Financial Planning Committee
Minutes of Regular Meeting

Date of Meeting: October 18, 2023
Location: Electronic Meeting

Members Present:
Mairead Boland, Local Trustee (Vice Chair)
Tobi Elliott, Executive Committee Representative
Kristina Evans, Trust Programs Committee Representative
David Graham, Local Trustee
Peter Luckham, Executive Committee Representative
David Maude, Executive Committee Representative
Laura Patrick, Regional Planning Committee Representative
Tim Peterson, Executive Committee Representative
Susan Yates, Islands Trust Conservancy Board Representative

Member Regrets: Joe Bernardo, Local Trustee (Chair)

Member Absent Jamie Harris, Governance Committee Representative

Staff Present:
Russ Hotsenpiller, Chief Administrative Officer (CAO)
Julia Mobbs, Director, Administrative Services (DAS)
Clare Frater, Director, Trust Area Services (DTAS)
Stefan Cermak, Director, Planning Services (DPS)
Nancy Roggers, Finance Officer
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: One member of the public was present.

1. CALL TO ORDER

Vice Chair Boland called the meeting to order at 10:01 a.m. and acknowledged that the lands and waters that encompass the Islands Trust area have been home to indigenous people since time immemorial. Individual trustees and staff introduced themselves.

2. AGENDA

2.1 Review of the Agenda

The following was presented for consideration as new business items for discussion:
- 9.1 – Provincial and Federal granting opportunities
- 9.2 – Financial Planning Committee (FPC) access to business cases in a timely manner

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

3. PUBLIC COMMENT PERIOD

No member of the public expressed a wish to provide comments.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Financial Planning Committee draft minutes of August 30, 2023

The Committee noted a typographical error in Resolution 2023-027 to be corrected and requested to add two sentences to the draft minutes in New Business section 8.1: "Business cases for budget requests are prepared by various Islands Trust bodies through July to October. The Financial Planning Committee is not provided with those business cases until the agenda for the October FPC meeting is published, shortly before that meeting."

By general consent the Committee approved the minutes as amended.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List (FUAL)

The Follow-up Action List was presented for information.

7. BUSINESS – WORK PROGRAM ITEMS

7.1 Budget Overview – Briefing

Director Mobbs introduced the briefing which provided the first draft of the 2024/2025 budget. Committee discussion included:

- the cost of in-person Trust Council meetings including the impact of the location of the meeting and inflation rates
- how potential litigation expenses are calculated
- the use of Dropbox is a new cost for an existing service

- reducing budget costs but continuing with work goals can create issues as there needs to be sufficient resources in place to achieve work goals
- the need to improve budgeting for activities that require more than one fiscal year to accomplish
- forecasting done in Q3 and Q4 helps to identify if some projects are behind in schedule and surplus funds might be used to fund those
- the need to broaden the scope for revenue sources such as federal and provincial grants
- an estimate of staff hours required to accomplish an activity is needed in each business case

7.2 Budget Funding Requests

7.2.1 Funding Request Summaries

Committee discussion included:

- budget increases for Islands Trust have been lower than other local governments
- core services are not generally financed by grants as they are usually used for specific purposes
- island communities have certain expectations from Islands Trust
- there is a balance between cost savings and doing important work

7.2.2 Strategic & Programming Initiatives

7.2.2.1 EC: Programming Funding – Briefing

Committee discussion included:

- the purpose of the bylaw portal licensing expense is to create one integrated computer system for land-use planning that would include the Bylaw Compliance and Enforcement program rather than leaving that system in a legacy silo. This will provide improved information to the public about Bylaw Compliance and Enforcement. The migration to the new system (CityView) is expected to be complete by March 1, 2024.
- the need for a demonstration how the security of private information would be maintained in the new system and how public information would be shared

7.2.2.4 TPC: Secretariat Services - Business Case

Committee discussion included:

- concern about NGOs relying on Islands Trust support annually through the program
- Islands Trust has a responsibility to support cooperation with other organizations
- previous fora that have been supported have been successful
- there consistently is greater demand for support than what has been budgeted for

- the need to evaluate how long the funding to a particular organization is provided; and whether it would be seed funding or repeated funding
- shifting the program to being managed as grants would result in a reduction in real costs to Trust Council as no Islands Trust staff would be involved in the administrative work of the fora
- the work done by previous recipients has supported the aims and responsibilities of Islands Trust

7.2.2.5 RPC: Housing Needs Assessment: North/South Gulf Islands
Committee discussion included the need for supplemental data that reflects the information that is needed for the Land Titles Office

7.2.2.6 RPC: Housing Strategy and Housing Options Toolkit - Business Case
Committee noted that Regional Planning Committee will be receiving a demonstration of the land suitability assessment at their next meeting on November 15, 2023

Committee recessed at 12:03 p.m. and returned at 12:36 p.m.

7.2.4 LTC Projects
DPS Cermak stated that the amount for the Gabriola Official Community Plan and Land Use Bylaw Review is $77,000 rather than $25,000 as indicated in the business case. Committee discussion included:

- 2/3 of the requested funds involve capacity funding for First Nations engagement and public engagement
- First Nations engagement is more about relationship building rather than specific initiatives or normal referrals

FPC-2023-032
It was MOVED and SECONDED,
that Financial Planning Committee will seek staff feedback on the application of the $150,000 First Nation Engagement Grant received from the Ministry of Municipal Affairs, to be provided to Trust Council.
CARRIED

The Committee returned to agenda item 7.1

7.1 Budget Overview – Briefing
The Committee discussed Trust Council meeting expenses. Discussion included:

- current cost is about $30,000 per in-person Trust Council meeting
- when hosted on a small Local Trust Area island, costs may increase and required staff resources increase substantially

FPC-2023-033
It was MOVED and SECONDED,
that Financial Planning Committee request staff to provide a briefing on the true costs in terms of dollars and staff capacity, on holding in-person Trust Council

meetings, versus on smaller islands locations, versus electronic only meetings, for consideration of Trust Council in December.

CARRIED

The Committee then moved to agenda item 7.2.5

7.2.5 Islands Trust Conservancy Board (ITCB): Budget Request – Briefing

Committee discussion included:

- meeting expenses have doubled as the ITCB requested to have in-person meetings, particularly in light of the recent addition of new Board members
- ITCB have asked staff to undertake an analysis of property management needs relative to available staff hours and return to the Board with a summary of the analysis and available options
- as that analysis is not complete, staff have put a placeholder in the budget for potential additional property management staff
- as the ITCB may not have time to review that analysis before the next scheduled FPC meeting, a revised business case may need to be presented at the December Trust Council meeting

8. BUSINESS - OTHER

8.1 Proposed FPC Meeting Dates for 2024 – Request for Decision

FPC-2023-034
It was MOVED and SECONDED,
that Financial Planning Committee adopt the proposed meeting dates of January 24, February 21, May 29, August 28, October 16 and November 13 for the 2024 calendar year.

CARRIED

FPC-2023-035
It was MOVED and SECONDED,
that Financial Planning Committee direct staff to schedule all 2024 FPC meetings as electronic meetings.

CARRIED

9. BUSINESS – NEW

9.1 Provincial and federal granting opportunities - Discussion

Committee discussion included:

- the Protocol Agreement between Islands Trust and the Ministry of Municipal Affairs regarding the Provincial Funding Process needs to be reviewed, specifically the Special Provincial Planning Grant Program, to identify if there may be sources of funding for various activities such as Official Community Plan and Land Use Bylaw reviews, the Policy Statement amendment review with associated First Nations capacity funding, and housing needs assessments supplementary data

- Environment and Climate Change Canada (ECCC) administers Habitat Stewardship Program funds that support terrestrial stewardship projects
- potential opportunities for funding need to be integrated with the overall request to the Province to review Islands Trust funding

FPC-2023-036
It was MOVED and SECONDED,
that Financial Planning Committee request staff to investigate pursuing the provisions of Section 2.1.1 (Community Planning Grant Program) and 4.1.1 (Special Provincial Planning Grant Program) of the Protocol Agreement Between the Islands Trust and the Ministry of Municipal Affairs regarding the Provincial Funding Process with regard to Official Community Plan and land Use Bylaw reviews; Policy Statement Review; associated First Nations capacity funding; and Housing and Housing Needs Assessments; and report back to FPC.

CARRIED

9.2 FPC access to business cases in a timely manner - Discussion

Committee discussion included:

- Vice Chair Boland indicated that Chair Bernardo has requested the following agenda item for discussion be added to the next FPC meeting agenda: "Timing of the availability of FPC agendas"
- trustees can find it challenging to review all agenda material in the time they have access to that material prior to the meeting
- staff can find it challenging to prepare all agenda material in the time they have prior to various meetings
- staff are currently reviewing meeting procedures bylaws for Trust Council
- not all committees, not all topics, and not all times in the year might need an earlier distribution date prior to a meeting

10. NEXT MEETING

Wednesday, November 8, 2023, from 10:00 a.m. to 3:00 p.m.

11. CLOSED MEETING

The meeting was not closed

12. RISE AND REPORT

As the meeting was not closed, there was no need to consider a Rise and Report.

13. ADJOURNMENT

By general consent the meeting adjourned at 2:34 p.m.

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Trustee Boland, Vice Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder