ADOPTED

Financial Planning Committee
Minutes of a Regular Meeting

Date of Meeting: **January 24, 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
Susan Yates, Islands Trust Conservancy Board Representative

Staff Present:
Russ Hotsenpiller, Chief Administrative Officer (CAO)
Julia Mobbs, Director, Administrative Services
David Marlor, Director, Legislative Services
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
Nancy Roggers, Finance Officer
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: No member of the public was present.

1. CALL TO ORDER

Chair Bernardo called the meeting to order at 10:00 a.m. and acknowledged that the lands and waters that encompass the Islands Trust area have been home to indigenous people since time immemorial.

2. AGENDA

2.1 Review of the Agenda

The following additions to the agenda were presented for consideration:

9.1 Potential financial considerations of the Chief Administrative Officer Hiring Committee

7.2.2.6 Budget Request materials from Islands Trust Conservancy Board: Protected Area Management Resources Briefing, including a Protected Areas Manager business case, a protected area management software business case, and an Islands Trust Conservancy Protected Areas Management Business Solution Options document

7.1 "Guidelines Memo" (email attachment) from Chair Bernardo to Financial Planning Committee, dated January 23, 2024
7.1 "Guidelines discussion and RFD tomorrow" email from Trustee Elliott to Financial Planning Committee, dated January 24, 2024

2.2 Approval of the Agenda

It was noted that approval of new items on the agenda require a 2/3 majority vote.

By general consent the Committee added 9.1 to the agenda.

FPC-2024-001
It was MOVED and SECONDED,
that Financial Planning Committee add Trustee Elliott's email as a New Business item to the agenda.

DEFEATED

FPC-2024-002
It was MOVED and SECONDED,
that Financial Planning Committee add Guidelines Memo as a New Business item.

DEFEATED

FPC-2024-003
It was MOVED and SECONDED,
that Financial Planning Committee add the Islands Trust Conservancy Board Property Management Briefing to the agenda.

CARRIED

FPC-2024-004
It was MOVED and SECONDED,
that Financial Planning Committee add the Islands Trust Conservancy Board business case Protected Area Manager to the agenda.

CARRIED

FPC-2024-005
It was MOVED and SECONDED,
that Financial Planning Committee add the Islands Trust Conservancy Board business case Protected Area software to the agenda.

CARRIED

By general consent the Committee approved the agenda as amended.

3. PUBLIC COMMENT PERIOD

No member of the public was present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meetings

6.1.1 Financial Planning Committee draft minutes of November 8, 2023

By general consent the Committee approved the minutes as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

The Follow-up Action List was presented for information.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Budget Guidelines – Discussion

Committee discussion included:

- guidelines can provide a description what the budget should look like
- the Budget Assumptions and Principles document and potential guidelines would both inform the budget
- guidelines shape the development and the goals of the budget
- possibility of long-term staffing plans and multi-year capital plans for computer hardware and software
- the role of staff is to provide information about implications of budget decisions; the role of trustees is to create the guidelines
- need for a revised business case template to include cost and benefits analysis
- budget guidelines could be part of the Corporate Planning Process
- possibility of setting a limit to any potential tax increase
- possibility of setting a separate meeting to discuss budget guidelines
- possibility of setting budget guidelines development as a priority project in the work plan
- some aspects to consider in assessing business cases include:
    - an increase of $75,000 to the budget equals approximately a 1% tax increase
    - whether it has an impact on the Bowen Island Municipality budget
    - whether it is funded in whole or in part by grants

  - whether it is urgent or not
  - whether it would require continuous or continued funding
  - whether it involves reconciliation
  - whether it meets operational and capacity needs
- need to seek Trust Council endorsement of whatever Financial Planning Committee proposes as a guideline

7.2 Business Cases Improvements – Discussion

Director Mobbs described the current business case template used by Islands Trust. Committee discussion included:

- possibility to modify the business case template in order to extract certain information into a database or spreadsheet in order to facilitate comparisons
- there is no part of the template that provides for a cost/benefit analysis
- Project Charters are usually created after budget decisions are made rather than before which can create a lag time in regards to the start of some projects
- the template requires a variety of substantial information but some business cases may not provide that information

Financial Planning Committee recessed at 12:03 p.m. and resumed at 12:47 p.m.

7.2.1 Strategic and Programming Initiatives

7.2.1.1 EC: Policy Statement Amendment Project

FPC-2024-006
It was MOVED and SECONDED,
that Financial Planning Committee adopt option #3 in regards to the Policy Statement Amendment Project business case and recommend to the Executive Committee to make the necessary changes to the Project Charter.

CARRIED
Trustee Harris Opposed

7.2.1.2 TPC: Stewardship Education Program

FPC-2024-007
It was MOVED and SECONDED,
that Financial Planning Committee advance as presented the Stewardship Education Program business case.

CARRIED

7.2.1.3 TPC: Secretariat Services

Discussion ensued.

7.2.1.4 RPC: Housing Needs Assessment: North/South Gulf Islands

Director Cermak indicated that the Province has recently provided grant funds to support the creation of the required Housing Needs Assessment reports.

Financial Planning Committee recessed at 1:46 p.m. and resumed at 1:50 p.m.

7.2.1.5 RPC: Housing Strategy and Housing Options Toolkit

Discussion ensued.

7.2.2 Operational Initiatives and Staffing

7.2.2.1 Building Footprint GIS Data Layer Update

No discussion.

7.2.2.2 Bylaw Portal Licensing and Implementation

CAO Hotsenpiller will add text to the business case in regards to communication and change management under the critical success factors section.

7.2.2.3 SSI Office Relocation

Committee discussion included:

- the need for the three offices
- the current lease of the three offices
- possibility of land and building ownership rather than building leasing
- possibility of a capital purchase plan

7.2.2.4 Microsoft 365 Upgrade – Briefing

Committee discussion included the possibility of setting aside a fund for technology upgrades

7.2.2.5 GIS Coordinator

No discussion.

7.2.2.6 Protected Area Management Resources - Briefing

The material was accepted as a late item at the start of the meeting. The Protected Area Management Resources Briefing includes a Protected Areas Manager business case, a protected area management software business case, and an Islands Trust Conservancy Protected Areas Management Business Solution Options document. Committee discussion included:

- the business cases are in response to limited staff capacity to manage protected areas and in response to mapping needs of Islands Trust Conservancy

By general consent the Committee tabled discussion of this business item to the next scheduled meeting

7.2.3 Local Trust Committee Projects

No discussion.

7.2.4 ITC Board

7.2.4.1 ITCB 2024/25 Budget Request – Briefing

No discussion.

7.2.5 Unfunded Request

7.2.5.1 Eelgrass Mapping - Phase 2

No discussion.

7.3 Budget Changes Since Last Review – Briefing

No discussion.

7.4 Budget Overview (Updated) – Briefing

No discussion.

8. BUSINESS - OTHER

8.1 Allocation of Surplus Draws in the Draft 2024/25 Budget – Request For Decision

No discussion.

8.2 Summary of Data for Budget Discussion – Briefing

No discussion.

8.3 Provincial Funding Process Protocol Agreement – Briefing

No discussion.

9. BUSINESS - NEW

9.1 Chief Administrative Officer Hiring Committee (CAOHC)

Chair Bernardo indicated that the CAOHC might have funding needs in the future and therefore may have to address Trust Council in the future to secure that funding.

FPC-2024-008
It was MOVED and SECONDED,
that Financial Planning Committee request staff to add a line item for the Chief Administrative Officer Hiring Committee with a budget allowance of $75K for the process as needed.

CARRIED

9.2 Special Meeting

FPC-2024-009
It was MOVED and SECONDED,
that Financial Planning Committee request:

- staff to canvass members of Financial Planning Committee for a date to hold a 2 hour electronic Special Meeting, between Jan 24 - Feb 12th 2024, for the purpose of advancing discussion among Trustees around criteria and guidelines for future budget considerations emerging from the January 24th meeting of the Financial Planning Committee, and that the agenda be limited to this single topic;
- staff to advance a Resolution Without Meeting to hold a Special Meeting of the Financial Planning Committee (if necessary) and post public notification as required;
- support for a Special Meeting be provided of only a minute taker and, if necessary, a facilitator to host the electronic meeting.

CARRIED

10. 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.

Chair Bernardo indicated that items that were not addressed at the meeting will be brought forward to the next scheduled meeting.

12. CLOSED MEETING

The meeting was not closed.

13. RISE AND REPORT

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

ADOPTED

14. ADJOURNMENT

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

____
Trustee Bernardo, Chair

Certified Correct:

____
Robert Barlow, Legislative Services Clerk/Recorder