



## Financial Planning Committee Minutes of Meeting

**Date:** October 21, 2015  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Members Present** Peter Grove, Chair  
Alison Morse, Vice Chair  
George Grams, EC Rep  
Paul Brent, LPC Rep  
Dereck Atha, TFB Rep (by phone)  
Peter Luckham, EC Rep  
Laura Busheikin, EC Rep (by phone)  
Susan Morrison, EC Rep  
George Harris, Local Trustee

**Regrets - Derek Masselink**

**Staff Present** Cindy Shelest  
Nancy Roggers  
Linda Adams  
Lisa Gordon  
David Marlor

### 1. CALL TO ORDER

The meeting was called to order at 10:12 am

### 2. APPROVAL OF AGENDA

By general consent the Committee approved the agenda as presented.

### 3. ADOPTION OF MINUTES / COORDINATION

#### 3.1 Minutes of Meeting - August 26, 2015

The minutes of August 26, 2015 were amended to include Ann Kjerulf as staff present

The minutes were adopted as amended by general consensus.

#### 3.2 Follow up Action List

Director Shelest provided an update on each of the items in the FUAL.

It was requested that Director Shelest add the follow up action items from the August 26, 2015 in camera session to the FUAL.

**FPC-2015-050**

It was MOVED and SECONDED that the 2014/15 Statement of Financial Information and all future Statement of Financial Information reports be posted to the Islands Trust website.

**CARRIED**

**4. BUSINESS**

**4.1 2nd Quarter Results**

Director Shelest reviewed the financial results to September 30, 2015 and requested questions from the Committee.

The Committee requested that Director Shelest add a comment to the briefing about the status of the provincial grant funding and that an amount for Denman legal costs that was allocated to Trust Council be adjusted so that it falls within Local Planning with all other legal costs.

**FPC-2015-051**

It was MOVED and SECONDED that the Financial Planning Committee forward the September 30/15 quarterly financial report to Trust Council recommending approval.

**CARRIED**

**4.2 TPC Budget Change**

Director Gordon advised the Committee that more funds were required for meeting and travel costs to cover additional meetings relating to the Policy Statement review.

**4.3 2016/17 Budget - Draft 1**

Chair Grove asked for direction from the committee about how they would like to proceed with budget discussions.

The Committee discussed the following:

- Percentage of tax increase for 2016/17
- Funding operations using the general revenue surplus fund

Chair Grove advised the Committee that there will be a general discussion about the general revenue surplus fund after all of the budget items are reviewed.

Director Shelest reviewed the revenue and expense budgets on a line by line basis advising the Committee as to the assumptions and principles the budget is based on

The Committee discussed the following:

- Rate for growth through new construction
- Special LTC Property Tax Requisition amount
- Surplus amount equals the total projects plus the BCGEU budgeted increase for 2015/16
- Reorganization of Information Systems – Director Shelest advised that she will provide a summary report as compared to last year for the Information Systems and Mapping restructuring figures that result in a \$5,000 overall increase to the budget

Director Gordon spoke to the level of the Communications budget.

Director Shelest advised that the lease cost were adjusted because we were over budgeted last year. She further discussed the Victoria Office lease renewal anticipated for one year to extend at the current rates to September 2017.

**FPC-2015-052**

It was MOVED and SECONDED

that the Financial Planning Committee recommend that Director Shelest proceed with a main office lease extension of one year to September, 2017.

**CARRIED**

Director Shelest will review and revise the actual 2013/14 revenues and expenses on the current version of the budget.

Regional Planning Manager Kojima reviewed the information in his business case requesting that the temporary increase of the Planner 1 position to full time be included permanently in the budget rather than having it reviewed on an annual basis.

**FPC-2015-053**

It was MOVED and SECONDED

that the Southern team Planner 1 position currently funded at a 1.0 full time equivalent on a yearly basis be included in the permanent base budget.

**CARRIED**

Director Shelest reviewed the purchase of the phone equipment that is occurring over the next two years. Director Shelest will follow up with Trustee Luckham regarding the recent phone service outage.

The Committee discussed the Local Trust Committee and Strategic Plan projects. Director Marlor advised the Committee that the Local Planning

Committee Housing Strategy \$50,000 in the budget is to support the Strategic Plan Initiate on the delivery of an effective housing strategy for the Trust Area. Further details about this will be coming to the Committee.

11:40 am Trustee Busheikin joined the meeting

Director Gordon advised that the Policy Statement Review and Water Conservation study budgets of \$50,000 and \$10,000 respectively were included as estimates until the Trust Program Committee (TPC) specifies more details about the projects. Business cases will be brought to FPC as the TPC details what they will do.

The Committee discussed the general revenue surplus fund and were advised by Director Shelest salary increases have been historically funded from surplus because it has primarily resulted from unspent funds for salaries, benefits and projects that are due to staff vacancies.

**FPC-2015-054**

It was MOVED and SECONDED that the Financial Planning Committee recommend to Trust Council that the Islands Trust 2016/17 budget be formulated based on a 0% tax rate increase.

**CARRIED- Trustee Morse opposed**

11:55 am – adjourn for lunch

**4.4 Purchasing Procedure**

Reconvene at 12:20

Trustee Brent advised the committee that he asked for this policy to be brought to the Committee to discuss requirements for a competitive process relating to lease renewals. Director Shelest advised the Committee of the present practice and procedures are around negotiating leases for facilities and equipment.

Discussion:

- Transparency in competitive process
- Best practices
- Low value direct awards

**FPC-2015-055**

It was MOVED and SECONDED that staff review the purchasing procedures in light of present practices and return to the Financial Planning Committee with recommendations.

**CARRIED**

The Committee requested that the purchasing procedure review include provincial government constraints if any. Sign off on procurement conduct. Review of Local Trust Committee review and input to competitive processes. Review of other municipalities practices. Review of the Capital Regional District procurement policy and recommendations of Auditor General for local government.

**5. NEW BUSINESS**

Director Shelest updated the Committee on discussions with KPMG and the scope of work for the Information Systems audit.

**6. NEXT MEETING - November 18, 2015**

The next meeting will be take place on November 18, 2015 10:00 am

**7. ADJOURNMENT**

*BY GENERAL CONSENT, the meeting adjourned at 1:05 pm.*

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Peter Grove, Chair

/Certified Correct

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Nancy Roggers, Secretary and Recorder