



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

**Date of Meeting:** November 12, 2020

**Location:** Electronic Meeting

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

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

**Others Present:** Scott Colbourne, Trust Programs Committee Alternative Representative

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

The meeting was called to order at 10:01 a.m. Chair Grove offered gratitude for being able to meet on the traditional and treaty territories of the Coast Salish First Nations.

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

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

The following addition was presented for consideration:

- Item 5.2 – Islands Trust Surplus Analysis – Briefing: Possible Policy Changes Regarding Accumulated Surplus

The following re-ordering of the agenda was presented for consideration:

- Item 5.1 'Property Values & Provincial Land Assessment - Presentation by BC Assessment' to be addressed immediately following agenda item 3.3 to accommodate the guest presenter.

## **ADOPTED**

### **2.2 Approval of Agenda**

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

## **3. ADOPTION OF MINUTES / COORDINATION**

### **3.1 Minutes of Meetings**

#### **3.1.1 Financial Planning Committee Minutes of October 14, 2020**

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

### **3.2 Resolutions Without Meeting**

None

### **3.3 Follow up Action List**

Director Mobbs indicated that all the items that are currently in progress are being addressed in the agenda of the meeting with the exception of two items:

- “Financial Planning Committee work with the Regional Planning Committee (RPC) in regards to Islands Trust application fees structure” – no new information has been received from the RPC. Director Marlor indicated that staff will be incorporating input from the RPC and Trust Council and will be presenting a draft policy and model fees bylaw to RPC in February of 2021.
- “Financial Planning Committee post their electronic meeting recordings to the Islands Trust website beginning with the meeting in November, 2020” – this will be acted upon after the meeting.

## **5. BUSINESS**

### **5.1 Property Values & Provincial Land Assessment - Presentation by BC Assessment**

Maurice Primeau, Deputy Assessor Vancouver Island, BC Assessment provided a presentation. Discussion included the challenge for Islands Trust and BC Assessment to be aware of all development.

## **3. ADOPTION OF MINUTES / COORDINATION**

### **3.4 Financial Planning Committee Electronic Meetings**

**FPC-2020-042**

**It was MOVED and SECONDED,**

## **ADOPTED**

that in order to meet the principles of openness, transparency, and accessibility, meetings of the Financial Planning Committee will be held electronically until Ministerial Orders under the *Emergency Program Act* and requirements or recommendations under the *Public Health Act* change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

**CARRIED**

#### **4. TRUST COUNCIL BUSINESS**

##### **4.1 September 30, 2020 Quarterly Financial Report**

###### **FPC-2020-043**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the September 30, 2020 Quarterly Financial Report to Trust Council for approval as presented.

**CARRIED**

##### **4.2 September 30, 2020 Financial Forecast**

###### **FPC-2020-044**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the September 30, 2020 Financial Forecast to Trust Council for information.

**CARRIED**

##### **4.3 Proposed 2021/22 Budget to Trust Council**

###### **4.3.1 Budget Session Overview**

Director Mobbs presented the overview and noted that there will be time on the Trust Council agenda for discussion of the proposed 2021/22 Budget.

###### **4.3.2 Budget Assumptions and Principles**

## ADOPTED

Director Mobbs presented the budget assumptions and principles and noted that there are no significant changes. Some items have been updated to more accurately reflect current process. One item that will be added prior to sending it to Trust Council is a description of significant unusual events, such as the COVID-19 pandemic, so that it can be noted how such an event is influencing the budget methodology.

**By general consent** the order of business on the agenda was varied to address item 4.4 before item 4.3.3.

#### 4.4 Draft Budget Reduction Options

Director Mobbs presented the briefing, indicating that not all reduction options were incorporated into version two of the draft budget and not all Trust bodies have had an opportunity to discuss topics related to their areas at the time of the meeting.

Discussion by trustees included:

- the value of co-op students;
- the fact that weekend and evening LTC meetings would have an impact on staff overtime;
- noting that decisions in regards to electronic versus in-person meetings should contemplate the ongoing pandemic, greenhouse gas emissions, staff safety, citizens' preferences and availabilities, electronic connectivity issues, staff schedules, general Islands Trust culture, and relative effectiveness;
- the value of educational and communication services.

The Committee discussed whether the budget reductions exercise would be more appropriate when quantified based on expense items without direct sources of funding to cover the spending, such as the work of SSIWPA and the new Species at Risk work with associated funding.

#### **FPC-2020-045**

**It was MOVED and SECONDED,**

that Financial Planning Committee consider the reduction exercise to be total spending less amortization and less Salt Spring Island Water Protection Authority funding and less the Species at Risk funding.

**DEFEATED**

Financial Planning Committee recessed at 12:20 p.m. and returned at 1:01 p.m.

**ADOPTED**

**FPC-2020-046**

**It was MOVED and SECONDED,**

that Financial Planning Committee request staff include expenses related to items #19 and #20 (co-op student positions) in the appendix to the Draft Budget Reductions Option briefing in the proposed 2021/22 budget.

**FPC-2020-047**

**It was MOVED and SECONDED,**

that the motion be amended by removing item #20 (Information Systems Co-op position).

**DEFEATED**

The question on the motion was then called,

**CARRIED**

**FPC-2020-048**

**It was MOVED and SECONDED,**

that Financial Planning Committee ask staff to bring back an analysis of the cost effectiveness of the satellite offices (items #13-#17 in the appendix to the Draft Budget Reductions Option briefing) including how often they are used and alternatives.

**CARRIED**

**FPC-2020-049**

**It was MOVED and SECONDED,**

that Financial Planning Committee include item #37 (Trust Area Services Communications) in the appendix to the Draft Budget Reductions Option briefing in the budget.

**CARRIED**

**4.3.3 Draft Budget 2021/22 Overview and Highlights**

Director Mobbs presented the Briefing that has been updated to include a greater number of electronic meetings rather than in-person meetings and the budget reductions discussed previously. The result is a reduction of the proposed tax increase from 3.86% in the previous version of the budget to approximately 2.94% for Local Trust Areas, excluding Bowen Island Municipality. There has also been a further reduction of the Bowen Island Municipality contribution from 0.6% reduction to 4.1% reduction from the previous budget version to the current version.

**ADOPTED**

**FPC-2020-050**

**It was MOVED and SECONDED,**

that Financial Planning Committee request staff to bring forward a business case for a part-time communications position to focus on awareness and understanding of bylaws and permits, with the goal of increasing bylaw compliance across the Trust Area.

**CARRIED**

**FPC-2020-051**

**It was MOVED and SECONDED,**

that the Financial Planning Committee defer strategic plan item #8 (\$50,000 for Groundwater Mapping) to the 2022/23 budget.

**DEFEATED**

**4.3.4 2021/22 Budget Funding Requests**

**4.3.4.1 Funding Requests Summary**

Director Mobbs indicated that there are two new or updated business cases: the Heritage Conservation Mapping case and the Ganges Village Project case.

**4.3.4.2 Funding Requests Business Cases**

Director Marlor presented the multi-year Ganges Village Project Business Case.

**FPC-2020-052**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the version two budget as amended to the December Trust Council.

**CARRIED**

**By general consent** the Committee request staff to include an updated Budget Assumptions and Principles to Trust Council that includes a note in regards to accounting for grants received.

**ADOPTED**

**FPC-2020-053**

**It was MOVED and SECONDED,**

that the Financial Planning Committee request staff to include the information from the draft budget reduction options briefing in the draft budget overview and highlights briefing for Trust Council.

**CARRIED**

**4.5 Financial Planning Committee Top Priorities**

Director Mobbs stated that the Top Priorities list will be amended so that Top Priority #3, Q3 Financial Reporting, will indicate that the Financial Results and Financial Forecast reports will be presented at the Committee's February 2021 meeting rather than at the January 2021 meeting.

**FPC-2020-054**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the Top Priorities report to Trust Council as amended.

**CARRIED**

**4.6 Cost of Local Trust Committee Application and Referral Processing**

Director Marlor presented the briefing indicating that staff have been recording time spent on processing applications and will continue to do so. The information will be provided to the Regional Planning Committee in February to assist with the development of the Model Fees Bylaw. It was noted that the hours recorded reflects work solely in relation to applications and not work in relation to responding to enquiries, attending local trust committee meetings and other work that a planner does.

**FPC-2020-055**

**It was MOVED and SECONDED,**

that Financial Planning Committee forward the Cost of Local Trust Committee Application and Referral Processing briefing to Trust Council for information.

**CARRIED**

**5. BUSINESS**

**5.2 Islands Trust Surplus Analysis**

Director Mobbs presented the Possible Policy Changes Regarding Accumulated Surplus briefing that describes the use of accumulated surplus funds at Islands Trust and

## **ADOPTED**

discusses alternatives for possible policy changes regarding these funds. Discussion included the possibility of asking staff to provide recommendations on the policy changes options.

**It was MOVED and SECONDED,**  
that Financial Planning Committee request staff provide a recommendation in regards to the minimum balance of the general surplus of 15% - 20% and the ramifications thereof.

Trustee Rockafella left the meeting at 3:00 p.m.

Trustees indicated that given the late receipt of this report, they would like more time to digest the information in the report prior to making resolutions on the topic.

**FPC-2020-056**  
**It was MOVED and SECONDED,**  
that the motion be postponed for consideration to the January 2021, Financial Planning Committee meeting.

**CARRIED**

### **5.3 2021/22 Budget Consultation Process**

Director Frater presented the Request For Decision.

**FPC-2020-057**  
**It was MOVED and SECONDED,**  
that Financial Planning Committee request staff to include actual expenditures in each of the fiscal years shown in the Annual Percentage Change in Property Taxes Since 2012/13 (excludes Bowen Island Municipality) Table, and the proposed budget amount for 2021/22, all in the interest of complete transparency to the public.

**CARRIED**

The Committee suggested amending the draft survey by changing the phrasing of some questions, including mention of COVID-19, and including more questions on planning and bylaw enforcement funding. Director Frater will incorporate all suggested edits, including potential changes in the budget from Trust Council and will return the draft survey for final approval to the Committee at the January 2021 meeting.

Trustee Stamford left the meeting at 3:20 p.m.



**ADOPTED**

**FPC-2020-058**

**It was MOVED and SECONDED,**

that Financial Planning Committee approve the 2021/22 Budget Public Consultation materials as amended.

**CARRIED**

**6. NEW BUSINESS**

None

**7. NEXT MEETING**

Wednesday, January 20, 2021, from 10:00 a.m. to 3:00 p.m.

**8. ADJOURNMENT**

**By general consent** the meeting adjourned at 3:24 p.m.

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Peter Grove, Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder