



Financial Planning Committee Minutes of Regular Meeting

Date: October 18, 2017

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Grove, Chair
Alison Morse, Vice-Chair
Paul Brent, LPC Rep
Peter Luckham, EC Rep
Laura Busheikin, EC Rep (via phone)
George Grams, EC Rep (via phone)
Susan Morrison, EC Rep
Brian Crumblehulme, TPC Rep
Robin Williams, TFB Rep

Regrets: George Harris, Local Trustee

Staff Present Cindy Shelest, Director Administrative Services
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services
Clare Frater, Director Trust Area Services
Jas Chonk, Recorder

1. CALL TO ORDER

The meeting was called to order at 10:05 a.m.

2. APPROVAL OF AGENDA

By General Consent, the Committee approved the agenda as presented.

3. ADOPTION OF MINUTES / COORDINATION

3.1 Minutes of Meetings – August 23, 2017

FPC-2017-027

It was MOVED and SECONDED

that the minutes of August 23, 2017 be adopted as presented.

CARRIED
Alison Morse – Opposed

Trustee Peter Luckham joined the meeting at 10:10 a.m.

4. BUSINESS

4.1 1st Consideration of Proposed 2018/19 Budget

Director Shelest introduced the first draft of the 2018/19 budget. She advised that the next draft would be coming to the November Financial Planning Committee meeting before going to Trust Council in December.

Director Shelest suggested that the Committee go through all the business cases first.

4.1.1 2018/19 Proposed Budget – Briefing

Received for information.

4.1.2 Detail

Received for information.

4.1.3 Budget Requests Summary

Received for information.

4.1.4 Budget Requests Support

FPC-2017-028

It was MOVED and SECONDED

that Financial Planning Committee reduce the numbers in the business case for the Salish Sea Ecosystem Conference from 11 people to 6 and only staff attend.

FPC-2017-029

It was MOVED and SECONDED

that the motion be amended to read: that Financial Planning Committee reduce the numbers in the business case for the Salish Sea Ecosystem Conference from 11 people to 2 Executive Committee members and 4 staff to attend.

CARRIED

George Grams - Opposed

Trustee Susan Morrison left the meeting at 11:25 a.m. and returned at 11:40 a.m.

The meeting recessed at 11:55 a.m. and reconvened at 12:20 p.m.

Trustee Susan Morrison left the meeting at 12:20 p.m.

4.2 Purchasing Procedure

The Committee agreed that staff make the following three changes before forwarding to December Trust Council:

- In the Signing Authority Matrix, remove reference to “approve as part of the budget process” in Line 1
- In the Signing Authority Matrix, Line 9, add “up to \$5,000” under Manager of Islands Trust Fund Board
- In Section 8, 2nd paragraph, replace “over two fiscal years” with “over more than one fiscal year”

FPC-2017-030

It was MOVED and SECONDED

that Financial Planning Committee forward Request for Decision re “Revisions to Trust Council Policy 6.5.iii Purchasing Procedure and Rename it Procurement Policy” to December Trust Council as amended.

CARRIED

4.3 SSILTC Reallocation of Project Funds

Received for information.

4.4 Northern Office LTC Reallocation of Project Funds

Received for information.

5. NEW BUSINESS

Director Shelest advised the Committee that she will be leaving the Islands Trust and moving to a new position with the Nanaimo Association of Community Living. CAO Hotsenpiller thanked Director Shelest for all the hard work she has provided to Islands Trust.

7. NEXT MEETING – November 15, 2017

The next meeting will be held Wednesday, November 15, 2017.

8. ADJOURNMENT

By General Consent, the meeting adjourned at 1:15 p.m.

Peter Grove, Chair

Certified Correct

Jas Chonk, Recorder