



Financial Planning Committee Minutes of Regular Meeting

Date of Meeting: October 20, 2021
Location: Electronic Meeting

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Julia Mobbs, Director, Administrative Services
Clare Frater, Director, Trust Area Services
Stefan Cermak, Regional Planning Manager, Salt Spring Island Office
Heather Kauer, Regional Planning Manager, Northern Office
Robert Kojima, Regional Planning Manager, Southern Office
Carmen Thiel, Legislative Services Manager
Nancy Roggers, Finance Officer
Mark Van Bakel, Senior Technical Analyst
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 10:01 a.m.

2. APPROVAL OF AGENDA

2.1 New Items and Re-ordering of the Agenda

None.

2.2 Approval of Agenda

By general consent the Committee approved the agenda.

3. TOWN HALL

ADOPTED

None.

4. DELEGATIONS

None.

5. ADOPTION OF MINUTES / COORDINATION

5.1 Minutes of Meetings

3.1.1 Financial Planning Committee Draft Minutes of September 1, 2021

By general consent the Committee approved the minutes as presented.

5.2 Resolutions Without Meeting

None.

5.3 Follow up Action List

Director Mobbs provided a status update to all items that are currently in progress:

- An analysis of the cost effectiveness of the satellite offices – not yet underway as staff's focus has been developing the first draft of the budget
- Review of Trust Council Policy 6.5.1 (Reserves and Surplus) – will bring to the November FPC meeting
- Review of Trust Council Policy 7.2.1 (Trustee Remuneration) – not yet underway as staff's focus has been developing the first draft of the budget
- 2022/23 Budget Public Engagement – will take place in January 2022

6. TRUST COUNCIL BUSINESS

6.1 Budget 2022/23: Draft 1, Version 1

6.1.1 Draft Budget Overview

Director Mobbs presented the briefing, indicating that the first draft of the fiscal 2022/23 budget is for review and comment. FPC Discussion that followed included:

- the possibility of charging for the building permit review that Islands Trust undertakes
- Local Trust Committees (LTC) will be considering the adoption of the model fees bylaw in the next few months
- the ongoing exploration of the potential for self-insurance
- Gambier OCP review project has a revised estimate of \$17,000 as opposed to the agenda material which reflects an outdated figure of \$40,000

ADOPTED

- some projects are new and some are new phases of an ongoing project. An example is the Gabriola housing project which is an ongoing project but this budget request is for a new element of that project
- the total funding request for LTC projects is not significantly different than last year's budget
- LTC projects are often using consultants rather than staff
- the general trend of spending less on projects than budgeted
- the trend of funding some LTC projects from the Surplus Fund in previous years but that is not an option this year as the total amount in the Surplus Fund is less than the prescribed minimum
- need to clarify use of Special Tax Requisitions
- the Trust Programs Committee will provide business cases for the Policy Statement Amendment Project, stewardship education, secretariat services and climate change indicators to the November 10 Financial Planning Committee meeting.

Trustee Brent joined the meeting at 11:30 a.m.

- the cost implications of deferring to some future time the incorporation of the bylaw enforcement and the Islands Trust Conservancy components into the Local Government Application Processing Services grant work.

Committee recessed at 11:51 a.m. and returned at 12:21 p.m.

FPC-2021-029

It was MOVED and SECONDED,
that the Budget be amended to restrict overtime.

DEFEATED

FPC-2021-030

It was MOVED and SECONDED,
that Financial Planning Committee request staff to report back to FPC what savings might be incurred by suspending all sponsorship of applications.

FPC-2021-031

It was MOVED and SECONDED,
that the motion be amended by inserting the words "or reducing to current budgeted levels of " after the word "all" and before the words "sponsorship of applications".

DEFEATED

The question on the original motion was then called.

DEFEATED

FPC-2021-032

It was MOVED and SECONDED,

ADOPTED

that Financial Planning Committee recommend that ITC, FPC, TPC and RPC hold all but one meeting electronically annually and the budget be amended accordingly.

CARRIED

FPC-2021-033

It was MOVED and SECONDED,

that Financial Planning Committee recommend that Executive Committee hold 2/3 of its meetings electronically and that the budget be amended accordingly.

CARRIED

FPC-2021-034

It was MOVED and SECONDED,

that Financial Planning Committee recommend that two Trust Council meetings per year be held electronically and the budget be amended accordingly.

CARRIED

FPC-2021-035

It was MOVED and SECONDED,

that Financial Planning Committee recommend that Islands Trust not hire any co-op students in the next fiscal year.

DEFEATED

FPC-2021-036

It was MOVED and SECONDED,

that Financial Planning Committee defer the 0.6 FTE ITC communications specialist position.

DEFEATED

FPC-2021-037

It was MOVED and SECONDED,

that Financial Planning Committee recommend the deferral of the bylaw enforcement and the Islands Trust Conservancy components of the development approval budget

CARRIED

FPC-2021-038

It was MOVED and SECONDED,

that Financial Planning Committee request staff to provide information indicating how the work on Freshwater Sustainability Strategy to date leads to the current funding requests relating to freshwater.

CARRIED

Trustee Rockafella left the meeting at 2:00 p.m.

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

ADOPTED

that Financial Planning Committee recommend that the climate change indicator project be deferred.

FPC-2021-039

It was **MOVED** and **SECONDED**, that Financial Planning Committee defer the motion “that Financial Planning Committee recommend that the climate change indicator project be deferred” to the next scheduled FPC meeting.

CARRIED

FPC-2021-040

It was **MOVED** and **SECONDED**, that Financial Planning Committee request an analysis of funding the Gabriola Housing Project via a special tax requisition.

CARRIED

FPC-2021-041

It was **MOVED** and **SECONDED**, that Financial Planning Committee defer the Trust Area Services Communications Specialist temporary replacement.

DEFEATED

FPC-2021-042

It was **MOVED** and **SECONDED**, that Financial Planning Committee request staff to evaluate options to fund elements of the Salt Spring Island Coastal Douglas-fir ecosystem project within other Salt Spring Island projects, such as watershed strategic planning and housing action or Regional Planning Committee projects.

CARRIED

7. BUSINESS

7.1 Proposed FPC Meeting Dates 2022

FPC-2021-043

It was **MOVED** and **SECONDED**, that Financial Planning Committee adopt the proposed meeting dates for the 2022 calendar year as presented.

CARRIED

FPC-2021-044

It was **MOVED** and **SECONDED**, that Financial Planning Committee direct staff to schedule all the 2022 FPC meeting dates as electronic meetings, and list the Victoria Office Board Room as the public meeting location, except for Wednesday, November 30, 2022.

CARRIED

ADOPTED

8. NEW BUSINESS

None.

9. NEXT MEETING

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

10. ADJOURNMENT

By general consent the meeting adjourned at 2:34 p.m.

Peter Grove, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder