



Financial Planning Committee Minutes of a Regular Meeting

Date of Meeting: August 28, 2024
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
Peter Luckham, Executive Committee Representative
David Maude, Executive Committee Representative
Tim Peterson, Executive Committee Representative

Member Regrets: Laura Patrick, Regional Planning Committee Representative
Susan Yates, Islands Trust Conservancy Board Representative

Member Absent: Jamie Harris, Governance Committee Representative

Staff Present: Julia Mobbs, Interim Chief Administrative Officer (ICAO)
David Marlor, Director, Legislative and Information 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 10:00 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

No changes to the agenda were requested.

2.2 Approval of the Agenda

By general consent the Committee approved the agenda as presented.

3. PUBLIC COMMENT PERIOD

ADOPTED

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 May 29, 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.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Statement of Financial Information (SOFI) - Request For Decision

Interim Chief Administrative Officer (ICAO) Mobbs introduced the Request For Decision.

FPC-2024-022

It was MOVED and SECONDED,

that Financial Planning Committee forward the 2023/24 Statement of Financial Information to Trust Council for approval.

CARRIED

7.2 June 30, 2024 Financial Report - Request For Decision

ICAO Mobbs introduced the Request For Decision. Committee discussion included:

- litigation defense costs are challenging to budget for as they are unpredictable for the most part
- the majority of litigation is triggered by a resident disputing a Local Trust Committee decision
- the reporting reflects invoices that have been processed

ADOPTED

- current legislation continues not to allow a Special Tax Requisition to be limited to only parts of a Local Trust Area and the Province is reluctant to set a precedent by allowing Local Trust Committees that ability.

By general consent Financial Planning Committee forwarded the June 30, 2024 Financial Report to Trust Council for approval.

7.3 2025/26 Draft Budget Assumptions, Principles, Guidelines - Briefing

ICAO Mobbs reviewed the Briefing. Committee discussion included:

- guidelines are a new idea for Islands Trust; some of the Budget Assumptions and Principles does constitute “guidance”
- the proportion of discretionary expenses is less than 10% of the total expenses
- potential guidelines include:
 - set percentage increase cap in discretionary spending
 - freeze staff positions (no new positions)
 - review contractors
- the portion of property tax for property owners in the Trust Area that goes to Islands Trust is about 15%
- last year’s budget increase resulted in approximately \$23 increase in property tax for Trust Area property owners
- cost of living increases and inflation means that a zero percent increase cap effectively means a decrease in services
- ideally guidelines would be those that are of value for every year’s budget rather than meant only for one year’s budget
- guidelines would be reviewed on an annual basis

FPC-2024-023

It was MOVED and SECONDED,

that Financial Planning Committee recommend to Trust Council that it establish a 2025/26 budget guideline directing staff to prepare options for reducing the discretionary budget line items by 1% and 2% of the proposed tax increase or higher.

CARRIED

Committee discussion continued:

- need for a long-term staffing plan that would be connected to the Strategic Plan
- staff vacancies impact operations

The Committee recessed at 12:01 p.m. and resumed at 12:30 p.m.

Committee discussion continued:

- a potential guideline such as “Funding for salary and benefits costs arising from job description changes must be provided within existing budgets” would mean reductions in other budget areas

ADOPTED

FPC-2024-024

It was MOVED and SECONDED,

that Financial Planning Committee recommend to Trust Council that the following budget guideline be adopted:

- Funding for salary and benefits costs arising from job descriptions changes must be provided within existing budgets.

CARRIED

Committee discussion continued:

- value of on-island offices

FPC-2024-025

It was MOVED and SECONDED,

that Financial Planning Committee request that Trust Council consider any resourcing needs for strategic initiatives from the 2024-2028 Strategic Plan.

CARRIED

FPC-2024-026

It was MOVED and SECONDED,

that Financial Planning Committee request Trust Council consider resourcing needs to update and implement the Reconciliation Action Plan.

CARRIED

FPC-2024-027

It was MOVED and SECONDED,

that Financial Planning Committee request Trust Council to consider the resources needed to implement the Communications Strategy in the 2025/26 draft budget.

CARRIED

FPC-2024-028

It was MOVED and SECONDED,

that Financial Planning Committee recommend to Trust Council that resource requests for additional operating budgets (including one-time projects) and new tax-funded personnel will only be considered where critical capacity issues can be clearly demonstrated or where upfront investment will result in longer-term savings as outlined in a business case.

CARRIED

7.4 2025/26 Budget Public Engagement Process - Request For Decision

Director Frater spoke to the Request For Decision. Committee discussion included:

- possibility of amending Trust Council Policy 6.3.1 (Budget Process)
- the value, purpose and timing of the budget survey
- possibility of amending the survey to minimize the length, convey information using graphics only (rather than text and graphics), and include “what are we doing well?”

ADOPTED

- the survey tool could be used to provide budget information to the public rather than a survey about specific budget aspects
- the difference between engagement and communication

Trustee Peterson left the meeting at 2:07 p.m. and returned at 2:14 p.m.

FPC-2024-029

It was MOVED and SECONDED,

that Financial Planning Committee request staff to amend the current survey as per the discussion at the Financial Planning Committee meeting of August 28, 2024.

CARRIED

Committee discussion continued:

- possibility of amending the current charter to involve obtaining earlier approval of the draft materials after Trust Council meets in December, launching the survey earlier, and publishing the results of the survey earlier
- possibility of discussing at a future meeting what an early phase consultation for next year would look like

FPC-2024-030

It was MOVED and SECONDED,

that Financial Planning Committee approve the 2025/26 Budget Public Engagement project charter dated August 28, 2024 as amended.

DEFEATED

7.5 Trust Council Policy 6.3.2 Special Property Tax Requisition - Request For Decision for Trust Council

ICAO Mobbs introduced the topic, provided to FPC for information, and noted a minor amendment that will be made to the Request For Decision prior to sending it to Trust Council.

7.6 Financial Planning Committee Working Group - Verbal Report

ICAO Mobbs and Trustee Evans provided a verbal report in regards to corporate planning.

8. BUSINESS - OTHER

8.1 Reducing Financial Costs of Local Trust Committee Meetings - Briefing

ICAO Mobbs spoke to the briefing. Committee discussion included the value and cost of in-person meetings.

9. BUSINESS - NEW

ADOPTED

9.1 Property Tax Notice

FPC-2024-031

It was MOVED and SECONDED,

that Financial Planning Committee request staff to bring the property tax notice to the October 16 meeting for discussion.

CARRIED

The Committee then returned to agenda item 7.4:

7. BUSINESS - WORK PROGRAM ITEMS

7.4 2025/26 Budget Public Engagement Process - Request For Decision

FPC-2024-032

It was MOVED and SECONDED,

that Financial Planning Committee request staff to bring a briefing to a future Financial Planning Committee meeting to consider options for future early budget public engagement.

CARRIED

10. WORK PROGRAM

Work Program Update – Request For Decision

It was noted that the Executive Committee is considering changing the format of Committee Work Programs presented at Trust Council meetings.

FPC-2024-033

It was MOVED and SECONDED,

that Financial Planning Committee remove item #2 from the Proposed Work Program.

CARRIED

By general consent the Committee forwarded the Work Program report as amended to Trust Council for approval.

11. NEXT MEETING

Wednesday, October 16, 2024, from 10:00 a.m. to 3:00 p.m.

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.

ADOPTED

14. ADJOURNMENT

By general consent the meeting adjourned at 2:56 p.m.

Trustee Bernardo, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder