



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

**Date of Meeting:** November 10, 2021  
**Location:** Electronic Meeting

**Members Present:** Peter Grove, Chair  
Paul Brent, Vice Chair  
Laura Busheikin, Regional Planning Committee Representative  
Sue Ellen Fast, Executive Committee Representative  
Peter Luckham, Executive Committee Representative  
Laura Patrick, Executive Committee Representative  
Tim Peterson, Trust Programs Committee Alternate Representative  
Tahirih Rockafella, Local Trustee  
Dan Rogers, Executive Committee Representative  
Kate-Louise Stamford, Islands Trust Conservancy Board Representative

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Julia Mobbs, Director, Administrative Services  
Clare Frater, Director, Trust Area Services  
David Marlor, Director, Local Planning Services  
Carmen Thiel, Legislative Services Manager  
Heather Kauer, Regional Planning Manager, Northern Office  
Stefan Cermak, Regional Planning Manager, Salt Spring Office  
Nancy Roggers, Finance Officer  
Robert Barlow, Legislative Services Clerk/Recorder

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

The meeting was called to order at 10:01 a.m.

### **2. APPROVAL OF AGENDA**

#### **2.1 New Items and Re-ordering of the Agenda**

The following material was presented for consideration:

- Item 6.3 Freshwater Sustainability Strategy – attachment #1 Draft Freshwater Sustainability Plan (missing in original agenda)
- Item 6.4 Special Tax Requisition for GAB Housing – Regional Planning Manager Cermak was available to discuss a similar housing project for Salt Spring Island

#### **2.2 Approval of Agenda**

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

**ADOPTED**

**3. TOWN HALL**

None.

**4. DELEGATIONS**

None.

**5. ADOPTION OF MINUTES / COORDINATION**

**5.1 Minutes of Meetings**

**3.1.1 Financial Planning Committee Draft Minutes of October 10, 2021**

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

**5.2 Resolutions Without Meeting**

None.

**5.3 Follow up Action List**

Director Mobbs provided a status update to an item that is currently in progress:

- Review of Trust Council Policy 6.5.1 will be provided at the next meeting. It is expected that there will be no substantial changes.

Trustee Busheikin joined the meeting at 10:09 a.m.

**6. BUSINESS**

**6.1 Financial Planning Committee 2022 Meeting Re-Schedule - RFD**

**FPC-2021-045**

**It was MOVED and SECONDED,**

that Financial Planning Committee reschedule the May 25, 2022 meeting to Wednesday, June 1, 2022.

**CARRIED**

**6.2 Budget 2022/23 Changes Since Last Review - Briefing**

Director Mobbs described the changes to the draft 2022/23 since Financial Planning Committee's previous review at their October 2021 meeting. Committee discussion included:

- the difference between budget expenditure increases and proposed tax increases

## **ADOPTED**

- the current state of the General Revenue Surplus Fund and potential availability of excess surplus monies that may be available to fund planned spending in the draft budget.
- the general trend of not being able to complete all budgeted activities within the fiscal year

### **6.3 Freshwater Sustainability Strategy (FWSS) - Briefing**

Director Marlor noted that the Briefing is provided in response to FPC's resolution 2021-038, which reads:

that Financial Planning Committee request staff to provide information indicating how the work on Freshwater Sustainability Strategy to date leads to the current funding requests relating to freshwater.

Director Marlor also noted that the FWSS plan is still a draft. The aim is to have groundwater maps of the southern gulf islands available on the website by December 1, 2021. The Regional Planning Committee will be receiving reports in the coming months in regards to the northern gulf islands. Committee discussion included:

- the coordination with Bowen Island Municipality, particularly in regards to groundwater mapping of the Howe Sound area
- the potential impacts of delaying aspects of the FWSS

### **6.4 Special Tax Requisition for Gabriola Island (GAB) Housing Project - Briefing**

Director Marlor noted that the Briefing is provided in response to FPC's resolution 2021-040, which reads:

that Financial Planning Committee request an analysis of funding the Gabriola Housing Project via a special tax requisition.

Director Marlor noted that the project is in regards to coordination activities rather than land use planning activities. Committee discussion included:

- potential efficiencies in regards to the Salt Spring Island local trust committee (LTC) consideration of establishing a similar project
- there is no current business case from Gabriola LTC as they will be reviewing the business case at their meeting on November 25, 2021
- the coordination function is within Trust Council's jurisdiction but there may be other functions or activities considered which would require a legal review

### **6.5 SSI CDF Project Funding Options - Briefing**

Director Marlor noted that the Briefing is provided in response to FPC's resolution 2021-042, which reads:

that Financial Planning Committee request staff to evaluate options to fund elements of the Salt Spring Island Coastal Douglas-fir ecosystem project within other Salt Spring Island projects, such as watershed strategic planning and housing action or Regional Planning Committee projects.

**ADOPTED**

Regional Planning Manager Cermak indicated that there are limitations of unspent Salt Spring Island Watershed Protection Alliance (SSIWPA) funds.

**6.6 Deferred Motion - Climate Change Indicator project**

Director Mobbs reminded the Committee that FPC’s resolution 2021-039 stated: that Financial Planning Committee defer the motion “that Financial Planning Committee recommend that the climate change indicator project be deferred” to the next scheduled FPC meeting, and that is why there is agenda item at this meeting related to this topic.

**7. TRUST COUNCIL BUSINESS**

**7.1 September 30, 2021 Quarterly Financial Report - RFD**

Director Mobbs presented the RFD, indicating that Islands Trust is generally following the financial plan for 2021/22, with approximately 46% of the budget spent half way through the fiscal year.

**FPC-2021-046**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the September 30, 2021 Financial Report to Trust Council for approval as presented.

**CARRIED**

**7.2 September 30, 2021 Financial Forecast - Briefing**

Director Mobbs presented the briefing, indicating that it is for information only, but FPC can forward to Trust Council if desired. It was noted that there is anticipated underspending against budget for the fiscal year, which would result in a reduced draw from accumulated surplus funds than budgeted for.

**FPC-2021-047**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the Financial Forecast as at September 30, 2021.

**CARRIED**

Committee recessed at 11:26 a.m. and resumed at 11:31 a.m.

**7.3 Draft Budget 2022/23 for Trust Council**

**7.3.1 Budget Session Outline**

Director Mobbs presented the outline.

## **ADOPTED**

### **7.3.2 Budget Assumptions and Principles - Briefing**

Director Mobbs presented the briefing intended for Trust Council from the Financial Planning Committee, indicating that there are no significant changes to the document since last reviewed.

### **7.3.3 Draft Budget Overview - Briefing**

Director Mobbs presented the briefing intended for Trust Council from the Financial Planning Committee, indicating that it reflects the decisions of FPC at the last meeting. Committee discussion included:

- which activity costs and which forms of funding of those activities would impact Bowen Island Municipality's contribution to the budget and which activities would benefit Bowen Island Municipality
- the possibility of exploring funding for building permit reviews given that Islands Trust does not have the authority to levy charges to regional districts for this service

#### **FPC-2021-048**

**It was MOVED and SECONDED,**

that Financial Planning Committee recommend to Trust Council withdraw \$182,000 from surplus for projects where Bowen Island Municipality would benefit from the reduction.

**CARRIED**

#### **FPC-2021-049**

**It was MOVED and SECONDED,**

that Financial Planning Committee recommend to Trust Council defer \$41,000 allocated to the Freshwater Sustainability Strategy reporting to a future year.

**CARRIED**

#### **FPC-2021-050**

**It was MOVED and SECONDED,**

that \$36K from the surplus in the local trust committee fund be included as revenue in the 2022/23 budget for LTC projects.

**CARRIED**

#### **FPC-2021-051**

**It was MOVED and SECONDED,**

that Financial Planning Committee request staff to report back on options to recover costs related to building permit referrals.

**CARRIED**

Committee recessed at 12:35 and resumed at 1:06 p.m.

**ADOPTED**

**FPC-2021-052**

**It was MOVED and SECONDED,**

that Financial Planning Committee remove the \$52,000 for the 0.6 Full Time Equivalent Islands Trust Conservancy communications specialist from this budget.

**DEFEATED**

**It was MOVED and SECONDED,**

that the Gabriola Island housing project not be included in the draft 2022/23 budget and that a special tax requisition approach be considered.

**FPC-2021-053**

**It was MOVED and SECONDED,**

that the words “and collaborate with other LTCs that have a similar interest” are added to the motion “that the Gabriola housing project not be included in the draft 2022/23 budget and that a special tax requisition approach be considered.” after the word “considered”.

**CARRIED**

The question on the motion as amended was then called.

**FPC-2021-054**

**It was MOVED and SECONDED,**

that the Gabriola Island housing project not be included in the draft 2022/23 budget and that a special tax requisition approach be considered and collaborate with other LTCs that have a similar interest.

**CARRIED**

Trustee Rockafella left the meeting at 2:20 p.m.

**FPC-2021-055**

**It was MOVED and SECONDED,**

that Financial Planning Committee recommend the Hornby OCP review be removed from the budget.

**CARRIED**

**FPC-2021-056**

**It was MOVED and SECONDED,**

that Financial Planning Committee remove the climate indicators project from the 2022/23 budget.

**CARRIED**

**FPC-2021-057**

**It was MOVED and SECONDED,**

that the budget amount for the Salt Spring Island LTC Coastal Douglas-Fir project be reduced by \$5,000 such that regulatory policy development work would be done by staff.

**DEFEATED**

**ADOPTED**

**FPC-2021-058**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the budget documents including the draft budget as amended to Trust Council.

**CARRIED**

**7.3.4 LTC Projects – Feasibility Assessment**

Not spoken to by staff.

**7.3.5 Islands Trust Conservancy Board Budget Request**

Not spoken to by staff.

**7.3.6 Special Tax Requisition Funding**

Not spoken to by staff.

**7.4 2022/23 Budget Consultation Process - RFD**

Director Frater presented the RFD. The Committee provided some feedback in regards to the questions and arrangement of the budget engagement materials. The survey will be reviewed at the FPC meeting in January, 2022.

Trustee Brent left the meeting at 2:57 p.m.

**FPC-2021-059**

**It was MOVED and SECONDED,**

that Financial Planning Committee approve the 2022/23 Budget Public Consultation materials in principle.

**CARRIED**

**8. NEW BUSINESS**

None.

**9. WORK PROGRAM**

Director Mobbs presented the Work Program, indicating that the #1 Top Priority, Budget 2022/23, will be updated to reflect the work that has recently been accomplished prior to it being forwarded to Trust Council.

**FPC-2021-060**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the FPC Work Program to Trust Council for information.

**CARRIED**

**ADOPTED**

**10. NEXT MEETING**

Wednesday, January 19 from 10:00 a.m. to 3:00 p.m.

**11. ADJOURNMENT**

**By general consent** the meeting adjourned at 3:02 p.m.

---

Peter Grove, Chair

Certified Correct:

---

Robert Barlow, Legislative Services Clerk/Recorder

**Minutes are not official until adopted at a subsequent meeting.**