



## Financial Planning Committee Minutes of Regular Meeting

**Date:** February 21, 2018

**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  
Susan Morrison, EC Rep  
Brian Crumblehulme, TPC Rep  
Robin Williams, TFB Rep  
George Harris, Local Trustee

**Staff Present**

Julia Mobbs, Director Administrative Services  
Russ Hotsenpiller, Chief Administrative Officer, via phone  
David Marlor, Director Local Planning Services  
Clare Frater, Director Trust Area Services  
Nancy Roggers, Finance Officer  
Jas Chonk, Recorder

### 1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

### 2. APPROVAL OF AGENDA

New Items: 4.3.1 History, Heritage and Conservation Grants in-aid - RFD

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

### 3. ADOPTION OF MINUTES / COORDINATION

#### 3.1 Minutes of Meetings – January 16, 2018

**By General Consent**, the minutes of January 16, 2018 were adopted as amended.

#### 3.2 Follow up Action List

Provided for information.

#### 4. TRUST COUNCIL BUSINESS

##### 4.1 3<sup>rd</sup> Quarter Financial Statements - RFD

###### **FPC-2018-003**

**It was MOVED and SECONDED,**

that the Request for Decision “December 31, 2017 Quarterly Financial Report” as presented be forwarded to the March 2018 Trust Council meeting.

**CARRIED**

Trustee Laura Busheikin joined the meeting via go to meeting at 10:10 a.m.

##### 4.2 2017-18 Financial Forecast - Briefing

The briefing was reviewed by the Committee.

##### 4.3 Finalize 2018-19 Proposed Budget

###### 4.3.1 Briefing Changes since January FPC meeting

The briefing was reviewed by the Committee.

###### 4.3.1 History, Heritage and Conservation Grants in-aid – RFD

###### **FPC-2018-004**

**It was MOVED and SECONDED,**

that Financial Planning Committee recommend to Trust Council that the 2018/19 Fiscal Year budget includes \$5,000 for History, Heritage and Conservation Grants in-aid.

**CARRIED**

###### 4.3.2 Trust Council Policy 7.2.vi Municipal Tax Requisition Calculation – Briefing

Received for information.

###### 4.3.3 Review Public Feedback Received

The feedback was reviewed by the Committee.

###### **FPC-2018-005**

**It was MOVED and SECONDED,**

that Financial Planning Committee request staff to work with Financial Planning Committee to bring forward a new communication strategy for budget consultation.

**CARRIED**

###### 4.3.4 Discussion and Follow Up

**4.4 2018/19 Budget Recommendation to Trust Council**

**4.4.1 Budget Session Outline**

Received as is.

**4.4.2 Budget Overview**

Received as is.

**4.4.3 Budget Assumptions and Principles**

Received as amended.

**4.4.4 Budget Detail**

Received as is.

**4.4.5 Project Requests**

**4.4.5.1 Summary of all Project Requests**

Received for information.

**4.4.5.2 Salt Spring LTC Special Property Tax Requisition - RFD**

Received for information

**4.5 Ministry Bylaws**

**4.5.1 Financial Plan Bylaw No. 172 - RFD**

Received as is.

**4.5.1 Revenue Anticipation Bylaw No. 173 - RFD**

Received as is.

**FPC-2018-006**

**It was MOVED and SECONDED,**

that the Financial Planning Committee forward the proposed 2018/19 budget package to Trust Council as amended.

**CARRIED**

**4.6 Financial Planning Committee Work Program**

**FPC-2018-007**

**It was MOVED and SECONDED,**

that the Top Priorities list as presented be forwarded to the March 2018 Trust Council meeting.

**CARRIED**

5. **BUSINESS**

6. **NEW BUSINESS**

7. **NEXT MEETING – May 30, 2018**

The next meeting will be held Wednesday, May 30, 2018.

8. **ADJOURNMENT**

**By General Consent**, the meeting adjourned at 11:30 a.m.

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Peter Grove, Chair

Certified Correct

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Jas Chonk, Recorder