

**Financial Planning Committee
November 6, 2007**

Location: Victoria Boardroom

Date: November 6, 2007

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

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

Call to order: 9:45 a.m.

1. Approval of Agenda

The following item was added to the agenda:
3.4 wording of special levies on tax notices

Resolution FIN561/07

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

CARRIED

2. Minutes of previous meeting

Deferred to next meeting

3. Forecast 2007/08

Craig Elder reviewed the 2007/08 forecast. The main revenue and expense variances between budget and forecast were highlighted and discussed.

4. Planning Direct Salaries & Benefits for Applications and Projects 2006/07

Craig Elder reviewed the permit application and project costs for 2006/07. The cost recoveries of extraordinary services on applications were discussed.

Resolution FIN562/07

It was Moved and Seconded that the Financial Planning Committee requests that the Executive Committee consider a review of the existing policies regarding application processing, extraordinary costs and cost recovery agreements.

CARRIED

5. Draft 1 – 2008/09 Budget

Craig Elder reviewed draft 1 of the 2008/09 budget including salaries and LPS review staffing options. The main revenue and expense variances between the 2007/08 budget and the 2008/09 budget were highlighted and discussed

6. Wording of Special Levies on Tax Notices

This agenda item was not

7. Next Meeting

The next Meeting of the Financial Planning Committee will be held on Tuesday, November 20, 2007 starting at 8:30 and running until 2:00.

Meeting adjourned: 12:10 p.m.

Nancy Roggers

Tom Johnstone

Recorder

Chair