

Minutes of the Finance & Audit Committee Special Meeting Salt Spring Island Fire Protection District

Meeting held: **July 10, 2017**
Staff Lounge, Ganges Fire Hall

In attendance:

Committee Members: Trustee Howard Baker, Trustee Howard Holzapfel
Regrets: Trustee Rollie Cook, Chief Arjuna George
Staff Members: Corporate Administrator and Financial Officer Andrew Peat

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 4:09 p.m. by CAO Peat.

1. Election of Committee Chair

CAO Peat called for nominations for the position of Chair of the Finance & Audit Committee. No nominations were received. In the absence of a permanent committee chair, CAO Peat then asked for nominations for the position of Acting Chair.

Committee Member Baker nominated Trustee Howard Holzapfel. There being no other nominations Committee Member Holzapfel was declared Acting Chair.

2. Approval of Agenda

A proposed agenda was circulated prior to the meeting.

By general consent the agenda was accepted as circulated.

3. 2018 Operating Budget Deliberations

The 2017 Budget Worksheet Version No. 2 dated July 5, 2017 was circulated. (Copy attached to the original minutes.)

It was the consensus of the Committee that the 2018 Operating Budget:

- Budget Line # 14 – Advertising be \$ 2,000. The amount is unchanged from 2016 budget but greater than past expenses. In the discussion Committee Member Baker commented that Marketing & Communications Committee members have suggested a need for direct communications with constituents.
- Budget Line # 15 – Audit be \$10,000. CAO Peat commented that the audit contract will be going out to tender and it is anticipated that bids will be higher than historic costs.

- Budget Line # 16 – Bank Charges be \$1,000. CAO Peat commented that Bank Charges include payroll direct deposit charges, fees for corporate charge cards and sundry bank charges.
- Budget Line # 17 – Communications Phone be \$14,000.
- Budget Line #18 – Convention be \$5,000.
- Budget Line #19 – Dues & Subscriptions be \$3,500.
- Budget Line # 21 – Freight/Postage be \$4,000.
- Budget Line # 22 – Insurance be \$35,000. CAO Peat advised that the insured value of the three fire halls has been increased to reflect current replacement costs and he would advise the Committee if there is a material increase in the insurance premium. No change is anticipated in the premium for Director's & Officer's Liability insurance.
- Budget Line #23 – Technical Support be \$30,000. Budget increased to reflect the actual cost of contracted bookkeeping and IT support services.
- Budget Line #24 – Licenses, Leases & Rentals be \$7,000.
- Budget Line #25 – Marketing be \$1,000.
- Budget Line # 26 – Office Supplies & Equipment be \$12,000.
- Budget Line # 27 – Professional Development – Career Staff be \$7,500. In the discussion it was the consensus of the Committee that the budget be increased to provide Chief George with opportunities to further enhance and develop his managerial skills.

Total Administration Expenses - \$132,000.

- Budget Line # 62 – Administration Support be \$9,000.
- Budget Line # 63 – Advertising/Election be \$6,000.
- Budget Line # 64 – Annual Dinner be \$5,000.
- Budget Line # 65 – Consulting Fees be \$40,000. CAO Peat reported that the major anticipated consulting projects are the 10 Year Master Plan and revamping of the District's website. **Both these projects were funded in past budgets and will be paid from accumulated operating fund surplus.**
- Budget Line # 66 – Fireworks be \$2,500.
- Budget Line # 67 – Legal be \$10,000. In the discussion it was agreed that membership in the Greater Victoria Labour Relations Association (GVLRA) will reduce the need to refer routine Human Resources matters and contract interpretation questions to counsel.
- Budget Line #67A – Labour Relations be \$60,000. (NEW) It was the consensus of the Committee that annual GVLRA fees (estimated to be \$10,000) and the anticipated cost of upcoming collective agreement negotiations/mediation/arbitration (\$50,000) be reported separately. **The anticipated cost of collective agreement negotiations was funded in a past budget (2016 Legal Expenses) and will be paid from accumulated operating fund surplus.**

Total Trustee Expenses - \$132,500.

5. Next Meeting

The next meeting of the Finance & Audit Committee to consider “Operating Expenses” is scheduled on July 24, 2017, 4:00 p.m., at the Training Room Ganges Fire Hall.

6. Adjournment

There being no further business, **motion** to adjourn moved by Committee Member Baker.
CARRIED

The meeting adjourned at 5:18 p.m.

Committee Chair

Andrew Peat
Corporate Administrator

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