



Financial Planning Committee Minutes of a Regular Meeting

Date of Meeting: November 12, 2025
Location: Electronic Meeting

Members Present: Sue Ellen Fast, Bowen Island Municipality, (FPC Chair)
Tobi Elliott, Gabriola Island Local Trust Area, Executive Committee
Judith Gedy, 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
Susan Yates, Gabriola Island Local Trust Area, and Islands Trust Conservancy Board Representative

Member Regrets Mairead Boland, Saturna Island Local Trust Area and Regional Planning Committee Representative, (FPC Vice Chair)

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

Others Present: One member of the public was present.

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 many 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.

3. PUBLIC COMMENT PERIOD

ADOPTED

The one member of the public present did not express a desire to address the Committee.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Minutes of Previous Meetings

6.1.1 Financial Planning Committee Minutes of October 22, 2025

By general consent the Committee approved the minutes as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

Received for information.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Financial Planning Committee Terms of Reference

Extracted from Trust Council Policy 2.3.1 (Council Committee System) and provided for information at the request of the Chair.

7.2 Q2 Financial Report

The report is delayed due to the recent British Columbia Government Employees Union strike action. This report will advance to Executive Committee on November 19, 2025, for their review and forwarding to Trust Council.

7.3 Budget Draft 1, Version 2

7.3.1 Budget Changes Since Last Review – Briefing

Director Mobbs introduced the briefing, highlighting key changes made to the budget since the previous Financial Planning Committee meeting.

Committee discussion included:

ADOPTED

- a review of application fees may provide a relief to tax increases
- the work of the Planning Biologist needs to be incorporated into the costs of processing planning applications
- inflation has been greater than the standard annual 2% increase in application fees
- the potential impact to the budget by reducing the number of Islands Trust Council Committees is minimal as those committee meetings are conducted almost exclusively electronically
- adopting a standard of committee meetings minutes that only capture resolutions can save staff time and can make review of minutes simpler

7.3.2 Budget Overview - Briefing

No comments.

7.3.3 2026/27 Budget Guidelines Assessment

No comments.

7.3.4 Funding Request Summary List

No comments.

7.3.5 Funding Requests

7.3.5.1 Trust Council Programs

No comments.

7.3.5.2 Strategic Plan Projects

7.3.5.2.1 Policy Statement Amendment Project

No comments.

7.3.5.2.2 Policy Review - Continuation from FY26

No comments.

7.3.5.2.3 Trust Area Resilience Assessment

Committee discussion included:

- the project could be deferred, but it is central to the mandate of Islands Trust
- not including this item would lessen the Bowen Island Municipality contribution by approximately 10%

ADOPTED

- a contractor has been hired to create a scope of the required work
- the possibility of staging the work over a few years

FPC-2025-052

It was **MOVED** and **SECONDED**,

that Financial Planning Committee recommend to Trust Council that work on the Trust Area Resilience Assessment Initiative project not be funded in 2026/27, unless a grant is secured.

CARRIED

7.3.5.2.4 Freshwater Sustainability Strategy Review and Implementation

No comments.

7.3.5.3 ITC Board Projects

No comments

7.3.5.4 Local Trust Committee Projects

Director Cermak noted that some of the business cases have been amended since the Committee reviewed them at the previous meeting of October 22, 2025.

Committee discussion included the need to be aware that grants can result in programs that need to be maintained after the grant funding is completed.

7.3.5.5 Operational Projects

7.3.5.5.1 TC Onboarding Training - Business Case

No comments.

7.3.5.5.2 Trustee Laptops - Business Case

No comments.

7.3.5.5.3 Accessibility Plan Development - Business Case

No comments.

7.3.5.5.4 Electronic Document Management Solution - Business Case

ADOPTED

Director Marlor indicated no concerns about delaying this project for one year.

FPC-2025-053

It was MOVED and SECONDED,
that Financial Planning Committee recommend to Trust Council that work on the Electronic Document Management project not be funded for the 2026/27 budget.

CARRIED

Committee recessed at 11:18 a.m. and resumed at 11:30 a.m.

7.3.5.6 Staffing Requests

Committee discussion included:

- possibility of not supporting any staffing requests
- possibility of making extensions of positions rather than making them permanent, noting that an extension would not change the budget
- a finalized corporate planning process would be helpful in supporting discussions of the value of positions
- the biologist position provides applicants specific and helpful information they need to submit their applications
- Trust Council ambitions to conduct more work requires more staff and tools to accomplish that work

Committee recessed at 12:00 p.m. and resumed at 12:45 p.m.

Committee discussion continued:

- possibility of staff preparing budget scenario alternatives
- permanent positions don't allow flexibility in changing staff positions but are more attractive to potential applicants than temporary positions

7.3.5.7 Other Funding Request Reports

7.3.5.7.1 ITC Board Budget Request – Briefing

Committee discussion included:

- the Islands Trust Conservancy 5-year plan costs include \$100,000 in capacity funding for First Nations
- it is expected that the Islands Trust Conservancy Board will be considering the suggestion to spend their grant funds on operational costs later in the

ADOPTED

week and results of that discussion will be provided at the December Trust Council meeting

7.3.5.7.2 EC Budget Request – Briefing

No comments.

7.3.6 Operating Budgets Increase Justifications

No comments.

7.3.7 Unfunded Requests

7.3.7.1 Galiano: Targeted OCP Review Project

Funding for this project is not included in the draft budget, as per the decision made at the Financial Planning Committee meeting of October 22, 2025.

Committee discussion included:

- as a result of the changes to the budget at the meeting, the resulting projected tax increase to Bowen Island Municipality is approximately 23.7% and to Local Trust Areas is approximately 9.5%
- the actual expenditures in the current fiscal year in regards to legal expenses are much more than what was budgeted for, mostly because of lengthy court cases
- projecting exact legal costs cannot be easily estimated because of a variety of unknowns

FPC-2025-054

It was MOVED and SECONDED,

that Financial Planning Committee forward the Draft 2026/27 Budget materials as amended to Trust Council for review.

CARRIED

7.3.8 Budget Consultation Plan - Briefing

It was noted that this agenda item should actually be 7.4, as it's not part of the budget. Director Frater introduced the briefing, indicating that some information was not available as a result of the strike action.

8. BUSINESS - OTHER

8.1 **Committee of the Whole Meeting Re: Draft 2026/27 Budget - Request for Decision**

Committee discussion included that the annual draft Revenue Anticipation Borrowing bylaw does not need to go to the Committee of the Whole meeting so it will remain part of the scheduled Financial Planning Committee agenda.

ADOPTED

FPC-2025-055

It was MOVED and SECONDED,

that Financial Planning Committee recommend that Trust Council schedule an electronic Committee of the Whole meeting on February 18, 2026, from 1 p.m. to 5 p.m. to review the final draft of the 2026/27 budget prior to Trust Council's budget approval in March, 2026.

CARRIED

8.2 Property Assessment Notice - Briefing

Director Frater spoke to the Briefing, indicating that the samples in the agenda are from last year, and that all numbers and information would be reviewed to ensure currency before it is finalized. It was suggested that Committee members can send their feedback in regards to the notice directly to Director Frater.

9. BUSINESS – NEW

None.

10. WORK PROGRAM

10.1 Financial Planning Committee Work Program Update – Request For Decision

Director Mobbs noted that two items on the Follow Up Action List likely should be on the projects list as they will require substantial work. Those two items are:

- a report analyzing the value of creating new specific reserve funds
- recommendations to Trust Council on how to increase application fees.

FPC-2025-056

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

Wednesday, January 21, 2026, from 10:00 a.m. until 3:00 p.m.

12. CLOSED MEETING

None.

13. RISE AND REPORT

None.

ADOPTED

14. ADJOURNMENT

By general consent the Committee adjourned the meeting at 1:44 p.m.

Sue Ellen Fast, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder