



Financial Planning Committee Minutes of Meeting

Date: November 21, 2018

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Grove, Chair
Paul Brent, Vice Chair
Tahirih Rockfella
Peter Luckham, EC Rep
Sue Ellen Fast, EC Rep
Laura Patrick, EC Rep
Dan Rogers, EC Rep (go to meeting)
Robin Williams, ITC Rep

Members Absent: None

Staff Present: Julia Mobbs, Director Administrative Services
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services
Clare Frater, Director Trust Area Services
Nancy Roggers, Finance Officer
Carmen Thiel, Legislative Services Manager (item 2)
Kate Emmings, Acting Islands Trust Conservancy Manager (item 5.3.5.2)
Andrew Templeton, Communications Specialist (items 5.3.5.2 and 6.2)
Mark Van Bakel, Senior Technical Analyst (item 6.2)
Jas Chonk, Recorder

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

2. ELECTION OF FPC CHAIR AND VICE CHAIR

Election for Chair, Financial Planning Committee

FPC-2018-019

It was **MOVED** and **SECONDED**,
that Peter Grove be nominated.

Acclaimed: Peter Grove

Election of Vice-Chair, Financial Planning Committee

FPC-2018-020

It was **MOVED** and **SECONDED**,
that Paul Brent be nominated.

Acclaimed: Paul Brent

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

- 5.2.1 Trustee Laptops
- 5.3.2.1 Bowen Island Contribution
- 5.3.5.2 Business Case – Island Planner, Salt Spring Island

3.2 Approval of Agenda

By **General Consent**, the agenda was approved as amended.

4. ADOPTION OF MINUTES / COORDINATION

4.1. Resolutions Without Meeting – RWM-02-2018 and RWM-03-2018

Received for information.

4.2 Follow up Action List

Director Mobbs provided an update on each of the items in the follow up action list.

5. TRUST COUNCIL BUSINESS

5.1 Sept 30, 2018 Q2 Financial Report

FPC-2018-021

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

that the Financial Planning Committee recommend that the September 30, 2018 quarterly financial report be forwarded to January Trust Council.

CARRIED

5.2 Sept 30, 2018 Q2 Forecast

FPC-2018-022

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

that the Financial Planning Committee forward the briefing on the 2018/19 Financial Forecast to January Trust Council for information.

CARRIED

5.2.1 Trustee Laptops

CAO Russ Hotsenpiller provided next steps to follow up from Trust Council in regards to trustee laptops and noted that staff will provide recommendations to Executive Committee and follow up with Financial Planning Committee.

5.3 2019/20 Proposed Budget to Trust Council

5.3.1 Budget Session Overview

Staff to change the timing to 90 minutes to give new Trustees more time for overview and questions.

5.3.2 Draft 2019/20 Budget Overview

5.3.2.1. Bowen Island Contribution

Discussion ensued.

FPC-2018-023

It was MOVED and SECONDED,

that staff be directed to develop options for calculating the formula for the municipal tax requisition calculation contribution in the Islands Trust budget.

CARRIED

5.3.3 Budget Assumptions and Principles

Received for information.

5.3.4 Budget Detail

Received for information.

5.3.5 Budget Requests

5.3.5.1 Summary of all Budget Requests

The summary of budget requests was reviewed in detail with questions and discussion on each of the items.

5.3.5.2 Budget Request Details

Business Case – Island Planner, Salt Spring Island

FPC-2018-024

It was MOVED and SECONDED,

that staff include the funding request for additional staffing on Salt Spring Island in the draft 2019/20 budget and update the funding request business case to include additional options for consideration by Council.

CARRIED

The meeting recessed at 11:55 a.m. and reconvened at 12:25 p.m.

Covenant Monitoring and Outreach Specialist – Islands Trust Conservancy request

Staff to provide more details (figures) in the business case for Trust Council.

Freshwater Specialist Position

Staff to add climate change aspect to the budget and include climate change with the position.

Senior Intergovernmental Policy Advisor Position

Staff to include in the business case that the position was also to include marine integration component.

FPC-2018-025

It was MOVED and SECONDED,

that the Financial Planning Committee forward the budget documents included in section 5.3 to Trust Council as amended.

CARRIED

5.4 FPC Report to Trust Council

FPC-2018-026

It was MOVED and SECONDED,

that the Financial Planning Committee forward the Financial Planning Committee Report to Trust Council as presented.

CARRIED

6. BUSINESS

6.1 FPC 2019 Draft Meeting Schedule - RFD

FPC-2018-027

It was MOVED and SECONDED,

that Financial Planning Committee adopt the proposed meeting dates for 2019 as amended and

that Financial Planning Committee schedule a meeting for Tuesday, December 4th, 2018.

CARRIED

6.2 2019/20 Budget Public Consultation Process

FPC-2018-028

It was MOVED and SECONDED,

that the Financial Planning Committee approve the 2019-2020 Budget Public Consultation project charter, dated November 16, 2018.

CARRIED

7. NEW BUSINESS

8. NEXT MEETING

The next meeting will be held Tuesday, December 4, 2018.

9. ADJOURNMENT

By General Consent, the meeting adjourned at 2:00 p.m.

Peter Grove, Chair

Certified Correct

Jas Chonk, Recorder