

**Islands Trust
Financial Planning Committee
Meeting Minutes
November 16, 2011**

Location: Victoria Boardroom

Date: November 16, 2011

Present: Alison Morse (Chair), Louise Bell, Joyce Clegg, Sue French, Susan Morrison, Peter Luckham, David Graham

Regrets: Sheila Malcolmson, Gary Steeves, Christine Torgrimson

Staff: Craig Elder, David Marlor, Nancy Roggers, Nicole Ranger

Call to order: 10:05 a.m.

1. Approval of Agenda

The agenda was circulated and amended by adding 4.4.10 – Trustee Remuneration Benefits for municipal trustees for discussion.

The amended agenda was approved by consensus.

2. 2.1 Minutes of
previous meeting
November 2, 2011

A number of grammatical and punctuation changes were requested by Committee members, but the changes were not substantive in nature.

Resolution FIN832/11

It was moved and seconded that the Financial Planning Committee adopt the minutes of November 2, 2011 as amended.

CARRIED UNANIMOUSLY

3. 3.1 Follow-up Action List (FUAL)

Craig Elder reviewed and discussed the status of items on the FUAL. The following changes will be made to the FUAL.:

- 2012/13 budget assumptions will be approved in this meeting to go to December Trust Council.
- Amend the general revenue fund surplus policy if necessary following today's discussion with a target date of January, 2012.
- Revise the target date for Carbon Neutrality to March, 2012.

4. 4.1 Request for Decision
September 30, 2011 Quarterly
Financial Statements

Craig Elder discussed the Request for Decision regarding the September 30, 2011 Quarterly Financial Statements and answered questions from the Committee.

Resolution FIN833/11

It was moved and seconded that the Financial Planning Committee forward the September 30, 2011 quarterly financial report to Trust Council.

CARRIED UNANIMOUSLY

5. 4.2.1, 4.2.2, 4.2.3.
Financial Forecast to March 31, 2012
Financial Forecast Details
OCP Forecast Details

Craig Elder reviewed document 4.2.1 Financial Forecast to March 31, 2012 while referencing details found in document 4.2.2 Financial Forecast Details and document 4.2.3 OCP Forecast Details.

The following items were discussed in more detail:

- OCP budget and expenditures
- Staffing vacancies

Some minor amendments were agreed to by consensus.

Resolution FIN834/11

It was moved and seconded that the Financial Planning Committee recommend that the financial forecast for March 31, 2012 year-end report, FPC agenda item 4.2.1 be forwarded to Trust Council as amended, and that item 4.2.2 and 4.2.3 not be included.

In Favour – 4

**Opposed- 3 (Clegg, Morse,
Bell)**

CARRIED

6. 4.3
Budget Principles and Assumptions
for 2012/13 Budget

Craig Elder reviewed and highlighted the changes made to the budget principles and assumptions following discussion at the November 2, 2011 meeting.

Chair Morse advised that further discussion and motion would be deferred to the end of the meeting.

7. 4.4.1. Draft 2 2012/13
Budget Summary

Craig Elder reviewed adjustments to the 2012/13 Budget Summary and advised that the non-discretionary amount for Trustee Remuneration had been reduced by \$5,000 to \$106,000 because the Bowen municipal trustees would not be eligible for benefits provided to local trustees.

8. 4.4.10
Trustee Remuneration Benefits
for Municipal Trustees

Craig Elder reviewed the Trustee Remuneration policy wording and advised that wording relating to the benefits was not clear, but that public briefings on trustee remuneration had indicated that municipal trustees would not be eligible. The Committee discussed the issue and proposed to revise the Trustee Remuneration policy to be clearer.

Resolution FIN835/11

The Financial Planning Committee recommends to Trust Council that the Trustee Remuneration Policy be amended to include the word "Local" in front of "Trustees" in Section D-4 in three places.

CARRIED UNANIMOUSLY

Craig Elder will prepare a Request For Decision for December Trust Council to revise the Trustee Remuneration policy.

9. 4.4.1, 4.4.2.
Draft 2 2012/13 Budget Summary
Draft 2 2012/13 Base Budget Request

Craig Elder outlined the changes to revenue, surplus, discretionary and non-discretionary base budget changes. He explained that changes were based on information gathered during forecasting and that additional details had been provided in document 4.4.2.

Recess at 12:12pm for lunch

Reconvene at 12:43 pm

10.4.4.3, 4.4.4. 4.4.5,4.4.6, 4.4.7

Draft 2 OCP Summary

Draft 2 OCP Details

Draft 2 Program and Strategic Plan Details

Memo to FPC – Riparian Areas Regulation (RAR) Funding

LTC and LPS budget proposals

with decision matrix for inclusion in the budget

David Marlor discussed document 4.4.7, LTC and LPS proposals with decision matrix for inclusion in the budget, and explained that the following four criteria were applied to each LTC request:

- Does it meet the Provincial legislation?
- Does it directly support the Strategic Plan?
- Is it a continuation of an OCP program?
- Does it support recently adopted OCP policies?

David Marlor reviewed document 4.4.6, Memo to FPC regarding RAR funding.

Resolution FIN836/11

It was moved and seconded to modify the amount for non-discretionary Riparian Areas Regulation projects by reducing the Thetis budget from \$5,000 to \$2,000, and by removing the \$6,000 contingency.

CARRIED UNANIMOUSLY

Resolution FIN837/11

It was moved and seconded that the Financial Planning Committee requests that the Director of Local Planning Services prepare a plan for achieving detailed Riparian Areas Regulation mapping over a span of 2 or more years.

CARRIED UNANIMOUSLY

Chair Morse asked if members had resolutions to bring forward for additions or removals from 2012/13 budget items

Resolution FIN838/11

It was moved and seconded that the OCP/LUB Budget proposal be increased by \$8,000 for the following three items for Gabriola OCP/LUB: \$2,000 for hazard and steep slopes, \$5,000 for economic activities and \$1,000 for LUB update, on the basis that all three represent OCP topics initiated in the 2008-2011 OCP review.

CARRIED UNANIMOUSLY

11.4.4.5.

Draft 2 Program and Strategic plan details

Craig Elder reviewed document 4.4.5 Draft Program and Strategic plan details and answered questions from the committee regarding various budget requests.

12.4.4.8, 4.4.9

Five Year Budget Projection 2012/13 to 2016/17

History of Budget Projections versus actual expenditure budgets

Craig Elder reviewed and explained the five year budget projections with the Committee. Committee members discussed the surplus level and options for modifying the recommended amount.

Resolution FIN839/11

It was moved and seconded to adjust the Appropriation from Surplus to achieve a 0% tax increase.

**In Favour – 1-(Luckham)
Opposed- 6
DEFEATED**

Resolution FIN840/11

It was moved and seconded to adjust the Appropriation from Surplus to achieve a 1.5% tax increase.

CARRIED UNANIMOUSLY

Resolution FIN841/11

It was moved and seconded to forward the budget documents to Trust Council as amended.

CARRIED UNANIMOUSLY

13.4.5

RFD – Development of Carbon
Neutral Policy Documents

Craig Elder discussed the Carbon Neutral policy, noting that the Province has not fully prescribed what they require in the inventory. There was also a discussion on options for the use of carbon credits. Minor amendments to the RFD were adopted by consensus.

Resolution FIN842/11

It was moved and seconded that the Request for Decision on Carbon Neutral Operations policy be forwarded to Trust Council as amended.

CARRIED UNANIMOUSLY

14.4.6

Date for first FPC meeting in 2012

Resolution FIN843/11

It was moved and seconded that the next Financial Planning Committee meeting will be January 18, 2012.

CARRIED UNANIMOUSLY

15.4.7
Recommendation to Trust Council of Surplus
amount Documents

Craig Elder reviewed Surplus Policy 6.5.i. and advised how the recommended minimum surplus amount was calculated. The Committee discussed possible changes to the calculation.

Resolution FIN844/11

It was moved and seconded that no changes be made to Policy 6.5.i
CARRIED UNANIMOUSLY

16.4.3 Budget Principles and Assumptions
for 2012/13 Budget

Chair Morse advised that FPC had now reviewed the recommended surplus amount as laid out in the budget principles and assumptions. Some minor amendments were agreed to by consensus, including changes to make the document consistent with the decisions at this FPC meeting.

Resolution FIN845/11

It was moved and seconded that the Financial Planning Committee endorse the 2012/13 Financial Plan Assumptions and Principles as amended.

CARRIED UNANIMOUSLY

17.4.8
Financial Planning Committee Report
to Trust Council

Craig Elder discussed the Financial Planning Committee Report to Trust Council.

Resolution FIN846/11

It was moved and seconded that the Financial Planning Committee work program report be forwarded to Trust Council as amended

CARRIED UNANIMOUSLY

adjourned 2:45 pm

Nancy Rogers

Alison Morse

Recorder

Chair