
1. GENERAL & FPC

In support of the Financial Planning Committee (FPC) we have completed work on the following standard areas of reporting:

- ~ **Second Quarter Financial Report:** We have completed the second quarter financial report, which tracks our actual financial performance against budget. This report showed that Island Trusts is tracking well against budget as at the end of quarter two.
- ~ **Second Quarter Financial Forecast:** The forecasted spending for the current fiscal year has been completed which shows that the Islands Trust is not expected to spend its full budget by March 31, 2021, thereby reducing the expected draw from the General Revenue Surplus fund.
- ~ **Draft 2021/22 Budget:** The first draft of the budget has been prepared by staff and reviewed by FPC and is now heading to Trust Council for their first review. Further refinements are expected prior to final submission of the budget to Trust Council in March 2021. As part of the budget draft creation, FPC requested that staff undertake efforts to reduce the magnitude of the budget for fiscal 2021/22. The results of these reduction findings have been incorporated into the budget being reviewed by Trust Council in December 2020.

Additional work has been completed by FPC over the following:

- ~ Analysis of historical creation and use of the Islands Trust accumulated surplus has been underway, with two reports being reviewed by FPC on this topic, one at each of their August and November meetings.
- ~ FPC has reviewed information related to the staff costs associated with processing applications at Islands Trust, to help inform the Model Fees Bylaw work being undertaken by Regional Planning Committee (RPC).
- ~ FPC continues to review reports related to a new Model Fees Bylaw, as referred to them by RPC.

The next FPC meeting will be held in January 2021 with a continued focus on the 2021/22 budget development. Budget Assumptions and Principles will once again be updated and reviewed, along with the second draft of the 2021/22 budget which will incorporate any directions received from Trust Council in December 2020. Budget consultation will take place in early 2020 to ensure the public has the opportunity to voice their opinions on our financial plan for the upcoming year.

2. FINANCE

Finance staff continue to keep the day-to-day financial operations running smoothly in a remote work setting, while supporting the work of Financial Planning Committee during the busy budget cycle.

Completion of a single procurement process has been achieved during quarter for a Request for Proposal related to the Freshwater Sustainability Strategy project being overseen by Regional Planning Committee.

3. EMPLOYEE SERVICES/HUMAN RESOURCES (HR)

We have completed several hiring actions and internal position updates this quarter, resulting in the following changes to the Islands Trust team:

- ~ Stephen Baugh joined the Local Planning Services team in the newly created position of Planning Technician on October 19, 2020. Stephen will be providing support for the entire Trust Area but is headquartered out of the Northern office.
- ~ Erin Coulson and Emily Kendy joined the Trust Area Services team on October 6, 2020. Both are working part time hours to backfill the Communications Specialist position, which was temporarily vacated by Vicki Swan, who accepted a seven month temporary assignment as Manager of Digital Communications with the Office of Seniors Advocate.
- ~ Jennifer Eliason, Trust Conservancy Manager has accepted a permanent position as a Senior Parks and Protected Areas Planner with BC Parks. We wish Jennifer all the best in her new role, and are happy to have Kate Emmings extended in the role of Acting ITC Manager as we determine next steps for this position.
- ~ Dilani Hippola was made permanent in the role of Senior Policy Advisor effective November 5, 2020 upon the official retirement of Karen Hurley who formerly occupied this role.
- ~ Kathryn Martell has been extended in the role of Acting Ecosystem Protection Specialist until March 31, 2021.

Current ongoing and upcoming hiring competitions are as follows:

- ~ We are nearing the completion of the competition process for an Applications Programmer and Support Analyst (formerly Computer Applications Support Technician). This recruitment process will fill the void left by Nigel Hughes who accepted a position with the Ministry of Social Development and Poverty Reduction as a Programmer Analyst. His last day with the Trust was July 3, 2020.
- ~ We are currently in the process of screening applications received for the recently posted Finance Clerk position at the Victoria office to fill the vacancy left by Laurel Sadgrove, who accepted a 14-month temporary assignment with the Ministry of finance as a Collection Analyst. Laurel's last day of work with the Trust was October 9, 2020. We are grateful to that Nancy Roggers, Finance Officer, is able to backfill the Finance Clerk position while maintaining her regular duties until a new hire is brought on board.

Our All Staff Meeting this quarter took place on October 1, 2020 and was conducted as a virtual Zoom meeting in compliance with health orders prohibiting gatherings larger than 50 people. The meeting included an update for staff on the Islands Trust COVID-19 Safety Plan. A session was delivered by Lisa Wilcox, Senior Policy Advisor on First Nations Land Acknowledgements. The meeting then wrapped up with a fun “Virtual Escape Room” team-building activity that was enjoyed by all.

4. INFORMATION SERVICES (IS)

Information Services has (finally) reached a steady state of workflow after the intensity of transitioning to a remote workforce – a well-deserved moment of calm. Support remains ongoing as slight shifts in working processes evolve, but overall demand in this area has settled to more usual levels.

The team continues to support the Website Design and Development project in conjunction with Trust Area Services staff. Design work and document library development is complete, and content editing for the new website pages continues. Based on current project timelines, the new website release is scheduled for the beginning of 2021.

Specific project milestones completed over the last quarter include:

- ~ Completed development of custom scheduling and edit-request interface tool for Zoom video-on-demand.
- ~ Completed the reclassification process for the Computer Application Support Technician STO18 to Application Programmer Support Analyst STO21 and initiated recruitment for the currently vacant position.