



## Financial Planning Committee Minutes of Meeting

**Date:** August 28, 2019

**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Members Present:** Peter Grove, Chair  
Paul Brent, Vice Chair  
Peter Luckham, EC Rep  
Sue Ellen Fast, EC Rep  
Laura Patrick, EC Rep  
Robin Williams, ITC Rep

**Members Absent:** Dan Rogers, EC Rep  
Laura Busheikin LPC Rep  
Deb Morrison, TPC Rep  
Tahirih Rockafella, Local Trustee

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

**1. CALL TO ORDER**

The meeting was called to order at 10:01 a.m.

**2. APPROVAL OF AGENDA**

**2.1 Introduction of New Items**

None

**2.2 Approval of Agenda**

By general consent, the agenda was approved.

**3. ADOPTION OF MINUTES / COORDINATION**

**3.1 Minutes of Meetings – May 29, 2019**

By general consent, the minutes of May 29, 2019, were adopted as presented.

**3.3 Resolutions Without Meeting**

None

**3.2 Follow up Action List**

Director Mobbs provided an update on each of the items in the follow up action list.

**FPC-2019-019**

**It was MOVED and SECONDED,**

that staff be requested to complete the work of developing options for calculating the formula for the municipal tax requisition calculation contribution in the Islands Trust budget in time to bring the report to the September 2019 Trust Council meeting on Bowen Island.

**CARRIED**

**4. TRUST COUNCIL BUSINESS**

**4.1 Allocated Financial Statements – Briefing**

**FPC-2019-020**

**It was MOVED and SECONDED,**

that the Allocated Financial Statements briefing be forwarded to the Trust Council.

**CARRIED**

**4.2 Statement of Financial Information (SOFI) Report - RFD**

**FPC-2019-021**

**It was MOVED and SECONDED,**

that the 2018/19 Statement of Financial Information as presented be forwarded to Trust Council for information.

**CARRIED**

**4.3 June 30, 2019 Quarterly Financial Report - RFD**

**FPC-2019-022**

**It was MOVED and SECONDED,**

that Staff prepare a summary report of all costs related to the renovation project including leasing alternate space.

**CARRIED**

**FPC-2019-023**

**It was MOVED and SECONDED,**

that the Q1 June 30, 2019 Financial Report as presented be forwarded to Trust Council.

**CARRIED**

**4.4 2020/21 Draft Budget Information**

**4.4.1 2020/21 Draft Budget Assumptions, Principles, and Timelines - Briefing**

**FPC-2019-024**

**It was MOVED and SECONDED,**

that Staff amend the 2020/21 budget cycle timeline to incorporate the adoption of the Strategic Plan.

**CARRIED**

**FPC-2019-025**

**It was MOVED and SECONDED,**

that the 2020/21 Draft Budget Assumptions, Principles and Timelines Briefing, as amended, and related attachments, be forwarded to the September 2019 Trust Council meeting.

**CARRIED**

**4.4.2 LPS Review: Status Update – Briefing**

Director Marlor presented the briefing.

**4.4.3 2020/2021 Draft Budget Public Consultation Process – Briefing**

**FPC-2019-026**

**It was MOVED and SECONDED,**

that Staff seek a quote from a polling company to provide public consultation with an indication of statistical success.

**CARRIED**

**4.5 FPC Top Priorities**

**FPC-2019-027**

**It was MOVED and SECONDED,**

that the Financial Planning Committee Top Priorities be forwarded to Trust Council for their September meeting.

**CARRIED**

**4.6 Provincial Funding to Islands Trust - RFD**

**FPC-2019-028**

**It was MOVED and SECONDED,**

that the Request for Decision “Provincial Funding to Islands Trust” be forwarded to the September 2019 Trust Council as presented.

**CARRIED**

**5. BUSINESS**

**5.1 Financial Management of Capital Expenditures – Briefing**

Director Mobbs presented the briefing.

**5.2 Committee Meeting Streaming – RFD**

**FPC-2019-029**

**It was MOVED and SECONDED,**

that Financial Planning Committee communicate to Trust Council its interest in videoing and streaming its public meetings.

**CARRIED**

The committee was recessed at 11:56 a.m. and reconvened at 12:25 p.m.

**5.3 Review of Draft #1 Strategic Plan 2018-2022 - Briefing**

CAO Hotsenpiller presented the briefing. Comments from all committees will be incorporated and an updated briefing will be provided at the September Trust Council meeting.

**6. NEW BUSINESS**

None

**7. CORRESPONDENCE**

**7.1 Southern Gulf Islands Groundwater Sustainability Strategy Budget**

The Request for Decision to the Executive Committee from Director Marlor was presented for information.

**8. NEXT MEETING**

The next meeting will be held Wednesday, October 23, 2019.

**8. ADJOURNMENT**

**By general consent**, the meeting adjourned at 1:04 p.m.

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Peter Grove, Chair

Certified Correct

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Robert Barlow, Recorder