



## **Financial Planning Committee Minutes of Meeting**

**Date:** Tuesday, January 13, 2015  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Members Present** Peter Grove, Chair  
Alison Morse, Vice-Chair  
Peter Luckham  
Susan Morrison  
Laura Busheikin  
George Grams  
George Harris

**Staff Present** Cindy Shelest, Director Administrative Services  
Stephanie Somers, Human Resources Coordinator, Recorder  
Linda Adams, Chief Administrative Officer  
David Marlor, Director Local Planning Services  
Lisa Gordon, Director Trust Area Services  
Pamela Hafey, Communications Specialist

**1. CALL TO ORDER**

The meeting was called to order at 10:02 am

**2. ELECTION OF FPC CHAIR AND VICE-CHAIR**

Trustee Busheikin and Trustee Morse joined the meeting at 10:05 am.

Election for Chair, Financial Planning Committee:

Nominated: Peter Grove

Acclaimed: Peter Grove

Election for Vice-Chair, Financial Committee:

Nominated: Alison Morse

Acclaimed: Alison Morse

## **Adopted**

### **3. APPROVAL OF AGENDA**

Information Technology Audit was added as item 5.1.5.6.

By general consent the Committee approved the agenda as amended.

### **4. ADOPTION OF MINUTES / COORDINATION**

#### **4.1. Minutes of Meetings**

The November 12, 2014 Financial Planning Committee minutes were amended as follows:

- 4.6 - change "date" to "meeting date"

By general consent the minutes were adopted as amended.

#### **4.2. Follow up Action List**

Director Shelest provided an update on the items on the follow up action list.

### **5. BUSINESS**

#### **5.1. 2015/16 Budget**

Director Shelest reviewed the 2015/2016 budget items and budget process policy.

Trustee Harris joined the meeting at 10:19am.

Director Shelest answered the question of what converted value means on the BC Assessment reports. The committee will look at changing the non-market change (NMC) percentage to the actual 1.7% instead of 1% that is requested after public consultation.

Chair Grove requested input from the committee regarding the budget as presented.

The committee discussed an information technology assessment by a third party. Director Shelest advised that an internal review on information technology is currently taking place.

#### **FPC-2015-001**

It was MOVED and SECONDED

That the Financial Planning Committee request that staff bring a report on an Information Technology audit to the August Financial Planning Committee meeting.

**CARRIED**

## **Adopted**

The committee discussed the following budget items:

- impact of withdrawing from surplus rather than raising taxes
- project budgets
- payroll and how payroll budgets are forecasted
- special tax levy for Salt Spring Island Local Trust Committee.
- presentation of Islands Trust Fund budget and expenditures
- First Nations Advisor position and the early public feedback on it

The Committee requested that Director Shelest bring information to the February meeting showing how the Salt Spring Island special tax levy amount was determined.

The committee recessed for lunch at 12:06pm.

The committee reconvened at 12:33pm.

### **5.1.4. Staffing Requests Summary**

#### **5.1.4.1. Mapping Co-op Student**

The committee reviewed the business case.

#### **5.1.4.2. Planner 1 Southern Planning Team**

The committee discussed the business case and will discuss in more detail at the February Financial Planning Committee meeting.

#### **5.1.4.3. Senior Aboriginal Advisor**

The committee had no further comments beyond discussion that took place earlier in the meeting.

#### **5.1.4.4. Bylaw Enforcement Officer to Full-Time**

The committee reviewed the business case.

### **5.1.5. Project Requests Summary**

#### **5.1.5.1. LTC Project Requests**

The committee reviewed the request and will discuss further at the February Financial Planning Committee meeting.

#### **5.1.5.2. Paperless Accounts Payable**

The committee reviewed the request.

## **Adopted**

### **5.1.5.3. Replace Cold Fusion Applications**

The committee reviewed the request.

### **5.1.5.4. TAPIS - Java Script Upgrades**

The committee reviewed the request.

### **5.1.5.5. Mapping Website Development**

The committee reviewed the request.

### **5.1.5.6. Information Technology Audit**

No further comments were made.

### **5.1.6. Go To Webinar for Trustees - Budget Detail**

Director Shelest advised the committee that she would be doing a review of the budget with all Trustees during the first week of February.

### **5.2. 2015/16 Public Consultation**

The committee reviewed the public consultation document and requested changes to the document.

### **5.3. Schedule of FPC Meetings for 2015**

#### **FPC-2015-002**

It was MOVED and SECONDED

That the Financial Planning Committee adopt the meeting schedule as presented.

**CARRIED**

## **6. CLOSED MEETING**

### **FPC-2015-003**

It was MOVED and SECONDED

That the Financial Planning Committee meeting be closed to the public subject to Sections 90(2)(b) of the Community Charter in order to consider matters related to information received and held in confidence relating to negotiations between the Islands Trust and the provincial government and that staff and Trustee Brent attend the meeting.

**CARRIED**

The Financial Planning Committee closed the meeting at 1:06 pm.

**Adopted**

**7. RISE AND REPORT**

The Financial Planning Committee reconvened in open meeting at 1:36pm without report.

**8. NEXT MEETING**

The next meeting will be take place on February 18, 2015 from 10:00 am – 4:00 pm.

**9. ADJOURNMENT**

BY GENERAL CONSENT, the meeting adjourned at 1:37 pm.

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Peter Grove, Chair

/Certified Correct

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Stephanie Somers, Secretary and Recorder