



Financial Planning Committee Minutes of Meeting

Date: February 19, 2020
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Members Present: Peter Grove, Chair
Paul Brent, Vice Chair
Tahirih Rockafella, Local Trustee
Peter Luckham, Executive Committee Rep (electronic)
Sue Ellen Fast, Executive Committee Rep (electronic)
Laura Patrick, Executive Committee Rep (electronic)
Dan Rogers, Executive Committee Rep (electronic)
Kate Louise Stamford, Islands Trust Conservancy Board Rep (electronic)
Laura Busheikin, Local Planning Committee Rep (electronic)
Scott Colbourne, Trust Programs Committee Alternate Rep (phone-in)

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Julia Mobbs, Director, Administrative Services
Clare Frater, Director, Trust Area Services
Nancy Roggers, Finance Officer
Lori Foster, Recorder

1. CALL TO ORDER

Chair Grove call the meeting to order at 10:50 AM, noting the 20-minute delay in convening was due to technical difficulties with the Zoom meeting platform.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following late items to the agenda:

- 4.2 2019/20 Financial Forecast – Briefing
- 4.6.5 SSIWPA Tax Requisition - RFD
- 4.7.1 Financial Plan Bylaw 178

2.2 Approval of Agenda

By general consent the agenda was approved as amended.

3. ADOPTION OF MINUTES / COORDINATION

3.1 January 22, 2020 draft minutes

By general consent the minutes were adopted as presented.

3.2 Resolutions Without Meeting - None

3.3 Follow up Action List (FUAL)

Director of Administrative Services (DAS) Mobbs reviewed the FUAL items and their current status, most items were complete.

4. TRUST COUNCIL BUSINESS

4.1 December 31, 2019 Financial Report – RFD

DAS Mobbs referred the request for decision (RFD) report to Finance Officer (FO) Roggers who spoke to the report as presented.

FPC-2020-006

It was MOVED and SECONDED,

that the Financial Planning Committee forward the December 31, 2019 Financial Report to Trust Council as presented.

CARRIED

4.2 2019/20 Financial Forecast – Briefing

DAS Mobbs spoke to the briefing, addressing anticipated areas of overspending and the impact on the approved draw from surplus in the 2019/20 budget.

Highlighted items of review pertained to Trust Council meeting costs, legal costs, amortization expense, the Victoria office renovation project, and discussion of revising some language in the report to provide greater clarity on specific items for Trust Council.

FPC-2020-007

It was MOVED and SECONDED,

that Financial Planning Committee received the report for information and forward to Trust Council as amended.

CARRIED

Correspondence will be forwarded to Executive Committee to fulfil the policy obligation regarding this reporting.

4.3 2020/21 Budget: Draft 2, Version 2 – Briefing

Director of Administrative Services (DAS) Mobbs reviewed the briefing details and noted this specific report will not be forwarded to Trust Council, but that the information in the report is incorporated in the budget highlights and overview briefing for Trust Council.

4.4 2020/21 Budget Public Consultation Feedback – Briefing

Director of Trust Area Services (DTAS) Frater spoke to the briefing noting that public feedback in the budget survey was the highest response ever received on a budget survey from Islands Trust. Feedback on the report was solicited from Financial Planning Committee (FPC) before going forward to Trust Council with the report.

Discussion was heard on communication with constituents and updating the report on general themes from the feedback.

Trustee Colbourne dropped off the call at 11:56 AM.

4.5 2020/21 Budget Discussion and Follow-up

Chair Grove called for discussion on the budget recommendation as presented.

4.6 2020/21 Budget Recommendation to Trust Council

DAS Mobbs presented the report and discussion ensued.

The meeting recessed for a lunch at 12:35 PM and reconvened at 12:55 PM.

Trustee Colbourne was back online.

Discussion continued on agenda item 4.6.

4.6.1 Draft 2020/21 Budget Session Outline

4.6.2 Draft 2020/21 Budget Assumptions and Principles

4.6.3 Draft 2020/21 Budget Overview

4.6.4 Draft 2020/21 Budget Funding Requests

4.6.5 SSIWPA Tax Requisition RFD

Noted that the request for decision in item 4.6.5 was received as a late item from the February 18th meeting of the Salt Spring Island Water Protection Alliance (SSIWPA).

FPC-2020-008

It was MOVED and SECONDED,

that the Financial Planning Committee forward all agenda items in 4.4 2020/21 Budget Public Consultation Feedback – Briefing, and 4.6 2020/21 Budget Recommendation to March Trust Council as amended.

CARRIED

4.7 Ministry Bylaws for Trust Council

4.7.1 Financial Plan Bylaw No. 178 - RFD

DAS Mobbs spoke to the bylaw, its amendments for late items, and the 5-year projections.

FPC-2020-009

It was MOVED and SECONDED,

that the Financial Planning Committee forward the Financial Plan Bylaw No. 178 to Trust Council for approval as amended.

CARRIED

4.7.2 Revenue Anticipation Bylaw No. 179 - RFD

FPC-2020-010

It was MOVED and SECONDED,

that the Financial Planning Committee forward the Revenue Anticipation Bylaw No. 179 to Trust Council for approval.

CARRIED

4.8 Financial Planning Committee Work Program

FPC-2020-011

It was MOVED and SECONDED,

that the Financial Planning Committee Top Priorities list be forwarded to Trust Council as presented.

CARRIED

5. BUSINESS

5.1 Property Tax Notice Insert – Briefing

Received for information and discussion. Trust Area Services will move forward as directed, for insertion in tax notices by April 1, 2020.

5.2 Groundwater Strategy Update – Briefing

Director of Local Planning Services (DLPS) Marlor spoke to the briefing.

FPC-2020-012

It was MOVED and SECONDED,

that the Financial Planning Committee forward the Groundwater Strategy Update – Briefing to Trustee Fenton in response to his correspondence.

CARRIED

6. NEW BUSINESS - None

7. CLOSED MEETING - None

8. RISE AND REPORT – None

9. CORRESPONDENCE

9.1 Trustee Morrison re: FPC decision and risky precedent email dated January 25, 2020

Received for information.

10. NEXT MEETING

The next meeting of the Financial Planning Committee is May 27, 2020 at 10:30 AM

11. ADJOURNMENT

FPC-2020-013

It was MOVED and SECONDED,

that the Financial Planning Committee February 19th meeting be adjourned at 1:25 PM.

CARRIED

Peter Grove, Chair

CERTIFIED CORRECT:

Lori Foster, Recorder