



Financial Planning Committee Minutes of Meeting

Date: November 16, 2016
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present Peter Grove, Chair
Alison Morse, Vice-Chair
George Harris, Local Trustee (by phone)
Peter Luckham, EC Rep (by phone)
Laura Busheikin, EC Rep (by phone)
George Grams, EC Rep
Susan Morrison, EC Rep

Regrets Paul Brent, LPC Rep
Brian Crumblehume, TPC Rep

Staff Present Cindy Shelest, Director Administrative Services
Nancy Roggers, Finance Officer
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services
Lisa Gordon, Director Trust Area Services
Emma Restall, Executive Coordinator

1. CALL TO ORDER

The meeting was called to order at 9:37 am.

2. APPROVAL OF AGENDA

Added 5.1 – Committee Input to Strategic Planning Process

By general consent, the agenda was approved as amended.

3. ADOPTION OF MINUTES / COORDINATION

3.1 Minutes of Meetings - October 19, 2016

The following changes to the minutes were requested:

- Change Paul Brent to LPC Rep
- Insert information about Director of Administrative Services hiring under new business section

By general consent, the minutes of October 19, 2016 were adopted as amended.

3.2 Follow up Action List

Director Shelest provided an update on each of the items in the FUAL. She advised that revisions to the purchasing procedure will come to the Committee in 2017. There are minimal changes at present, however she would like additional time to review the best practices toolkit recently released by the Local Government Management Association.

4. BUSINESS

4.1 Adjustments to 2016/17 Budget

4.1.1 North Pender LTC Budget Revisions

Director Shelest advised that the documents outline adjustments to the 2016-17 budget.

The briefing was received for information.

4.1.2 Saturna Budget Reallocation

The briefing was received for information.

4.2 2016/17 2nd Quarter Results - Decision

Director Shelest reviewed the second quarter financial results. We are currently running close to budget. The financial results indicated that we are underspent in salaries and projects. She requested questions be brought forward.

FPC-2016-0032

It was MOVED and SECONDED, that the Financial Planning Committee recommend that the September 30, 2016 quarterly financial report be forwarded to Trust Council.

CARRIED

4.3 2016/17 Forecast

Director Shelest advised that actuals for the first half are provided to Managers who then provide their input for the forecast. She highlighted the major areas where we are underspent as outlined in the briefing. This forecast indicates we will not need to transfer any funds from the general revenue surplus fund. There will be a second forecast done based on third quarter financial results which will come to the Committee in February, 2017.

The Committee requested that the description of the Executive Committee cost overrun be changed to reflect that they are due to increased travel costs.

FPC-2016-0033

It was MOVED and SECONDED,
that the Financial Planning Committee forward the revised briefing on the
2016/17 Financial Forecast to Trust Council for information.

CARRIED

4.4 2017/18 Proposed Budget - Changes since last FPC

Director Shelest advised that there were revisions to the budget based on the items indicated in the briefing document. A more detailed plan on meeting technology requirements is being prepared and will come forward to the next meeting.

4.5 2017/18 Proposed Budget to Trust Council

4.5.1 Budget Session Outline

Director Shelest reviewed the proposed outline for the budget discussion at December Trust Council.

The Committee requested wording changes relating to the timeline for the Bowen Island Municipal calculation.

Director Marlcor advised that a business case is being drafted and coming forward to December Trust Council. Chief Administrative Officer Hotsenpiller advised that a new staff position recommendation is coming from a Trustee rather than from staff to this Committee. If approved by Trust Council the budget will be amended and presented to the Committee at their January meeting before it goes out for public consultation.

The Committee discussed the Executive Committee expenditures as to whether or not they should be adjusted based on higher than expected cost for travel this year. Director Shelest advised that the Committee would have a chance to review this following the third quarter financial results and forecast which will be presented in February, 2017.

4.5.2 Budget Overview

4.5.3 Budget Assumptions and Principles

Director Shelest advised that only minor changes have been made and that the BC Assessment information would be released in late December.

Chief Administrative Officer Hotsenpiller spoke to costs associated with the potential incorporation of Salt Spring Island advising the Committee that a request has been submitted to the Provincial Government to fund

\$125,000 of the related costs and that there may be \$75,000 to \$100,000 that Islands Trust would have to fund over and above that amount. The Committee requested that Section M of the budget and assumptions and principle document be revised to indicate that these funds have been requested.

4.5.4 Budget Detail

Director Shelest advised the Committee that the Bowen Island Municipal calculation will be verified before the next meeting.

4.5.5 Project Requests

4.5.5.1 Summary of all Projects

Director Gordon advised that the Trust Programs Committee had passed a resolution to use \$25,000 request in the 2017/18 budget for marine and fresh water initiatives.

4.5.5.2 LTC Project Request Details

The Committee enquired about the continuation of LTC projects from this fiscal year that may not be completed by the end of the fiscal year. Director Marlor advised that this had occurred due to changes to Local Trust Committee priorities. He also indicated that estimates of costs may change during the year. Estimates in the current document are based on what LTCs have indicated.

The Committee requested that the percentage of assessed value be indicated on the summary of LTC projects rather than percentage of population.

The meeting recessed at 10:35 am and resumed at 10:45 am.

4.5.5.3 SSI Special Property Tax Requisition

4.5.5.4 Electronic Data Management

FPC-2016-0034

It was MOVED and SECONDED,
that the Financial Planning Committee forward all of the documents in
Section 4.5 to Trust Council as amended

CARRIED

4.6 Staff Response to KPMG Report

Director Shelest gave an overview of the background of the KPMG information systems assessment. She advised the Committee that there are three significant areas being worked on:

- Project management framework – The employee who currently works as the Computer Applications Support Technician has completed courses towards his project management (PM) certification and has begun implementation of the PM framework to current projects.
- Information systems strategic plan (ISSP) – The Acting Information Systems Manager is having conversations with staff about their future IS needs and developing a plan.
- Review of technology to support electronic meetings.

The Committee discussed the following:

- information sharing with Provincial Government of fresh water mapping and accessibility for making land use decisions
- budget implications of data sharing of Provincial Government information
- engagement of Trustees in information systems meetings.

Chief Administrative Officer Hotsenpiller advised that the ISSP would be for the next five to seven years. It will incorporate requirements in the current Strategic Plan which sets the current strategic direction. The ISSP will be coming to Trust Council.

FPC-2016-0035

It was MOVED and SECONDED, that the Financial Planning Committee forward the staff response to KPMG Information Systems Assessment and related documents to Trust Council for information.

CARRIED

4.7 Proposed Amendments to Trust Council Policy 6.5.i General Revenue Fund Surplus

Director Shelest advised that she attended a Government Finance Officers Association (GFOA) reserve and reserve funds workshop last week. She presented the concepts learned there and ideas from the Management Team about potential treatment and presentation of the general revenue fund surplus for things like elections, LTC projects, legal, and other major projects.

The Committee discussed the following:

- leave as is - no separate funds - additional administrative burden
- treatment of extraordinary items like the election
- CAO having repeated conversations for major projects that they have already made decisions on. We end up taxing more than once for the same thing for a portion of a project that didn't get completed many years earlier.
- work in progress report for projects.

The Committee requested that Chair Grove and Vice Chair Morse work with staff to define a list of recommendations for further discussion.

4.8 FPC Report to Trust Council

Director Shelest advised that the General Revenue Fund Surplus will be added to the Committees work priorities.

FPC-2016-0036

It was MOVED and SECONDED, that the Financial Planning Committee forward the FPC Report to Trust Council as amended.

CARRIED

5. NEW BUSINESS

5.1 Committee input to Strategic Plan Planning Process

Director Gordon advised the Committee that the briefing contains a list of items from the Strategic Plan that relate to their Committee and requested their review and direction as to any changes. The Committee advised that they have no changes to the current list.

6. NEXT MEETING

The next meeting will be take place on Tuesday, January 17, 2017.

7. ADJOURNMENT

By general consent, the meeting adjourned at 11:53 pm.

Peter Grove, Chair

/Certified Correct

Nancy Roggers, Secretary and Recorder