

**Financial Planning Committee
November 23, 2007**

Location: Victoria Boardroom

Date: November 23, 2007

Attending: Tom Johnstone (Chair), Kim Benson, Gisele Rudischer, Gary Steeves, Brian Hollingshead, Peter Lamb, Alison Morse (by phone), Gary Rowe, Louise Bell, Sheila Malcolmson

Absent: Rose Willow

Staff: Linda Adams, Craig Elder, Mac Fraser, Lisa Dunn, Nancy Roggers

Call to order: 8:30

1. Approval of Agenda

Resolution FIN563/07

It was moved and seconded that the committee adopt the agenda as presented.

CARRIED

2. Minutes of previous meeting

Resolution FIN564/07

It was moved and seconded that the committee approve the minutes of August 28, 2007 and November 6, 2007 as presented.

CARRIED

3. RFD Second Quarter Financial Statements to September 2007

Craig Elder reviewed the highlights of the September 2007 Financial Statements. The committee requested that headings be added to Page 2 of the Consolidated Financial Statement and that the % of budget number be removed for the Surplus (Deficit) line.

Resolution FIN565/07

It was moved and seconded that the committee forward the RFD Second Quarter Financial

Statements to September 2007 to Trust Council as amended.

CARRIED

4. Trustee Expense & Remuneration
Report for 2006/07

Craig Elder reviewed the trustee expense and remuneration report for 2006/07. It was requested that Craig change the final two sentences on the note.

Resolution FIN566/07

It was Moved and Seconded that the Trustee Expense and Remuneration Report for 2006/07 be forwarded to Trust Council as amended.

CARRIED

5. Briefing – 2006/07 Planning
Hours & Costs for Applications
& Projects

Craig Elder reviewed and summarized the information contained in the 2006/07 Planning hours and costs for applications and projects. It was explained that the report includes only direct hours.

6. 2008/09 Draft Budget
Presentation

Craig Elder reviewed the budget process, budget process chart and budget history documents which made up the first 3 pages of the document. FPC members requested that (Refer to Briefing on Planning hours & costs for applications and projects/OCPs) from 2 c. on page one of the document be removed. Craig Elder then discussed the revenue and expense summary, and items for special levy. He then outlined the 2008/09 budget changes compared to 2007/08 budget showing discretionary and non-discretionary expenditures.

The Local Planning Committee recommended that the scientific specialty position on the LPS staffing level II be budgeted at \$80,000.00. Based on discussion the LPS Staffing Level II budget was increased to \$358,098.00.

Mac Fraser and Craig Elder explained that LPS salaries on the LPS staffing options document are

budgeted at 75% of yearly salary as projected hire date for new LPS positions is July, 2008.

Linda Adams provided details of strategic plan items for discussion. Strategic plan items were reviewed and prioritized on an individual basis reducing the strategic plan budgeted items to \$90,000.00.

Gary Steeves left at 2:20

Resolution FIN567/07

It was Moved and Seconded that the \$358,098.00 LPS Staffing Level II budget be reduced to \$318,098 in the current budget year. Vote 6 in favour – 2 opposed.

CARRIED

Craig Elder reviewed the discretionary increases (decreases) in base budget costs.

Craig discussed the Telus Wide Area Network. FPC decided that the \$10,000 for Pilot project in staff web-conferencing that requires telus WAN infrastructure should be removed from the budget.

The proposed increase in Local Expense Budgets for LTC's was discussed. The main item of discussion was how the total amount should be distributed amongst the LTC's. The distribution method will be revisited at a later date.

Resolution FIN568/07

It was Moved and Seconded that the draft budget be decreased to a total of \$90,000.00 for LTC expenses and that FPC suggest to Trust Council that it revisit the local LTC allocation policy. Vote 5 in favour – 3 opposed.

CARRIED

Gary Rowe left at 2:25

It was agreed that the proposed increase of \$14,000 for travel for planners, Director of LPS and Bylaw Enforcement be reduced to a total of \$10,000.00

It was agreed that the proposed increase of \$10,000 for Computer HW/SW replacements of trustee computers be removed from the budget.

It was recommended that the proposed increase of \$8,800.00 for organizational training and staff recognition be changed to \$5,000.00. The vote was 2 in favour and 3 opposed. The budget remains at \$8,800.00 for this item.

Craig Elder and Mac Fraser summarized and discussed the various mapping items on the projects budget.

Mac Fraser discussed the OCP budgets and the mapping requirements for various OCP's. He explained that the budgeted OCP items can be completed if Level II LPS staffing is implemented. It was requested that Mac Fraser have Mark Van Bakel available at Trust Council to discuss the \$35,000.00 mapping requirement for the Galiano OCP.

Resolution FIN569/07

It was Moved and Seconded that FPC proceed to Trust Council with the amended draft budget and noting those things that have been removed.

CARRIED

7. FPC report to Trust Council

Resolution FIN570/07

It was Moved and Seconded that the FPC report be forwarded to Trust Council.

CARRIED

8. RFD – Budget Adjustment Policy 6.53ii

This item was deferred to the next meeting.

9. Briefing – Strategic Plan Updated

Information item that will be discussed at Trust Council

10. Next Meeting

FPC members would like to meet on Thursday, December 6, 2007 at breakfast prior to the budget presentation.

Next meeting of the Financial Planning Committee will be on January 30, 2008 at 9:45.

Meeting adjourned: 3:02 p.m.

Nancy Roggers

Tom Johnstone

Recorder

Chair