ADOPTED

Financial Planning Committee
Minutes of a Special Meeting

Date of Meeting: **February 1, 2024**
Location: **Electronic Meeting**

Members Present: Joe Bernardo, Local Trustee (Chair)
Mairead Boland, Local Trustee (Vice Chair)
Tobi Elliott, Executive Committee Representative
Kristina Evans, Trust Programs Committee Representative
David Graham, Local Trustee
Jamie Harris, Governance Committee Representative
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

Staff Present: David Marlor, Director, Legislative Services
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Chair Bernardo called the meeting to order at 2:00 p.m. and acknowledged the privilege to work and live in lands and waters that have been the traditional home of indigenous peoples since time immemorial.

2. AGENDA

2.1 Review of the Agenda

No additions to the agenda were presented for consideration.

2.2 Approval of the Agenda

By general consent the Committee approved the agenda as presented.

3. BUSINESS

3.1 Budget Guidelines – Discussion

Committee discussion included:

- a five year financial plan is challenging as many variables can impact a budget in future years
- potential guidelines include:
  - require options of 1% and 2% decreases in budget

- prioritize or "weight" projects that respond to certain criteria such as Reconciliation and Housing
- prioritize items that demonstrate an urgent need
- limit departmental budget to X% increase
- limit total budget to X% tax increase
- link tax increases to the Consumer Price Index
- guidelines for the current budget and guidelines for future budgets
- review of the economic situation of residents and impact of budgets
- prioritize activities that would create efficiencies

Other considerations included:

- linking property taxes to income
- charging the full cost of development applications so that planning costs are not subsidized by other property owners
- whether Trust Area residents pay more than other residents in the province because they contribute towards a regional district as well as towards Islands Trust
- the Bowen Island Municipality tax levy is a structural issue that depresses financial support to the Islands Trust Conservancy and planning that can't be solved by guidelines
- guidelines can be reviewed each year
- how to manage extraordinary expenses such as the need for the Chief Administrative Officer Hiring Committee and the Salt Spring Island office relocation

The Committee drafted the following potential budget guidelines:

1. Resource requests for new operational initiatives, including one-time projects and hiring new personnel, will be considered only if it is established that the expenditure is necessary to:
   - address critical capacity issues, or
   - will result in material cost savings within two years.

2. Advancing the Mandate of the Trust in a Local Trust Area through long-term planning will be prioritized.

3. Business cases will be weighted more favourably if they simultaneously address operational needs of both the Conservancy and Islands Trust or address three or more areas of the Corporate/Strategic Plan

4. No tax increase above the Consumer Price Index of the preceding year plus increases in non-discretionary expenses will be considered or approved.

5. Staff will provide Trust Council with budget reduction scenarios of 1% and 2% of any proposed tax increase recommended by FPC.

Chair Bernardo stated that he will discuss these five draft potential budget guidelines with Director Mobbs in regards to the clarity and feasibility of implementing them and requested that this list of five draft potential budget guidelines be distributed to all members of the Financial Planning Committee.

4. NEXT MEETING

Wednesday, February 21, 2024, from approximately 10:30 a.m. to 3:00 p.m. The Audit Committee will be meeting on the same day from 10:00 a.m. to approximately 10:30 a.m.

5. CLOSED MEETING

The meeting was not closed.

6. RISE AND REPORT

As the meeting was not closed, there was no need to consider a Rise and Report.

7. ADJOURNMENT

By general consent the meeting adjourned at 4:08 p.m.

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Chair Bernardo

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder