



Financial Planning Committee Minutes of a Regular Meeting

Date of Meeting: May 29, 2024
Location: Electronic Meeting

Members Present: Joe Bernardo, Local Trustee (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

Member Regrets Mairead Boland, Local Trustee (Vice Chair)

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

Others Present: No member of the public was present

1. CALL TO ORDER

Chair Bernardo called the meeting to order at 10:38 a.m. and acknowledged the privilege to work and live in lands and waters that have been the traditional home of indigenous peoples since time immemorial.

2. AGENDA

2.1 Review of the Agenda

The following addition to the agenda was presented for consideration:

- 9.1 New Business: Communications materials for Trust Area residents in March in regards to the budget – Discussion

2.2 Approval of the Agenda

By general consent the Committee approved the agenda as amended.

ADOPTED

3. PUBLIC COMMENT PERIOD

No member of the public was present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meetings

6.1.1 Financial Planning Committee Regular Meeting draft minutes of February 21, 2024

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. Director Mobbs indicated that staff expect to be able to provide options and analysis for reducing the financial costs of Local Trust Committee meetings and to report back to Financial Planning Committee (and Executive Committee) at the next scheduled Financial Planning Committee meeting.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 March 31, 2024 Audited Financial Statements - Briefing

Director Mobbs presented the Briefing, noting that a “clean” audit report had been issued for Islands Trust and that the audited financial statements and the audit report will be received for information from the Audit Committee. It was also noted that the Audit Committee will provide the Islands Trust Audited Financial Statements and the Islands Trust Conservancy Audited Financial Statements directly to Trust Council.

7.2 March 31, 2024 Financial Results - Request For Decision

Director Mobbs spoke to the Request For Decision.

ADOPTED

FPC-2024-016

It was MOVED and SECONDED,

that Financial Planning Committee forward the March 31, 2024 Financial Results to Trust Council for information.

CARRIED

7.3 March 31, 2024 Allocated Financial Statements - Briefing

Director Mobbs spoke to the Briefing, noting that the Statements are not legislatively required, are meant for information only, but could be forwarded to Trust Council if the Financial Planning Committee wishes. Committee discussion included:

- whether the value of the report is worth the effort in creating it
- accurate and complete recording of staff time spent on activities is required to provide accurate and complete reporting
- “standard allocation” is challenging to establish as changes to planning processes alters the amount of time spent on various planning services
- Possibility of assessing present utility, future utility, and cost/benefit of doing this tracking

FPC-2024-017

It was MOVED and SECONDED,

that Financial Planning Committee forward the March 31, 2024 Allocated Financial Statements to Trust Council for information.

CARRIED

7.4 2025/26 Budget Cycle Timelines - Briefing

Director Mobbs introduced the Briefing provided as per the request from the Financial Planning Committee for a review of timelines at an earlier stage in the budget development process.

7.5 2025/26 Budget Guidelines - Request For Decision

Director Mobbs introduced the Request For Decision. Committee discussion included the timing during the Trust Council agenda that would be appropriate for this issue.

FPC-2024-018

It was MOVED and SECONDED,

Whereas, under s.14 of the Islands Trust Act, Trust Council holds authority for approval of the fiscal budget;

Whereas in accordance with Trust Council’s Council Committee System and Terms of Reference policy, Financial Planning Committee is responsible for facilitating Council’s involvement in the annual budget process;

Whereas, in accordance with Trust Council’s Budget Process policy, Financial Planning Committee will begin review of the draft 2025/26 budget in October 2024; therefore be it resolved:

ADOPTED

that Financial Planning Committee recommend to Trust Council that it set budget guidelines for the 2025/26 budget cycle no later than September 2024.

CARRIED

The Committee recessed at 11:42 a.m. and resumed at 12:30 p.m.

8. BUSINESS - OTHER

8.1 Annual Report: Financial Planning Committee Section - Request For Decision

Committee discussion included:

- the possibility of adding text to indicate why budget consultation was deemed to be not helpful in August of 2023

By general consent the text to be added (in italics): *After discussing that past budget consultation results have not often influenced changes to the budget, FPC chose not to undertake a public consultation on the draft 2024/25 budget.*

FPC-2024-019

It was MOVED and SECONDED,

that Financial Planning Committee approve the text attached to the Request For Decision as amended for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

8.2 Trust Council Policy 7.2.1 Trustee Remuneration - Transfer to Governance Committee - Request For Decision

Director Mobbs introduced the RFD, noting that the Governance Committee has on its work program the task of addressing the recommendations that came out of the 2022 Governance Review and that one of the recommendations in that report is associated with trustee compensation. As a result, the Governance Committee has requested that the Financial Planning Committee transfer its work on Trust Council Policy 7.2.1.

Committee discussion included that Trust Council has given direction to the Governance Committee to review the policy and can determine which committee it would like to undertake any future reviews. It was noted that the initial work done by staff was in regards to comparing Islands Trust policy with the Union of BC Municipalities Council and Board Remuneration Guide and identifying some areas for improvement.

FPC-2024-020

It was MOVED and SECONDED,

That Financial Planning Committee transfer its work on Policy 7.2.1 *Trustee Remuneration* to the Governance Committee, as requested by the Governance Committee.

CARRIED

9. BUSINESS - NEW

ADOPTED

9.1 Communications Materials for Trust Area Residents in March in regards to the Budget - Discussion

Trustee Elliott introduced the topic, indicating that she would like to see better communications with Trust Area residents, particularly in regards to the budget process. Committee discussion included:

- the possibility of including details on the website of critical projects, especially ones that are funded over more than one year such as freshwater sustainability, housing action and reconciliation initiatives
- the possibility of publishing “progress reports tied to budget with a level of investment in a particular project and plan future expenditures on projects”
- the possibility of improving the description of budget details on the website
- the impossibility of publishing a tax rate per \$100,000 of assessed property values during budget development, as some regional districts do, as Islands Trust does not:
 - do tax requisitioning, and therefore doesn’t have all of the information that's actually needed to do that calculation
 - have the software system that undertakes those calculations
 - know what the values are for the grants that typically offsets the tax requisition
 - receive that information from the BC Surveyor of Taxes Office as property tax values aren't actually completed until after the Islands Trust budget is finalized or around the same time
- the possibility of providing that rate at a later time after the annual budget has been adopted
- the need to balance between details and accessibility (plain language) in regards to communications
- Trustee Elliott stated that she would prepare a draft Request For Decision to present at the next Committee meeting for continued discussion to improve budget communications.

10. WORK PROGRAM

Work Program Update – Request For Decision

Director Mobbs introduced the Request For Decision. It was noted that the 3rd item of the proposed Current Projects list – Financial Policy Review – includes Policy 7.2.1 (Trustee Remuneration) that needs to be removed from the list as the Committee had decided to refer the work on that particular Financial Policy to the Governance Committee.

FPC-2024-021

It was MOVED and SECONDED,

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

CARRIED

11. NEXT MEETING

ADOPTED

Wednesday, August 28, 2024, from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

Not desired.

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 1:28 p.m.

Trustee Bernardo, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder