



Financial Planning Committee
Minutes of Regular Meeting

Date: January 16, 2018

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

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

Regrets: George Harris, Local Trustee

Staff Present: Cindy Shelest
Julia Mobbs, Director Administrative Services
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services
Clare Frater, Director Trust Area Services
Andrew Templeton, Communications Specialist
Nancy Roggers, Finance Officer and Recorder

1. CALL TO ORDER

Vice Chair Alison Morse chaired the meeting. The meeting was called to order at 10:08 a.m.

Chief Administrative Officer (CAO) Hotsenpiller introduced Julia Mobbs, the new Director of Administrative Services, to the Committee members.

2. APPROVAL OF AGENDA

Add 4.1.2. Detailed Budget
Add 3.3. Business arising from the minutes

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

3. ADOPTION OF MINUTES / COORDINATION

3.1 Minutes of Meetings – November 15, 2017

Committee members requested the following changes to the November 15, 2017 minutes:

- Item 4.5.1 before motion number FPC-2017-033 add the following: There was a discussion by the Committee surrounding the desire to reduce the draw on surplus.

- Item 4.5.5.1. the second paragraph will read as follows: Trustee Alison Morse requested that consideration be given to taking the Bowen Manager of Parks & Environment to the Salish Sea Conference as part of the budget item put forward.
- Item 4.5.5.1. before motion number FPC-2017-035 add the following: There was discussion by the Committee regarding whether the need for a leased vehicle was a policy or operational matter and whether it was necessary to be included as part of the budget package.
- Item 7 Next Meeting change the meeting day to Tuesday.

By General Consent, the minutes of November 15, 2017 were adopted as amended.

3.2 Follow up Action List

Cindy Shelest provided an update on each of the items in the follow up action list.

3.3 Business Arising from the Minutes

Vice Chair Morse requested an update on the Victoria Office renovations as the November 15, 2017 minutes indicated that a business case would come to Financial Planning Committee in January but has not been included.

CAO Hotsenpiller advised that a meeting with the consultant had been held and that CAD drawings and design have been completed.

4. BUSINESS

4.1 Revised 2018/19 Proposed Budget

4.1.1 Briefing – Changes to the Budget

Cindy Shelest updated the Committee on the two minor changes to the budget since the budget went to Trust Council in December, 2017. They include the following:

- Minor adjustment to the calculation of the Bowen Island Municipality (BIM) contribution
- reduction to the Local Planning Committee project budget from \$40,000 to \$25,000 as per the Trust Council resolution

4.1.2 Detailed Budget

Cindy Shelest gave an overview of the detailed budget by summarizing previous discussions that were held by the Committee on the surplus and the tax increase amounts.

4.2 Briefing - Bowen Island Municipality's (BIM) Contribution

Cindy Shelest provided an overview of how BIM's contribution is calculated. She advised that both the *Islands Trust Act* and Islands Trust Council Policy determine what is included in the calculation. Islands Trust could amend the Trust Council Policy under its procedures. She further explained that based on legislation the contribution is not considered a fee for service.

The Committee discussed various expenditures that BIM either does/does not contribute to and Cindy Shelest explained how the draw from surplus affects the calculation.

4.3 Briefing - 2018/19 Budget Consultation Documents

Director Frater introduced Andrew Templeton the new Communications Specialist and informed the committee of the timeline for the release of the budget consultation documents. Director Frater gave an overview of the budget consultation documents and survey. Feedback needs to be ready to go to the designer by noon today. She advised that Trustee Morse had already provided feedback on the language around the Bowen contribution and calculation and changes were reviewed by the Committee.

FPC-2018-001

It was MOVED and SECONDED,

that the Financial Planning Committee, in order to be fully transparent to the public, add to the Budget Highlights section of the Public Consultation document" and a 19.4% increase over the 2016/17 actual expenditures" after the text in the bulleted phrase:

- A proposed 1.3% increase in expenses (\$100,000) over 2017–2018 budget.

DEFEATED

In Favour – Trustee Brent and Robin Williams

Chair Grove arrived at the meeting in person at 11:15 a.m. and resumed his role as Chair.

FPC-2018-002

It was MOVED and SECONDED,

that the Financial Planning Committee approve the public consultation documents as amended.

CARRIED

5. NEW BUSINESS

No new business.

6. NEXT MEETING – February 21, 2018

The next meeting will be held Wednesday, February 21, 2018.

7. ADJOURNMENT

By General Consent, the meeting adjourned at 11:20 a.m.

Peter Grove, Chair

Certified Correct

Nancy Roggers, Recorder