOUSLY

Resolution FIN831/11

It was moved and seconded that the Financial Planning Committee request staff to provide a matrix to support the rationale for the items that were or were not included in the budget, and a memo describing the process that was followed.

CARRIED UNANIMOUSLY

Trustee Torgrimson left the meeting at 1:47pm.

6. 4.2.
Approach to multi-year
Budgeting for December
Trust Council

Craig Elder requested recommendations for modifications to the five year plan relating to Trustee Law's December, 2010 motion at Trust Council. Director Elder advised that he would simplify the five year plan report to be reviewed at the next meeting, and to be included with the December Trust Council package. The Committee also requested that a history of projected and actual expenditure estimates be included as part of this presentation.

7. 4.3
Long Term Revenue/Funding
Opportunities

Chair Morse requested that this item be added to the agenda to discuss the Committee's long term work goal of exploring alternative revenue/funding opportunities. She suggested that information about Islands Trust exploring grant funding should be included in the budget principles, and then the work goal could be removed. After discussion by the Committee, Craig Elder advised that he would add that task to the budget principles document and then remove the task from the long term work plan of the Committee.

Next Meeting

The next meeting is on Wednesday, November 16th, 2011 starting at 10:00. Committee members should be prepared that this meeting may be extended past 3:00 pm.

adjourned 2:10 pm

Nancy Rogers

Alison Morse

Recorder

Chair