



## **Financial Planning Committee Minutes of a Regular Meeting**

**Date of Meeting:** January 22, 2025  
**Location:** Electronic Meeting

**Members Present:** Mairead Boland, Local Trustee (FPC Vice-Chair)  
Tobi Elliott, Executive Committee Representative  
Sue Ellen Fast, Municipal Trustee  
Judith Gedye, Governance 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

**Member Regrets** Susan Yates, Islands Trust Conservancy Board Representative  
Alex Allen, Trust Programs Committee Representative

**Staff Present:** Rueben Bronee, Chief Administrative Officer  
Julia Mobbs, Director, Administrative Services  
Stefan Cermak, Director, Planning Services  
David Marlor, Director, Legislative and Information Services (DLIS)  
Nancy Roggers, Finance Officer  
Morgana Van Niekerk, Communication Specialist  
Jason Youmans, Senior Policy Advisor  
Robert Barlow, Legislative Services Clerk/Recorder

### **1. CALL TO ORDER**

Vice-Chair Boland called the meeting to order at 10:00 a.m. Trustees and Staff introduced themselves.

### **2. ELECTION OF FINANCIAL PLANNING COMMITTEE (FPC) CHAIR**

It was noted that Trustee Joe Bernardo resigned from the Committee on December 9, 2024, and Islands Trust Chair Peter Luckham appointed Trustee Sue Ellen Fast to the Committee on January 21, 2025. As Trustee Bernardo was the FPC Chair, an election was required to establish a new FPC Chair.

Director Marlor described the election process and initiated the election for the FPC Chair.

Director Marlor asked a first time for nominations. Trustee Maude nominated Trustee Fast and Trustee Elliott seconded that nomination. Trustee Fast accepted the nomination.

## **ADOPTED**

Director Marlor asked a second time for nominations. Trustee Patrick nominated Trustee Boland and Trustee Peterson seconded that nomination. Trustee Boland accepted that nomination. Director Marlor asked a third time for nominations. Trustee Peterson nominated Trustee Graham and Trustee Boland seconded that nomination. Trustee Graham declined that nomination.

On not hearing any more nominations, Director Marlor declared an election between Trustees Boland and Fast. The Director explained that the election would be by secret ballot and described the process of voting by each member of the Committee sending an email to himself indicating their vote.

Director Marlor then requested that the FPC appoint an election scrutineer.

### **FPC-2025-001**

**It was MOVED and SECONDED,**

that Financial Planning Committee appoint Trustee Maude as election scrutineer.

**CARRIED**

Director Marlor conducted the election with support from Trustee Maude and declared Trustee Fast elected as Chair of FPC. Trustee Fast then chaired the rest of the meeting.

## **3. AGENDA**

### **3.1 Review of the Agenda**

The following addition to the agenda was presented for consideration:

- appointment of Trustee Fast to the Annual Audit Committee – to be agenda item 10.1 under New Business

### **3.2 Approval of the Agenda**

**By general consent** the Committee approved the agenda as amended.

## **4. PUBLIC COMMENT PERIOD**

No member of the public was present.

## **5. DELEGATIONS**

None.

## **6. CORRESPONDENCE**

None.

## **7. ADMINISTRATIVE COORDINATION**

## **ADOPTED**

### **7.1 Draft Minutes of Previous Meetings**

#### 7.1.1 Financial Planning Committee Regular Meeting draft minutes of November 13, 2024

**By general consent** the Committee approved the minutes as presented.

### **7.2 Resolutions Without Meeting**

None.

### **7.3 Follow up Action List (FUAL)**

Received for information.

## **8. BUSINESS - WORK PROGRAM ITEMS**

### **8.1 Budget Changes Since Last Review – Briefing**

Director Mobbs reviewed the Briefing. Discussion included:

- Executive Committee’s changes to their budget request
- no additional changes of the Islands Trust Conservancy Board (ITCB) budget request were adopted by the ITCB at their meeting on January 21, 2025
- the amount budgeted for legal costs has increased which cannot be fully covered by the General Revenue Surplus Fund as it was in the prior year’s budget, as that would result in fund balances below the level recommended by policy
- a draft business case for a Freshwater Atlas will be presented at the next Regional Planning Committee meeting scheduled for February 7, 2025, which may result in new costs for this work being added to the budget in next version

### **8.2 Draft 2025/26 Budget Overview – Briefing**

Director Mobbs introduced the Briefing. Committee discussion included:

- the December Consumer Price Index used for determining trustee remuneration is still pending; the budget will be updated once that data is made publicly available
- Bowen Island Municipality (BIM) does not contribute to Bylaw Enforcement costs
- whether BIM contributes to individual budget items could be identified
- conducting a Trust Council meeting electronically, rather than in-person, could be considered to support civil discourse, cost savings, and equitable trustee participation
- one in-person Trust Council meeting costs approximately \$30,750 which is about 0.3% impact to general local trust area taxes
- the Committee asked about rules or best practices in regards to reconsideration of resolutions. Director Marlor indicated that, in general, if a committee is presented with new information that likely would impact the committee’s decision-making, then the committee could revisit a resolution. He also stated that he would review

**ADOPTED**

legal opinions to provide a more fulsome answer to the Committee at the next meeting.

**FPC-2025-002**

**It was MOVED and SECONDED,**

that Financial Planning Committee recommend that Trust Council revisit the decision to have four in-person meetings in the next fiscal year in light of the new budget.

**CARRIED**

- the Committee indicated that the rationale for Trust Council to reconsider their previous resolutions in this regard is the new information in the budget, including increases to BIM contributions, impacts to the General Revenue Surplus Fund, and a potential for increasing civility, safety, and equitable participation in an electronic meeting
- the possibility of providing an assessment of the effectiveness of the annual Living in The Trust Area mailing program

**8.3 Budget Funding Requests**

**8.3.1 Strategic and Programming and Governance Initiatives**

Committee discussion included:

- possibility of a table that shows all items (cross-referenced) that relate to First Nations and Reconciliation activities
- such information may be best captured in the Reconciliation Action Plan

**8.3.2 Operational Initiatives and Staffing**

No Committee discussion.

**8.3.3 Islands Trust Conservancy Board – Briefing**

No Committee discussion.

**8.3.4 Local Trust Committee Projects**

No Committee discussion.

Financial Planning Committee recessed at 11:38 a.m. and returned at 11:50 a.m.

**9. BUSINESS - OTHER**

**9.1 2026/27 Budget Public Engagement Process**

**9.1.1 2026/27 Budget Public Engagement Project Charter – Request For Decision**

## **ADOPTED**

Communications Specialist Van Niekerk spoke to the Request For Decision. Committee discussion included various potential edits:

- provide feedback to the public about how survey results helped to develop or amend the budget
- use the terminology “priorities to help craft a budget”
- add another question: “do you want to receive a summary?”

### **FPC-2025-003**

**It was MOVED and SECONDED,**

that Financial Planning Committee amend the 2026/27 Budget Public Engagement Project Charter deliverables to include how feedback from public engagement informed the 2026/27 budget considerations.

**CARRIED**

- the tax notice is being redesigned and plans are to include the graphic that provides information about tax on average property values in the Trust Area.

### **FPC-2025-004**

**It was MOVED and SECONDED,**

that Financial Planning Committee approve the 2026/27 Budget Public Engagement project charter as amended.

**CARRIED**

#### 9.1.2 Draft Public Survey for 2026/27 Budget – Briefing

The Committee provided various comments and suggestions that Communications Specialist Van Niekerk will incorporate into a revised draft public survey to be presented to the Committee at the next scheduled meeting.

Financial Planning Committee recessed at 12:52 p.m. and returned at 1:20 p.m.

## **10. BUSINESS - NEW**

### **10.1 Appointment of Trustee Fast to the Annual Audit Committee**

Trustee Fast was appointed to the Financial Planning Committee on January 21, 2025.

### **FPC-2025-005**

**It was MOVED and SECONDED,**

that Financial Planning Committee appoint Trustee Fast to the Audit Committee for the remainder of the 2022 to 2026 term.

**CARRIED**

## **11. NEXT MEETING**

Wednesday, February 19, 2025, from 10:30 a.m. to 3:00 p.m.

**ADOPTED**

The Audit Committee will be meeting on the same day from 10:00 a.m. to 10:30 a.m.

**12. CLOSED MEETING**

The meeting was not closed.

**13. RISE AND REPORT**

No Rise and Report.

**14. ADJOURNMENT**

**By general consent** the meeting adjourned at 1:36 p.m.

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Sue Ellen Fast, Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder