



## Financial Planning Committee Minutes of Regular Meeting

**Date:** February 20, 2019

**Location:** Oak Bay Community Centre  
1975 Bee Street, Victoria, BC

**Members Present**

- Peter Grove, Chair
- Paul Brent, Vice-Chair
- Laura Busheikin, LPC Rep – by teleconference
- Peter Luckham, EC Rep
- Sue Ellen Fast, EC Rep – by teleconference
- Laura Patrick, EC Rep – by teleconference
- Dan Rogers, EC Rep
- Deb Morrison, TPC Rep – by teleconference
- Robin Williams, ITC Rep
- Tahirih Rockafella, Local Trustee

**Staff Present**

- Julia Mobbs, Director Administrative Services
- Russ Hotsenpiller, Chief Administrative Officer
- David Marlor, Director Local Planning Services
- Clare Frater, Director Trust Area Services
- Nancy Roggers, Finance Officer
- Robert Barlow, Recorder

### 1. CALL TO ORDER

The meeting was called to order at 10:30 a.m.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

None

#### 2.2 Approval of Agenda

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

### 3. ADOPTION OF MINUTES / COORDINATION

#### 3.1 Minutes of Meetings – January 21, 2019

**By General Consent**, the minutes of January 21, 2019 were adopted as presented.

#### 3.2 Follow up Action List

Director Mobbs provided an update on the follow up action list.

#### **4. TRUST COUNCIL BUSINESS**

##### **4.1 December 31, 2018 Financial Report – RFD**

###### **FPC-2019-003**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the December 31, 2018 Quarterly Financial Report to Trust Council as presented.

**CARRIED**

##### **4.2 2018-19 Financial Forecast - Briefing**

The briefing was reviewed by the Committee.

##### **4.3 Finalize Draft 2019-20 Budget**

###### **4.3.1 Draft 2019-20 Budget Revisions since January 2019 meeting**

The briefing was reviewed by the Committee.

###### **4.3.2 Public Consultation Feedback - Briefing**

The briefing was reviewed by the Committee. Acknowledgement was made as to the increase in number of responses from previous years and that the new format generated more feedback per respondent. Concern was expressed in regards to the value of the feedback considering that it is a small number of responses which are self-selected. Director Frater provided comments and will amend the briefing to highlight that the survey results are not statistically significant.

###### **FPC-2019-004**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the Public Consultation Feedback briefing to Trust Council as amended.

**CARRIED**

###### **4.3.3 Discussion and Follow Up**

The budget was discussed. There was no follow-up.

##### **4.4 2019-20 Budget Recommendation to Trust Council**

###### **4.4.1 Draft 2019-20 Budget Session Outline**

Received as is.

###### **4.4.2 Draft 2019-20 Budget Assumptions and Principles**

Received as is.

**4.4.3 Draft 2019-20 Budget Overview**

Received as is.

**4.4.4 Draft 2019-20 Budget Detail**

Received as is.

**4.4.5 Draft 2019-20 Budget Funding Requests**

**4.4.5.1 Summary of 2019-20 Funding Requests**

Received for information.

**4.4.6 SSIWPA Tax Requisition Consultation – RFD**

The Request for Decision for Trust Council from the Salt Spring Island Local Trust Committee was received for information.

**FPC-2019-005**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward all agenda items in section 4.4 to Trust Council as presented.

**CARRIED**

**FPC-2019-006**

**It was MOVED and SECONDED,**

that Financial Planning Committee recommend to Trust Council to approach the Province to increase funding.

**CARRIED**

**4.5 Ministry Bylaws**

**4.5.1 Financial Plan Bylaw No. 176 - RFD**

The Request for Decision for Trust Council was not discussed.

**4.5.2 Revenue Anticipation Bylaw No. 177 - RFD**

The Request for Decision for Trust Council was not discussed.

**FPC-2019-007**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward Financial Plan Bylaw No. 176 and Revenue Anticipation Bylaw No. 177 to Trust Council for approval.

**CARRIED**

**4.6 Financial Planning Committee Work Program**

**FPC-2019-008**

**It was MOVED and SECONDED,**

that the Top Priorities list as presented be forwarded to the March 2019 Trust Council meeting.

**CARRIED**

**5. BUSINESS**

**5.1 Bowen Island Municipality Tax Levy Analysis - Briefing**

The briefing was received for information.

The meeting recessed at 12:10 p.m. and reconvened at 12:33 p.m.

**6. NEW BUSINESS**

None.

**7. CLOSED MEETING**

**FPC-2019-009**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(a) and (c) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and labour relations or other employee relations and that staff attend the meeting.

**CARRIED**

**8. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

No items to report.

**9. NEXT MEETING – May 29, 2019**

The next meeting will be held Wednesday, May 29, 2019.

**10. ADJOURNMENT**

**By General Consent,** the meeting adjourned at 12:43 p.m.

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Peter Grove, Chair

Certified Correct

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Robert Barlow, Recorder