



Financial Planning Committee Minutes of Regular Meeting

Date of Meeting: June 1, 2022
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
David Marlor, Director, Local Planning Services
Wanda Boden, A/Director, Administrative Services
Nancy Roggers, Finance Officer
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: One member of the public

1. CALL TO ORDER

The meeting was called to order at 10:40 a.m.

2. APPROVAL OF AGENDA

2.1 New Items and Re-ordering of the Agenda

The following material was presented for consideration as a late item:

- 7.1 March 31, 2022 Audited Financial Statements – provided by the Audit Committee prior to the start of the meeting

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

3. PUBLIC COMMENT PERIOD

ADOPTED

Mairead Boland of Saturna Island spoke about the budget public consultation timing.

4. DELEGATIONS

None.

5. CORRESPONDENCE

5.1 March 4, 2022 Rex and Christiane Brown

Received for information.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Financial Planning Committee Draft Minutes of February 16, 2022

By general consent the Committee approved the minutes as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

Staff provided status updates to the items in progress:

- an analysis of the cost-effectiveness of the satellite offices appears to be no longer required as the majority of the leases to those offices are being released or not being renewed as directed by the Trust Council (TC) budget
- a review of Trust Council's Policy 6.5.1 Reserves and Surplus and Policy 7.2.1 Trustee Remuneration will occur over the summer months and will be reported on at the next scheduled meeting on August 31
- the Committee inquired as to the status of the review of the Victoria office space and staff stated that the review continues in light of staff telework agreements that are being developed which identifies work space and equipment needs for Victoria staff as some staff will be working remotely all or part of their work time
- CAO Hotsenpiller reported on the Committee's request for staff to explore options for Building Permit cost recovery, indicating that he has had some initial discussions of the issue with some regional districts and will continue to work on the task

7. BUSINESS – WORK PROGRAM ITEMS

7.1 March 31, 2022 Audited Financial Statements - Briefing

ADOPTED

Director Mobbs presented the briefing, indicating that the Audited Financial Statements were reviewed by the Audit Committee and were provided to the FPC for information as a late item. The Audit Committee will forward the Audited Financial Statements directly to Trust Council. She noted that the Auditors had no concerns to report as a result of their audit.

7.2 2021/22 Financial Results - Briefing

Director Mobbs presented the briefing that provides the Committee with an overview of financial performance to the end of the current fiscal year.

Committee discussion included:

- a correction is required in the text on page 24 of the agenda in regards to reduced meeting expenses for the Islands Trust Conservancy Board so that it states “less in-person meetings” rather than “less electronic meetings”;
- a correction is required in the Consolidated Expenses by Object table on page 24 of the agenda that currently indicates a positive percentage (over budget) for Legal costs whereas in fact it should be a negative percentage (under budget) with a corresponding correction required for the total;
- it was noted that trends of underspending (for example, meeting expenses) were built into some of the assumptions in the current budget.

FPC-2022-016

It was MOVED and SECONDED,

that Financial Planning Committee forward the 2020/21 Financial Results briefing to Trust Council.

CARRIED

7.3 March 31, 2022 Allocated Financial Statements (AFS) - Briefing

Director Mobbs presented the briefing, indicating that the AFS are congruent with the Audited Financial Statements. She also noted that achieving complete and accurate recording of staff time spent on individual LTC applications and projects has been and continues to be challenging.

Committee discussion included:

- a request to add information about the net converted assessment value for each of the Local Trust Areas to the AFS
- the AFS present a general picture and are not comprehensive

FPC-2022-017

It was MOVED and SECONDED,

that Financial Planning Committee forward the March 31, 2022 Allocated Financial Statements as amended to Trust Council.

CARRIED

Trustee Rogers left the meeting at 11:27 a.m.

8. BUSINESS – OTHER

8.1 2021/22 Annual Report: Approval of FPC Section - RFD

Director Mobbs introduced the RFD, indicating that because of the cyclical nature of financial management, the content of the FPC section of the Annual Report appears to be similar from year to year.

FPC-2022-018

It was MOVED and SECONDED,

that Financial Planning Committee approve the attached text for inclusion in the 2021/22 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

8.2 Review of Budget Consultation Timing - BRF

Director Frater introduced the briefing, “Options with Regard to Earlier Consultation on the Budget”, noting that it is in response to a FPC request. She indicated that the current budget consultation process is similar to most other local governments in regards to Trust Council adopting a draft budget and then engaging the public on that draft budget.

Committee discussion included:

- some local governments provide two budget surveys: one to obtain public input early in the budget process on satisfaction of level of services that are being provided and another to obtain public input on a specific draft budget
- an earlier survey would be about budget principles and priorities rather than a draft budget
- the value of the budget principles and assumptions document
- the value of local discussions at the individual LTC level as compared to LTA-wide surveys
- the need to connect the strategic plan with the budget
- the value of public communications and engagement in general
- increasing communication activities will require funding and previous cuts to communication resources has resulted in various issues
- sympathy with public desire to have a less compressed input period to budget development
- there is a cultural shift to greater desire of the public to be engaged and informed
- best practices typically indicate that an election year is not the best time to engage the public with major communication strategies or proposed changes
- currently Islands Trust has one FTE for communications and would need more resources if more communications are required
- any potential amendments to Trust Council policy would need to be presented to Trust Council in September

ADOPTED

- possibility of providing an early survey in November based on FPC’s recommended draft budget although the challenge would be :
 - communication to the public about specific initiatives and the corresponding budget when the FPC recommended draft budget is often significantly different than a final adopted budget
 - a survey in late November would not provide results to a December Trust Council as there would not be sufficient time to produce a survey and to report on the results
- basing a budget on “whoever is yelling the loudest” is problematic
- other local governments do not present to the public a draft budget developed by a committee but rather they present a draft budget developed by the local government council
- there are no legislated requirements for Trust Council to engage with the public about the annual budget

Trustee Brent left the meeting at 12:00 p.m.

- Islands Trust doesn’t necessarily need a formal process to receive public input

FPC-2022-019

It was MOVED and SECONDED,

that Financial Planning Committee request staff to research alternate budget engagement methods and provide options to FPC with cost estimates.

CARRIED

8.3 FPC Chair Letter to the Post-Election FPC – Verbal Update

Director Frater indicated that a letter may be of value to an incoming Chair and that such a letter might include lessons learned, thoughts, advice, highlights of the term, successes, challenges, and priorities.

FPC-2022-020

It was MOVED and SECONDED,

that Financial Planning Committee prepare a letter from the Chair to the post-election FPC with recommendations and advice.

CARRIED

9. BUSINESS - NEW

None.

10. WORK PROGRAM

Director Mobbs presented the current Top Priorities which was approved by Trust Council and a recommended or proposed Top Priorities list.

ADOPTED

FPC-2022-021

It was MOVED and SECONDED,

that Financial Planning Committee approve the proposed Top Priorities report and forward to Trust Council.

CARRIED

11. NEXT MEETING

Wednesday, August 31 from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

The Committee did not close the meeting.

13. RISE AND REPORT

As the Committee did not close the meeting, there was no need for the Committee to discuss this option.

14. ADJOURNMENT

By general consent the meeting adjourned at 12:22 p.m.

Peter Grove, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.