



Financial Planning Committee Minutes of a Regular Meeting

Date of Meeting: August 20, 2025
Location: Electronic Meeting

Members Present: Sue Ellen Fast, Bowen Island Municipality (Chair)
Mairead Boland, Saturna Island Local Trust Area (Vice Chair) and
Regional Planning Committee Representative
Tobi Elliott, Gabriola Island Local Trust Area, Executive Committee
Judith Gedye, Bowen Island Municipality, Governance Committee
Representative
David Graham, Denman Island Local Trust Area
David Maude, Mayne Island Local Trust Area, Executive Committee
Laura Patrick, Salt Spring Island Local Trust Area, Executive Committee
Tim Peterson, Lasqueti Island Local Trust Area, Executive Committee
and Trust Programs Committee Representative

Member Regrets: Susan Yates, Gabriola Island Local Trust Area, 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
Chloe Straw, Program Coordinator
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: One member of the public

1. CALL TO ORDER

Chair Fast called the meeting to order at 10:00 a.m. and acknowledged that participants in the meeting were on Coast Salish territories.

2. AGENDA

2.1 Review of the Agenda

No changes were presented for consideration.

2.2 Approval of the Agenda

By general consent the Committee approved the agenda as presented.

ADOPTED

3. PUBLIC COMMENT PERIOD

Maxine Leichter was in favour of incorporating staff time and resulting costs in project business cases.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Minutes of Previous Meetings

6.1.1 Financial Planning Committee Draft Minutes of May 28, 2025

By general consent the Committee approved the minutes as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List (FUAL)

Director Mobbs reviewed the FUAL, noting that the Policy Review has been moved to the Work Program as it is a project that will involve substantial time to undertake.

7. BUSINESS - WORK PROGRAM ITEMS

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

Director Mobbs introduced the Request For Decision. Committee discussion included an enquiry about the availability of information in regards to tax revenue amounts received from each Local Trust Area. It was clarified that the SOFI report provides information about expenses rather than revenue, and that the Allocated Financial Statements (AFS) report has provided that information in the past. The Committee was reminded that the AFS will not be produced this year nor next year but that tax revenue information for each Local Trust Area can be obtained and provided in future budget material if the Committee requests it. The Committee deferred discussion in this respect to agenda item 9, New Business.

**FPC-2025-031
It was **MOVED** and **SECONDED**,**

ADOPTED

that Financial Planning Committee forward the 2024/25 Statement of Financial Information to Trust Council for approval.

CARRIED

7.2 June 30, 2025 Financial Results – Request For Decision

Director Mobbs introduced the Request For Decision, noting that the Gabriola OCP and LUB reviews and the Hornby OCP and LUB reviews were inadvertently not included and will be included in the Financial Results provided to Trust Council. Committee discussion included:

- costs awarded to Islands Trust as a result of the Thetis Island enforcement action have not yet been received
- clarification in regards to how overtime is estimated in Islands Trust budgets
- the Salt Spring Island housing action program costs of \$5,000 relates to Salt Spring Island Local Trust Committee (SSI LTC) Bylaw 537 which would amend the current SSI LTC Land Use Bylaw 335.

FPC-2025-032

It was MOVED and SECONDED,

that Financial Planning Committee forward the June 30, 2025 Financial Report as amended to Trust Council for approval.

CARRIED

7.3 Feedback from 2026/27 Pre-budget Engagement Survey - Briefing

Program Coordinator Straw introduced the Briefing, noting that approximately 1% of the population of the Trust Area responded to the survey. Committee discussion included:

- the possibility of providing the information to Local Trust Committees, to Council Committees, and to the Islands Trust Conservancy Board
- the possibility of providing the information to Trust Council earlier than March of next year
- further discussion of the topic was postponed to agenda item 7.5

7.4 2026/27 Draft Budget Consultation Plan (Project Charter) - Request For Decision

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

- reducing staff workload in responding to public enquiries
- publishing survey results
- providing a range of taxes that might be incurred by property owners rather than simply tax based on the average property value
- the value of the webinar considering the number of the public who engaged with the webinar

FPC-2025-033

ADOPTED

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to amend the draft project charter for budget consultation planning for 2026/27 by removing the webinar.

CARRIED

FPC-2025-034

It was MOVED and SECONDED,

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

CARRIED

FPC-2025-035

It was MOVED and SECONDED,

that Financial Planning Committee recommend to Trust Council that it ask staff to draft a revised Budget Process policy that includes consideration of an annual pre-budget survey similar to 2025 in timing.

CARRIED

FPC-2025-036

It was MOVED and SECONDED,

that Financial Planning Committee recommend to Trust Council to undertake a pre-budget survey for fiscal 2027/28.

CARRIED

Committee recessed at 11:36 a.m. and returned at 11:47 a.m.

7.5 2026/27 Draft Budget Assumptions, Principles, and Guidelines – Request For Decision

Director Mobbs introduced the Request For Decision.

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

Committee discussion included:

- consideration of establishing new reserve funds to allocate funds to each year in order to manage the election costs every four years
- providing in business cases an average salary cost in relation to staff hours involved in a project
- setting some time at a future FPC meeting to discuss creating an infrastructure reserve fund
- including a note in the budget material that indicates that a review of Trustee Remuneration policy scheduled for this year may result in changes to that policy and, depending upon the fiscal year that any direction from Trust Council is initiated, may then require adjustments to the budget

FPC-2025-037

ADOPTED

It was MOVED and SECONDED,

Whereas the results of the 2026/27 pre-budget survey did not reach statistical significance in terms of response rate, Financial Planning Committee recommend Trust Council limit the influence of the public feedback received in determining the 2026/27 budget, assumptions, principles, and guidelines.

CARRIED

FPC-2025-038

It was MOVED and SECONDED,

that Financial Planning Committee recommend that Trust Council's budget should resource planned initiatives identified in Trust Council's 2024-28 strategic plan.

CARRIED

FPC-2025-039

It was MOVED and SECONDED,

That Financial Planning Committee forward to Trust Council the 2026/2027 Pre-budget Survey report materials for the September meeting, and the Islands Trust Conservancy Board for their information.

CARRIED

Committee recessed at 1:34 p.m. and resumed at 1:45 p.m.

FPC-2025-040

It was MOVED and SECONDED,

that Financial Planning Committee request staff to prepare a report analysing the value of creating new specific reserve funds that may serve to fund large future initiatives such as elections, information technology, data acquisitions, and capital projects.

CARRIED

FPC-2025-041

It was MOVED and SECONDED,

that Financial Planning Committee recommend that Trust Council prioritizes support and maintenance for geographic information systems in the development of the 2026/27 budget, as per resolution ITC-EC-2025-001.

CARRIED

FPC-2025-042

It was MOVED and SECONDED,

that Financial Planning Committee recommend Trust Council adopt the 2025/26 budget guidelines for the 2026/27 budget year, and add the following guideline for new staff proposals:

That Trust Council direct that new personnel requests will include with the business case, a draft job description for the new position, as well as a depiction of where the position will reside in the organisational chart.

CARRIED

8. BUSINESS - OTHER

8.1 Project Proposal: Cost of Processing Planning Applications – Trust Council Request For Decision

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

- cost recovery
- budget presentation of planning application costs

FPC-2025-043

It was MOVED and SECONDED,

that Financial Planning Committee forward the Project Proposal: Cost of Processing Planning Applications Request For Decision to Trust Council for consideration.

CARRIED

9. BUSINESS - NEW

9.1 Allocation of Financial Statements

Trustee Boland will consider bringing a motion forward at a future Financial Planning Committee meeting to include information about tax revenue received for each Local Trust Area in the budget documents.

10. WORK PROGRAM

FPC-2025-044

It was MOVED and SECONDED,

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

CARRIED

11. NEXT MEETING

The next scheduled meeting is Wednesday, October 22, 2025, from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

12.1 Motion to Close the Meeting

FPC-2025-045

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (f)law enforcement, as the Financial Planning

ADOPTED

Committee considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and that the recorder and staff attend the meeting.

CARRIED

The Committee closed the meeting at 2:22 p.m.

13. RISE AND REPORT

None.

14. ADJOURNMENT

By general consent the meeting adjourned at 2.50 p.m.

Sue Ellen Fast, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder