Islands Trust

Financial Planning Committee
Minutes of a Regular Meeting

Date of Meeting: **November 8, 2023**
Location: **Electronic Meeting**

Members Present:
Joe Bernardo, Local Trustee (Chair)
Mairead Boland, Local Trustee (Vice Chair)
Tobi Elliott, Executive Committee Representative
Kristina Evans, Trust Programs Committee Representative
David Graham, Local Trustee
Jamie Harris, Governance Committee Representative
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

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

Others Present: One member of the public was present.

1. CALL TO ORDER

Chair Bernardo 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

No new or late items were introduced.

2.2 Approval of Agenda

By general consent the Committee approved the agenda as presented.

3. PUBLIC COMMENT PERIOD

No member of the public indicated a desire to speak.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meetings

6.1.1 Financial Planning Committee draft minutes of October 18, 2023

By general consent the Committee approved the minutes as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

The Follow-up Action List was presented for information and CAO Hotsenpiller spoke to items in progress.

FPC-2023-037
It was MOVED and SECONDED,
that Financial Planning Committee remove item #1 from the FUAL – Explore option A for Building Permit Review cost recovery.

CARRIED

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Q2 Financial Report – Request For Decision (RFD)

Director Mobbs presented the RFD. Committee discussion included:

- it is difficult to estimate annual legal costs as the kind and number of court actions fluctuate and there may be some cost recovery as well to offset those costs
- court costs awarded do not normally include legal counsel costs
- staff turnover and vacancies create challenges to accurately predict expenses
- the Committee requested a new column to show the previous fiscal year's actual spend on the quarterly financial reports

FPC-2023-038
It was MOVED and SECONDED,

that Financial Planning Committee forward the September 30, 2023 Financial Report to Trust Council for approval.

CARRIED

7.2 Q2 Financial Forecast – Briefing (BRF)

Director Mobbs spoke to the Briefing. The Committee requested a new column to show the previous fiscal year's actual spend on the quarterly financial forecast reports

7.3 Forecasted Areas of Overspending – BRF

Director Mobbs presented the Briefing, noting that this Executive Committee notification report has been provided to members of the Financial Planning Committee in accordance with Trust Council Budget Control and Adjustment Authority Policy 6.5.2 s3. Committee discussion included:

- the possibility of mitigating costs incurred for in-person meetings by providing more electronic meetings
- Local Trust Committee (LTC) meetings have almost always been in person, other than during the COVID-19 pandemic, and there is a strong public desire for in-person meetings in some LTCs
- Chairs of LTCs could participate electronically but that would be dependent upon reliable internet connection where the Chair lives

It was MOVED and SECONDED,
that Financial Planning Committee request staff to look at the option of encouraging Local Trust Committees to pass a resolution to have staff and the Chair join their Local Trust Committees meetings electronically except when requested otherwise.

By general consent the Committee deferred the above motion to agenda item 7.4.2.

7.4 Budget D1V2

7.4.1 Changes Since Last Review – BRF

Director Mobbs reviewed the Briefing.

7.4.2 Costs of Executive Committee Chairing Local Trust Committees – BRF

Director Mobbs indicated some corrections to the briefing had been made and staff will update the published agenda to reflect that.

It was MOVED and SECONDED,
that Financial Planning Committee request staff to look at the option of encouraging Local Trust Committees to pass a resolution to have staff

and the Chair join their Local Trust Committees meetings electronically except when requested otherwise.

FPC-2023-039
It was MOVED and SECONDED,
that Financial Planning Committee amend the motion "that Financial Planning Committee request staff to look at the option of encouraging Local Trust Committees to pass a resolution to have staff and the Chair join their Local Trust Committees meetings electronically except when requested otherwise." by changing the word "and" to "and / or" and by removing "except when requested otherwise" by replacing with the words "as appropriate"; and report back to FPC their findings.

DEFEATED

FPC-2023-040
It was MOVED and SECONDED,
that Financial Planning Committee amend the motion "that Financial Planning Committee request staff to look at the option of encouraging Local Trust Committees to pass a resolution to have staff and the Chair join their Local Trust Committees meetings electronically except when requested otherwise." by removing the text after the word "option", changing the word "option" to "options and analysis", and to add "for reducing the financial costs of Local Trust Committee meetings" and to add "and report back to Financial Planning Committee and Executive Committee".

CARRIED

The question on the following motion, as amended, was then called:

FPC-2023-041
It was MOVED and SECONDED,
that Financial Planning Committee request staff to look at the options and analysis for reducing the financial costs of Local Trust Committee meetings and to report back to Financial Planning Committee and Executive Committee.

CARRIED

7.4.3 Trust Council Meeting Costs – Briefing

Director Mobbs introduced the Briefing. Committee discussion included:

- the possibility of placing a limit on catering expenses
- the labour and costs to organize Trust Council meetings have increased for various reasons such as cultural norms in the past included trustee acceptance of accommodation at less than hotel standard; and more complicated audiovisual equipment requires more information technology staff to be present and for vans to be rented to transport that technology

Committee recessed at 12:17 p.m. and returned at 12:45 p.m.

Committee discussion continued:
- meeting expenses on some islands appears to be on par with venues on Vancouver Island
- electronic meetings are challenging for trustees who live in areas without good internet connection

FPC-2023-042
It was MOVED and SECONDED,
that Financial Planning Committee recommend to Trust Council to schedule their 2024 - 2025 meetings to be held electronically.

DEFEATED

FPC-2023-043
It was MOVED and SECONDED,
that Financial Planning Committee request staff to consider options and to bring them to Trust Council to discuss reduction in costs related to in-person Trust Council meetings, such as a cap on catering.

DEFEATED

FPC-2023-044
It was MOVED and SECONDED,
that Financial Planning Committee request that the Trust Council Meeting Costs briefing be attached to the meeting schedule Request For Decision heading to Trust Council in December.

CARRIED

7.4.4 Draft 2024/25 Budget - Discussion

Chair Bernardo initiated the discussion to include the following points: reasonability of spending levels, reasonability of projected tax increase, and completeness of information in all Business Cases.
- legislation requires Housing Needs reports which will cost over $110,000
- a corporate plan needs to be in place in order to provide a complete view, including staff resources
- there is no business case for a Islands Trust Conservancy (ITC) staff position
- the possibility of partnering with universities to provide GIS support
- the business cases need to have complete information and the Committee could return deficient business cases to the author to complete
- Housing Needs report legislation is changing and Islands Trust was not included in first round of Provincial funding provided to support local governments creating Housing Needs reports.

7.5 Budget for Trust Council Review

7.5.1 Draft Budget Overview – BRF

Director Mobbs indicated that the Briefing will be provided to Trust Council. Committee discussion included:

- need to flag the $110,000 business case for Housing Needs reports as provincial legislation appears to be changing, including deadlines for providing such reports (current deadline of "every five years" may be moved to 2028); details will be provided when regulations are published so a note is needed that there is no certainty about the need for this amount as the requirement to provide Housing Needs reports and the deadline to provide them is not currently known
- more details are required for the Gabriola Island Local Trust Committee freshwater work ($50K)
- the business case for an Islands Trust Conservancy staff position is not available as there is no staff capacity to provide it

Trustee Yates left the meeting at 2:21 p.m.

FPC-2023-045
It was MOVED and SECONDED,
that Financial Planning Committee recommend to Trust Council that Trust Council review:

- progress against plans for current fiscal year;
- staff vacancies and turnover;
- risks posed by unavailability of staff resources as described in the business cases;
- staff resources required across ALL supported projects and activities for the proposed budget;

and contemplate prioritising and deferring some activities, so that critical work can be accomplished and staff stress and load is reduced.

CARRIED

Committee discussion continued:

- budget for the Policy Statement Amendment Project communications is in anticipation of the project moving forward
- the Committee indicated that the following business cases require more information:
  - $30K for reconciliation (what are the expenses and when will it be spent?)
  - communications (what is the money for?)
  - Secretariat Services (which entities will get the funding?)
  - Housing Toolkit
  - SSI office (what is the rationale?)
  - fulltime Geographic Information System Technician (what is the role? could the role be fulfilled by other advisory positions?)
  - CityView Bylaw portal (what is the urgency and why is it necessary this year?)

- In regards to the Secretariat Services business case, it was noted that Trust Programs Committee (TPC) makes the decision on who receives the support
- the Financial Planning Committee would like to see guidelines to TPC included in the business case

7.5.2 Funding Requests Summary
Presented for information.

7.5.3 Strategic & Programming Initiatives
Presented for information.

7.5.4 Operational Initiatives & Staffing
Presented for information.

7.5.5 Local Trust Committee Projects
Presented for information.

7.5.6 ITC Board Budget Request
Presented for information.

7.5.7 Unfunded Requests
Presented for information.

8. BUSINESS – OTHER

8.1 Timing of Receipt of Business Cases – Discussion

Discussion ensued.

8.2 CityView Demonstration – Request For Decision

FPC-2023-046
It was MOVED and SECONDED,
that Financial Planning Committee request staff to schedule a demonstration of the CityView software bylaw enforcement extension on Wednesday, November 29, at or near 1:00 p.m.

CARRIED

9. BUSINESS - NEW

None.

10. WORK PROGRAM

FPC-2023-047
It was MOVED and SECONDED,

that Financial Planning Committee approve the proposed Work Program as presented, and forward it to Trust Council for approval.

CARRIED

11. NEXT MEETING

Wednesday, January 24, 2024, from 10:00 a.m. to 3:00 p.m. to be confirmed when Trust Council adopts their schedule.

12. CLOSED MEETING

The meeting was not closed.

13. RISE AND REPORT

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

14. ADJOURNMENT

By general consent the meeting adjourned at 3:05 p.m.

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Trustee Bernardo, Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder