



Financial Planning Committee Minutes of a Regular Meeting

Date of Meeting: February 19, 2025
Location: Electronic Meeting

Members Present: Sue Ellen Fast, Bowen Island Municipality (Chair)
Mairead Boland, Saturna Island Local Trust Area (LTA) (Vice-Chair)
Alex Allen, Hornby Island LTA, Trust Programs Committee Representative
Tobi Elliott, Gabriola Island LTA, Executive Committee
Judith Gedye, Bowen Island Municipality, Governance Committee Representative
David Graham, Denman Island LTA
Peter Luckham, Thetis Island LTA, Executive Committee
David Maude, Mayne Island LTA, Executive Committee
Laura Patrick, Salt Spring Island LTA, Regional Planning Committee Representative
Tim Peterson, Lasqueti Island LTA, Executive Committee
Susan Yates, Gabriola Island LTA, Islands Trust Conservancy Board Representative

Staff Present: Rueben Bronee, Chief Administrative Officer
Julia Mobbs, Director, Financial and Employee Services
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Nancy Roggers, Finance Officer
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Chair Fast called the meeting to order at 10:30 a.m. and acknowledged that participants in the meeting were in Coast Salish territories.

2. AGENDA

2.1 Review of the Agenda

No changes to the agenda were presented for consideration.

2.2 Approval of the Agenda

By general consent the Committee approved the agenda as presented.

3. PUBLIC COMMENT PERIOD

No member of the public was present.

ADOPTED

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Minutes of Previous Meetings

7.1.1 Financial Planning Committee Draft Minutes of January 22, 2025

By general consent the Committee approved the minutes as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List (FUAL)

It was noted that the item on the List concerning staff providing a review of legislation, bylaws and policy in regards to reconsideration of resolutions is agenda item 8.2.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 December 31, 2024 Financial Report - Request For Decision

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

- the over-expenditures on litigation and enforcement expenses are a result of those expenses having been under-budgeted, and as a result of substantial litigation expenses that have incurred
- the most substantial contributor to underspending is the result of projects not advancing and staff vacancies
- almost a quarter of staff are on leave or on a temporary placement or the staff position is vacant
- this was an exceptional year for grant revenue returns
- there is no guaranteed recovery of property clean up costs for work on Thetis Island, although it is a possibility

FPC-2025-006

It was MOVED and SECONDED,

that Financial Planning Committee forward the December 31, 2024 financial report to Trust Council for approval.

CARRIED

ADOPTED

7.2 December 31, 2024 Financial Forecast - Briefing

Director Mobbs introduced the Briefing, indicating that forecasted underspending is due mostly to planned projects not advancing and some staff vacancies. It was noted that a correction was needed on page 27 of the agenda in regards to the Salt Spring Island Water Protection Alliance projects that are all forecasted to be underspent solely as a result of staff vacancies.

FPC-2025-007

It was MOVED and SECONDED,

that Financial Planning Committee forward the December 31, 2024 Financial Forecast to the March 2025 Trust Council meeting for information.

CARRIED

Committee recessed at 11:12 a.m. and resumed at 11:23 a.m.

7.3 Changes to the Draft 2025/26 Budget Since Last Reviewed - Briefing

The Briefing was presented for information.

7.4 FPC's Draft Recommended 2025/26 Budget to Trust Council

7.4.1 Budget Session Outline

Director Mobbs indicated that there is scheduled two and a half hours for budget discussion at the March Trust Council meeting.

7.4.2 Overview of Draft 2025/26 Budget - Briefing

Director Mobbs presented the Briefing. Committee discussion included:

- a request for presentation of other jurisdictions' tax or budget increases
- how to structure the budget discussion at the March Trust Council meeting
- there is no current Trust Council direction to staff to assess cost recovery for planning applications and there is a current challenge of having no functional time tracking software to provide an analysis of staff time spent on application processing

7.4.3 Budget Funding Requests

Committee discussion included:

- conducting all four annual Trust Council meetings electronically, rather than in person, would result in approximately a 1.5% reduction in the local trust area general tax increase
- potential reductions to several budget line items

Financial Planning Committee recessed at 12:12 p.m. and resumed at 12:46 p.m.

ADOPTED

Committee discussion continued:

- staff provided a document showing the impact of reductions to several budget line items on the overall budget
- the BC Public Service staff hiring restrictions is not likely to be extended to Islands Trust

FPC-2025-008

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to remove \$15,000 for secretariat research from the draft 2025/26 budget.

CARRIED

FPC-2025-009

It was MOVED and SECONDED,

that Financial Planning Committee forward the following Trust Council meeting option for Trust Council to consider: half in person and half virtual.

CARRIED

FPC-2025-010

It was MOVED and SECONDED,

that Financial Planning Committee recommend that the UBCM/AVICC budget be adjusted to reduce the Executive Committee members to two and reduce the amount by \$9,000.

CARRIED

FPC-2025-011

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to remove \$10,000 for Executive Committee Application Sponsorship item from the draft 2025/26 budget.

CARRIED

Trustee Luckham left the meeting at 1:57 p.m.

The Committee recessed at 1:59 p.m. and resumed at 2:10 p.m.

FPC-2025-012

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to remove \$2,000 for Coast Salish Art from the draft 2025/26 budget.

CARRIED

FPC-2025-013

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to remove \$10,000 for Islands Trust Conservancy Conservation Land Securement from the draft 2025/26 budget.

ADOPTED

CARRIED

FPC-2025-014

It was MOVED and SECONDED,

that Financial Planning Committee recommend to Trust Council that the Stewardship Education Program (\$9500 and 230 staff hours) is removed from the 2025/25 budget.

DEFEATED

FPC-2025-015

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to remove \$10,000 for Trustee Remuneration Review from the draft 2025/26 budget.

DEFEATED

FPC-2025-016

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to remove \$1,000 for Islands Trust Conservancy Legal and remove \$1,100 for Islands Trust Conservancy Board training from the draft 2025/26 budget.

CARRIED

FPC-2025-017

It was MOVED and SECONDED,

that Financial Planning Committee remove \$4,600 for Executive expenses for Local Trust Committees from the draft 2025/26 budget.

CARRIED

Trustee Allen left the meeting at 3:00 p.m.

FPC-2025-018

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to draw an additional amount from surplus into the draft 2025/26 budget, equal to the correction in the third quarter financial forecast for salaries and benefits expense, and that this additional draw be allocated to work benefiting Bowen Island Municipality.

CARRIED

FPC-2025-019

It was MOVED and SECONDED,

that Financial Planning Committee forward the budget materials contained in agenda item 7.4 to Trust Council as amended, as its recommended 2025/26 Budget to Trust Council.

CARRIED

7.5 2025/26 Budget Guidelines Assessment - Briefing

ADOPTED

Not discussed.

7.6 Ministry Bylaws for Trust Council

7.6.1 Financial Plan Bylaw - Trust Council Request For Decision

Director Mobbs presented the Trust Council Request For Decision, indicating that Schedule A of the Bylaw will be amended as per decisions made at the Financial Planning Committee meeting, and will also amend it as a result of any decisions to do so at the March Trust Council meeting.

FPC-2025-020

It was MOVED and SECONDED,

that Financial Planning Committee forward Bylaw 201 (Islands Trust Council Financial Plan Bylaw 2025-26) to Trust Council for approval as amended.

CARRIED

7.6.2 Revenue Anticipation Borrowing Bylaw - Trust Council Request For Decision

FPC-2025-021

It was MOVED and SECONDED,

that Financial Planning Committee forward Bylaw 202 (Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026) to Trust Council for approval.

CARRIED

8. BUSINESS - OTHER

8.1 2026/27 Budget Public Engagement Process

By general consent discussion of agenda item 8.1 was deferred to a Special Meeting to be set prior to the next scheduled meeting.

9. BUSINESS - NEW

None

10. WORK PROGRAM

10.1 Work Program Update – Request For Decision

FPC-2025-022

It was MOVED and SECONDED,

that Financial Planning Committee add to the proposed Work Program consideration of the 2026/27 Budget Public Engagement Project Charter.

CARRIED

ADOPTED

FPC-2025-023

It was MOVED and SECONDED,

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

CARRIED

11. NEXT MEETING

FPC-2025-024

It was MOVED and SECONDED,

that Financial Planning Committee request staff to schedule a Special Meeting from 10:30 a.m. to noon on March 5, 2025, regarding the draft public survey and the budget engagement process for 2026/27.

CARRIED

The next scheduled meeting is Wednesday, May 28, 2025, from 10:30 a.m. to 3:00 p.m. The Annual Audit Committee will be meeting on the same day from 10:00 a.m. to 10:30 a.m.

The Committee then addressed agenda item 8.2

8.2 Reconsideration of Trust Council Decisions - Briefing

FPC-2025-025

It was MOVED and SECONDED,

that Financial Planning Committee receive for information the Reconsideration of Trust Council Decisions Briefing.

CARRIED

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 3:25 p.m.

Sue Ellen Fast, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Financial Planning Committee
Minutes of a Regular Meeting
February 19, 2025

ADOPTED

Page 7 of 7