Islands Trust

Financial Planning Committee
Agenda

Date: Wednesday, August 28, 2024

Time: 10:00 am - 3:00 pm

Location: Electronic Zoom Meeting

7.1 **Statement of Financial Information (SOFI) - Request For Decision** 12 - 22

That Financial Planning Committee forward the 2023/24 Statement of Financial Information to Trust Council for approval.

7.2 **June 30, 2024 Financial Report - Request For Decision** 23 - 30

That Financial Planning Committee forward the June 30, 2024 Financial Report to Trust Council for approval.

7.3 **2025/26 Draft Budget Assumptions, Principles, Guidelines - Briefing** 31 - 41

That Financial Planning Committee forward the draft 2025/26 budget assumptions, principles, and guidelines to Trust Council for discussion.

7.4 **2025/26 Budget Public Engagement Process - Request For Decision** 42 - 68

That Financial Planning Committee approve the 2025/26 Budget Public Engagement project charter dated August 28, 2024.

7.5 **Trust Council Policy 6.3.2 Special Property Tax Requisition - Request For Decision for TC** 69 - 78

For information.

7.6 **Financial Planning Committee Working Group - Verbal Report**

8. BUSINESS

8.1 **Reducing Financial Costs of Local Trust Committee Meetings - Briefing** 79 - 82

9. BUSINESS - NEW

10. WORK PROGRAM 83 - 86

That Financial Planning Committee forward the Work Program report [as presented or as amended] to Trust Council for approval.

11. NEXT MEETING

Wednesday, October 16, 2024, from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

If desired:

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (quote the pertinent section here, for example, (1)(a) personal information about...) and that the recorder and staff [attend/not attend] the meeting.

13. RISE AND REPORT

If desired.

14. ADJOURNMENT

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

Financial Planning Committee
Minutes of a Regular Meeting

Date of Meeting: **May 29, 2024**
Location: **Electronic Meeting**

Members Present:
Joe Bernardo, Local Trustee (Chair)
Tobi Elliott, Executive Committee Representative
Kristina Evans, Trust Programs Committee Representative
David Graham, Local Trustee
Jamie Harris, Governance Committee Representative
Peter Luckham, Executive Committee Representative
David Maude, Executive Committee Representative
Laura Patrick, Regional Planning Committee Representative
Tim Peterson, Executive Committee Representative
Susan Yates, Islands Trust Conservancy Board Representative

Member Regrets
Mairead Boland, Local Trustee (Vice Chair)

Staff Present:
Russ Hotsenpiller, Chief Administrative Officer (CAO)
Julia Mobbs, Director, Administrative Services
David Marlor, Director, Legislative Services
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Programs Services
Nancy Roggers, Finance Officer
Robert Barlow, Legislative Services Clerk/Recorder

Others Present:
No member of the public was present

1. CALL TO ORDER

Chair Bernardo called the meeting to order at 10:38 a.m. and acknowledged the privilege to work and live in lands and waters that have been the traditional home of indigenous peoples since time immemorial.

2. AGENDA

2.1 Review of the Agenda

The following addition to the agenda was presented for consideration:

- 9.1 New Business: Communications materials for Trust Area residents in March in regards to the budget – Discussion

2.2 Approval of the Agenda

By general consent the Committee approved the agenda as amended.

3. **PUBLIC COMMENT PERIOD**

No member of the public was present.

4. **DELEGATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **ADMINISTRATIVE COORDINATION**

6.1 Draft Minutes of Previous Meetings

6.1.1 Financial Planning Committee Regular Meeting draft minutes of February 21, 2024

By general consent the Committee approved the minutes as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

The Follow-up Action List was presented for information. Director Mobbs indicated that staff expect to be able to provide options and analysis for reducing the financial costs of Local Trust Committee meetings and to report back to Financial Planning Committee (and Executive Committee) at the next scheduled Financial Planning Committee meeting.

7. **BUSINESS - WORK PROGRAM ITEMS**

7.1 March 31, 2024 Audited Financial Statements - Briefing

Director Mobbs presented the Briefing, noting that a "clean" audit report had been issued for Islands Trust and that the audited financial statements and the audit report will be received for information from the Audit Committee. It was also noted that the Audit Committee will provide the Islands Trust Audited Financial Statements and the Islands Trust Conservancy Audited Financial Statements directly to Trust Council.

7.2 March 31, 2024 Financial Results - Request For Decision

Director Mobbs spoke to the Request For Decision.

FPC-2024-016
It was MOVED and SECONDED,
that Financial Planning Committee forward the March 31, 2024 Financial Results to Trust Council for information.

CARRIED

7.3 March 31, 2024 Allocated Financial Statements - Briefing

Director Mobbs spoke to the Briefing, noting that the Statements are not legislatively required, are meant for information only, but could be forwarded to Trust Council if the Financial Planning Committee wishes. Committee discussion included:

- whether the value of the report is worth the effort in creating it
- accurate and complete recording of staff time spent on activities is required to provide accurate and complete reporting
- "standard allocation" is challenging to establish as changes to planning processes alters the amount of time spent on various planning services
- Possibility of assessing present utility, future utility and cost/benefit of doing this tracking

FPC-2024-017
It was MOVED and SECONDED,
that Financial Planning Committee forward the March 31, 2024 Allocated Financial Statements to Trust Council for information.

CARRIED

7.4 2025/26 Budget Cycle Timelines - Briefing

Director Mobbs introduced the Briefing provided as per the request from the Financial Planning Committee for a review of timelines at an earlier stage in the budget development process.

7.5 2025/26 Budget Guidelines - Request For Decision

Director Mobbs introduced the Request For Decision. Committee discussion included the timing during the Trust Council agenda that would be appropriate for this issue.

FPC-2024-018
It was MOVED and SECONDED,
Whereas, under s.14 of the Islands Trust Act, Trust Council holds authority for approval of the fiscal budget;
Whereas in accordance with Trust Council's Council Committee System and Terms of Reference policy, Financial Planning Committee is responsible for facilitating Council's involvement in the annual budget process;

Whereas, in accordance with Trust Council's Budget Process policy, Financial Planning Committee will begin review of the draft 2025/26 budget in October 2024; therefore be it resolved:
that Financial Planning Committee recommend to Trust Council that it set budget guidelines for the 2025/26 budget cycle no later than September 2024.

CARRIED

The Committee recessed at 11:42 a.m. and resumed at 12:30 p.m.

8. BUSINESS - OTHER

8.1 Annual Report: Financial Planning Committee Section - Request For Decision

Committee discussion included:

- the possibility of adding text to indicate why budget consultation was deemed to be not helpful in August of 2023

By general consent the text to be added (in italics): *After discussing that past budget consultation results have not often influenced changes to the budget*, FPC chose not to undertake a public consultation on the draft 2024/25 budget.

FPC-2024-019
It was MOVED and SECONDED,
that Financial Planning Committee approve the text attached to the Request For Decision as amended for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

8.2 Trust Council Policy 7.2.1 Trustee Remuneration - Transfer to Governance Committee - Request For Decision

Director Mobbs introduced the RFD, noting that the Governance Committee has on its work program the task of addressing the recommendations that came out of the 2022 Governance Review and that one of the recommendations in that report is associated with trustee compensation. As a result, the Governance Committee has requested that the Financial Planning Committee transfer its work on Trust Council Policy 7.2.1.

Committee discussion included that Trust Council has given direction to the Governance Committee to review the policy and can determine which committee it would like to undertake any future reviews. It was noted that the initial work done by staff was in regards to comparing Islands Trust policy with the Union of BC Municipalities Council and Board Remuneration Guide and identifying some areas for improvement.

FPC-2024-020
It was MOVED and SECONDED,

That Financial Planning Committee transfer its work on Policy 7.2.1 *Trustee Remuneration* to the Governance Committee, as requested by the Governance Committee.

CARRIED

9. BUSINESS - NEW

9.1 Communications Materials for Trust Area Residents in March in regards to the Budget - Discussion

Trustee Elliott introduced the topic, indicating that she would like to see better communications with Trust Area residents, particularly in regards to the budget process. Committee discussion included:

- the possibility of including details on the website of critical projects, especially ones that are funded over more than one year such as freshwater sustainability, housing action and reconciliation initiatives
- the possibility of publishing “progress reports tied to budget with a level of investment in a particular project and plan future expenditures on projects”
- the possibility of improving the description of budget details on the website
- the impossibility of publishing a tax rate per $100,000 of assessed property values during budget development as some regional districts do as Islands Trust:
    - does not do tax requisitioning, and therefore doesn’t have all of the information that's actually needed to do that calculation
    - does not have the software system that undertakes those calculations
    - does not know what the values are for the grants that typically offsets the tax requisition
    - does not receive that information from the BC Surveyor of Taxes Office as property tax values aren't actually completed until after the Islands Trust budget is finalized or around the same time
- the possibility of providing that rate at a later time after the annual budget has been adopted
- the need to balance between details and accessibility (plain language) in regards to communications
- Trustee Elliott stated that she would prepare a draft Request For Decision to present at the next Committee meeting for continued discussion to improve budget communications.

10. WORK PROGRAM

Work Program Update – Request For Decision

Director Mobbs introduced the Request For Decision. It was noted that the 3rd item of the proposed Current Projects list – Financial Policy Review – includes Policy 7.2.1 (Trustee Remuneration) that needs to be removed from the list as the Committee had decided to refer the work on that particular Financial Policy to the Governance Committee.

FPC-2024-021
It was MOVED and SECONDED,
that Financial Planning Committee approve the proposed Work Program report as amended and forward it to Trust Council for approval.

CARRIED

11. NEXT MEETING

Wednesday, August 28, 2024, from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

Not desired.

13. RISE AND REPORT

As the meeting was not closed, there was no need to consider a Rise and Report.

14. ADJOURNMENT

By general consent the meeting adjourned at 1:28 p.m.

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Trustee Bernardo, Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.

Islands Trust

Print Date: August 21, 2024

Follow Up Action Report

Financial Planning Committee

12-Oct-2022

Progress	Activity	Responsibility	Dates	Status
0%	1 **Re: Reserves and Surplus Policy:** that Financial Planning Committee request staff to investigate possible language changes to TC Policy 6.5.1 Reserves and Surplus to ensure that it does not violate best practices related to use of surplus funds to fund operating expenses.	Julia Mobbs	Target: 15-Jan-2025	In Progress
80%	2 **Re: Special Tax Requisition Policy:** that Financial Planning Committee recommend that TC Policy 6.3.2 Special Property Tax Requisitions section 3.1 be amended to read 'The Islands Trust Council will evaluate and consider including a Local Trust Committee's local initiative program or service or program in the preliminary Islands Trust's general budget based on the following criteria:'.	David Marlor Julia Mobbs	Target: 28-Aug-2024	In Progress
80%	3 **Re: Special Tax Requisition Policy:** that Financial Planning Committee forward the proposed amendments to TC Policy 6.3.2 Special Property Tax Requisitions to Trust Council.	David Marlor Julia Mobbs	Target: 28-Aug-2024	In Progress
100%	4 **Re: Trustee Remuneration Policy:** that Financial Planning Committee request staff to bring back an amended Trust Remuneration Policy that includes consideration of an independent remuneration review by either task force or consultant once per trustee term, at least one year before the end of term. REFERRED TO Governance Committee.	Julia Mobbs	Target: 28-Aug-2024	Completed
100%	5 **Re: Trustee Remuneration Policy:** that Financial Planning Committee request staff to bring back an amended Trustee Remuneration Policy that includes consideration of the improvement opportunities identified in Appendix A: Assessment of UBCM elected official and board remuneration guide and Trust Council Policy 7.2.1 Trustee Remuneration. REFERRED TO Governance Committee.	Julia Mobbs	Target: 28-Aug-2024	Completed

Follow Up Action Report

Financial Planning Committee

08-Nov-2023

Progress	Activity		Responsibility	Dates	Status
50%	**1**	that Financial Planning Committee request staff to look at the options and analysis for reducing the financial costs of Local Trust Committee meetings and to report back to Financial Planning Committee and Executive Committee.	Julia Mobbs	Target: 28-Aug-2024	In Progress

Follow Up Action Report

Financial Planning Committee

29-May-2024

Progress	Activity		Responsibility	Dates	Status
100%	1	that Financial Planning Committee forward the March 31, 2024 Financial Results to Trust Council for information.	Robert Barlow	Target: 31-May-2024	Completed
100%	2	that Financial Planning Committee forward the March 31, 2024 Allocated Financial Statements to Trust Council for information.	Robert Barlow	Target: 31-May-2024	Completed
100%	3	Whereas, under s.14 of the Islands Trust Act, Trust Council holds authority for approval of the fiscal budget; Whereas in accordance with Trust Council's Council Committee System and Terms of Reference policy, Financial Planning Committee is responsible for facilitating Council's involvement in the annual budget process; Whereas, in accordance with Trust Council's Budget Process policy, Financial Planning Committee will begin review of the draft 2025/26 budget in October 2024; therefore be it resolved: that Financial Planning Committee recommend to Trust Council that it set budget guidelines for the 2025/26 budget cycle no later than September 2024.	Julia Mobbs	Target: 31-May-2024	Completed
100%	4	that Financial Planning Committee approve the text attached to the Request For Decision as amended for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.	Robert Barlow	Target: 31-May-2024	Completed
100%	5	that Financial Planning Committee approve the proposed Work Program report as amended and forward it to Trust Council for approval.	Robert Barlow	Target: 31-May-2024	Completed

REQUEST FOR DECISION

To:	Financial Planning Committee	**For the Meeting of:**	August 28, 2024
From:	Administrative Services - Finance	**Date Prepared:**	August 23, 2024

SUBJECT: **2023/24 STATEMENT OF FINANCIAL INFORMATION (SOFI)**

RECOMMENDATION:
That Financial Planning Committee forward the 2023/24 Statement of Financial Information to Trust Council for approval.

INTERIM CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The Statement of Financial Information is a legislated annual reporting requirement under the *Financial Information Act*. It is informative for all trustees and the public, and once approved by Trust Council it will be forwarded to the Ministry as required.

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1 **PURPOSE:**
The Statement of Financial Information (SOFI) is provided to Financial Planning Committee for information, prior to submission to the Ministry of Municipal Affairs ("the Ministry"). It has been historical practice at Islands Trust that Financial Planning Committee forward the SOFI to Trust Council prior to submitting the report to the Ministry.

2 **BACKGROUND:**
Each year, Trust Council receives and approves the audited Financial Statements for Islands Trust. These are subsequently included in the Islands Trust Annual Report and forwarded to the Ministry.

The SOFI is an associated financial report that provides more detailed information with respect to specific expenditures included in the financial statements. The SOFI report is prepared as per the *Financial Information Act* (FIA) Guidance Package requirements and parameters. The reporting components and deadlines are defined in the FIA. Section 2 (3) of the FIA states the following:

"Within 6 months after the end of each fiscal year of a corporation, it must prepare a statement of financial information for that fiscal year that includes the following:

(a) a schedule showing

(i) in respect of each employee earning more than a prescribed amount, the total remuneration paid to the employee and total amount paid for the employee's expenses, and

(ii) a consolidated total of all remuneration paid to all other employees;

(b) a schedule showing

(i) the total amount paid to each supplier of goods or services during the fiscal year that is greater than a prescribed amount, and

(ii) a consolidated total of all other payments made to suppliers of goods or services during that fiscal year."

Islands Trust finance prepares this report annually. Following review by the CAO and Financial Planning Committee, and approval by Trust Council, the report is submitted to the Ministry to fulfill the legislated requirement.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: The SOFI will be submitted to the Ministry by September 30, 2024, to ensure compliance with legislated deadlines, and will be posted to the Islands Trust website.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): None.

5 ATTACHMENT: 2023/24 Statement of Financial Information

RESPONSE OPTIONS

Recommendation:
That Financial Planning Committee forward the 2023/24 Statement of Financial Information to Trust Council for approval.

Alternative: None.

Prepared By: Finance Officer
Reviewed By: Director, Administrative Services

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Trust Council of Islands Trust and approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Peter Luckham
Chair, Islands Trust Council

Islands Trust

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act ("the Act") have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Islands Trust Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of Trust Council. The Audit Committee meets with management and the external auditors two times a year.

The external auditors, KPMG, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act, including the Statement of Financial Information. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of Trust Council and meet with it twice each year.

On behalf of Islands Trust,

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Director, Administrative Services

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

Islands Trust has not given any guarantees or indemnities under the Guarantees and Indemnity Regulation.

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between Islands Trust and its non-unionized employees during fiscal year ending March 31, 2024.

Prepared under the Financial Information Regulation, Schedule 1,
Subsection 6 (7).

On behalf of Islands Trust,

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Director, Administrative Services

Islands Trust

SCHEDULE OF REMUNERATION & EXPENSES FOR TRUSTEES
For the year ended March 31, 2024

Prepared as required by Financial Information Regulation, Schedule 1, section 6

ELECTED OFFICAL		POSITION	TOTAL REMUNERATION & TAXABLE BENEFITS	EXPENSES
Adams,	Linda	ITCB Provincial appointee	$ 500	$ -
Allen,	Alexander	Trustee	13,795	2,785
Bernardo	Joe	Trustee	14,357	991
Boland	Mairead	Trustee	12,103	960
Borthwick	Sam	Trustee	13,829	1,960
Campbell	Aaron	Trustee	17,206	-
Dodds	Jeanine	Trustee	13,951	398
Elliott	Tobi	Trustee, Council Vice Chair	67,680	10,383
Evans	Kristina	Trustee	11,654	2,066
Falck	Dag	Trustee	10,204	244
Fast	Sue Ellen	Trustee	4,464	678
Gauvreau	Lisa	Trustee	14,947	983
Gedye	Judith	Trustee	5,014	1,414
Graham	David	Trustee	14,129	999
Harris	Jaime	Trustee	40,583	244
Hunter	Ken	Trustee	11,268	173
Kahn	Charles	ITCB Provincial appointee	750	767
Lironi	Mikaila	Trustee	11,134	3,292
Luckham	Peter	Trustee, Council Chair	67,433	10,170
Mabberley	Benjamin	Trustee	13,847	383
Maude	David	Trustee, Council Vice Chair	57,523	10,906
Middleton	Lee	Trustee	11,653	-
Morrison	Deborah	Trustee	16,806	447
Patrick	Laura	Trustee, Council Vice Chair	41,133	4,444
Peterson	Timothy	Trustee, Council Vice Chair	55,505	22,445
Scott	Grant	Trustee	12,995	1,545
Smith	Risa	ITCB Provincial appointee	1,550	1,427
Stamford	Kate-Louise	Trustee	13,107	933
Thomson	Kenneth	ITCB Provincial appointee	450	-
Yates	Susan	Trustee	24,209	546
TOTAL			**$ 593,778**	**$ 81,582**

Disclosure of contracts with Elected Officials:
There were no contracts with Elected Officials relevant to the requirements of the Community Charter

SCHEDULE OF REMUNERATION & EXPENSES FOR EMPLOYEES
For the year ended March 31, 2024
Prepared as required by Financial Information Regulation, Schedule 1, section 6

EMPLOYEE	POSITION	TOTAL REMUNERATION & TAXABLE BENEFITS	EXPENSES
Beeston, David	Information Systems Coordinator	$ 95,830	$ -
Cermak, Stefan	Director, Local Planning Services	130,413	5,728
Chadwick, Narissa	Island Planner	101,144	5,451
Dingman, Warren	Bylaw Enforcement Manager	90,904	10,243
Emmings, Kate	Manager, Islands Trust Conservancy	104,054	1,959
Fotino, Anthony	Island Planner	88,316	1,275
Frater, Clare	Director, Trust Area Services	130,765	4,337
Green, Jemma	Covenant Management and Outreach Specialist	75,821	8,972
Hotsenpiller, Russel	Chief Administrative Officer	196,742	5,489
Hutton, Chris	Regional Planning Manager	101,683	1,681
Jamurat, Renee	Regional Planning Manager	104,323	6,332
Kojima, Robert	Regional Planning Manager	111,974	1,224
Marlor, David	Director, Legislative Services	128,940	2,283
Martell, Kathryn	Ecosystem Protection Specialist	75,098	1,516
McCargar, Marlis	Island Planner	84,236	2,769
Mobbs, Julia	Director, Administrative Services	132,696	3,076
Murphy, Nuala	Property Management Specialist	75,466	5,999
Oneil, Jacqueline	GIS Technician	81,603	447
Roggers, Nancy	Finance Officer	81,955	423
Shaed, Daphne	Applications Programmer and Support Analyst	76,803	687
Shulba, Wlliam	Senior Freshwater Specialist	89,606	1,707
Smith, Bradley	Island Planner	107,571	6,285
Stockdill, Kimberly	Island Planner	98,707	2,705
Thomaidis, Margot	Island Planner	75,558	1,240
TOTAL OVER $75,000		**2,440,206**	**81,828**
TOTAL $75,000 OR LESS		**2,153,214**	**60,926**
GRAND TOTAL		**$ 4,593,420**	**$ 142,754**

Islands Trust

RECONCILIATION OF EMPLOYEE REMUNERATION AND EXPENSES TO THE FINANCIAL STATEMENTS
For the year ended March 31, 2024

The variance between the Schedule of Employee Remuneration and Expenses ("the Schedule") to the Annual Financial Statements is attributable to a number of factors including:

- The Schedule is prepared on a cash basis whereas the Financial Statements are prepared on an accrual accounting basis.
- The Schedule includes amounts paid for gross salary and wages, unused vacation pay-outs, and taxable benefits only.
- The Financial Statements includes employer-related payroll costs such as remittances for Canada Pension Plan, Employment Insurance, Employer Health Tax, pension plan contributions, etc.

On behalf of Islands Trust,

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Director, Administrative Services

Islands Trust

SCHEDULE OF PAYMENTS TO SUPPLIERS
For the year ended March 31, 2024
Prepared as required by Financial Information Regulation, Schedule 1, section 7

SUPPLIERS NAME		AMOUNT PAID
1322146 BC LTD	$	117,450
AON REED STENHOUSE INC		53,027
BC HYDRO CAD		54,005
BLACKMAN SUPPORT SERVICES LTD		131,563
CAORDA SOLUTIONS INC		56,079
CITYVIEW, A DIVISION OF N HARRIS COMPUTER CORP		153,247
COAST VICTORIA		25,143
COLLIERS MACAULEY NICOLLS INC		320,141
ESRI CANADA LTD		28,800
INSTITUTE OF MULTI-DISCIPLINARY ECOLOGICAL RESEARCH		34,149
k'OMOKS FIRST NATIONS		30,700
KPMG		25,728
MADRONE ENVIRONMENTAL SERVICES		27,877
MINISTER OF FINANCE - EMPLOYEE BENEFITS		1,187,812
MINISTER OF FINANCE - KINGS PRINTER		30,409
MUNICIPAL INSURANCE ASSOCIATION OF BC		177,287
PACIFIC BLUE CROSS		63,837
RECEIVER GENERAL - TRUSTEE REMUNERATION REMITTANCE		117,450
SHAW BUSINESS SOLUTIONS		38,437
SHI CANADA		63,810
TELUS MOBILITY		29,065
YOUNG ANDERSON		400,705
ZOOM VIDEO COMMUNICATIONS INC		30,156
TOTAL PAYMENTS OVER $25,000		**3,196,877**
TOTAL PAYMENTS $25,000 OR LESS		**489,861**
GRAND TOTAL	**$**	**3,686,738**

RECONCILIATION OF PAYMENTS FOR GOODS AND SERVICES TO THE FINANCIAL STATEMENTS
For the year ended March 31, 2024

The variance between the Schedule of Payments to Suppliers of Goods and Services (“the Schedule”) to the Annual Financial Statements is attributable to a number of factors including:

- The Schedule is prepared on a cash basis whereas the Financial Statements are prepared on an accrual accounting basis.
- The schedule includes disbursements for purchases of capital assets, which are not included in expenses in the Financial Statements.
- The Schedule includes GST paid to suppliers, where applicable, whereas the annual Financial Statements do not.
- The Schedule excludes disbursements for staff and trustee remuneration, as well as non-cash amortization expense, whereas these items are included in the Financial Statements.

On behalf of Islands Trust,

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Director, Administrative Services

Islands Trust
Description of Vendor Services reported in SOFI 2024/25
For trustee information only. Not to be included in official SOFI report.

1322146 BC LTD	$ 117,450	*Office Lease and associated costs - Gabriola*
AON Reed Stenhouse	53,027	*Insurance*
BC Hydro CAD	54,005	*Office Lease and associated costs - Salt Spring Island*
Blackman Support Services	131,563	*Technical support/computer hardware and software purchases*
Caorda Solutions Inc	56,079	*Technical support/website support/expense claim system*
Cityview A Division of N Harris Computer Corp	153,247	*LGDPA project*
Coast Victoria	25,143	*December Trust Council*
Colliers MaCauley Nicolls	320,141	*Office Lease and associated costs - Victoria*
ESRI Canada Ltd	28,800	*Mobile data collection for mapping*
Institute for Multi-disciplinary Ecological Research	34,149	*Xetthecum Eco-cultural Mapping project*
K'omoks First Nations	30,700	*First Nations Engagement Agreements*
KPMG	25,728	*Audit Fees*
Madrone Environmental Services	27,877	*Western Screech Owl Project (SAR) and John Osland Nature Reserve Wetland and Beaver Assessment (SAR*
Minister of Finance - Employee Benefits	1,187,812	*Employee benefit costs paid to BCPSA*
Minister of Finance - Kings Printer	30,409	*BC Mail services and off-site storage/movement of files*
Municipal Insurance Assocation of BC	177,287	*Insurance*
Pacific Blue Cross	63,837	*Trustee extended benefits premiums*
Receiver General - Trustee Remunerations	117,450	*Remittances on Trustee remuneration (CPP, Income Tax)*
Shaw Business Solutions	38,437	*Internet and connectivity costs - all offices*
SHI Canada ULC	63,810	*Software Licenses for Windows and other renewals*
Telus Mobility	29,065	*Mobile phones and internet sticks*
Young Anderson	400,705	*Legal fees*
Zoom Video Communications Inc	30,156	*Zoom Licenses*
TOTAL PAYMENTS OVER $25,000	**3,196,877**	

Islands Trust
Detailed Statement of Operations
For The 3 Months Ending June 30, 2024

Expected % of Budget Received/Used as at Report date = 25%
Exceptions: Grant revenue, property tax levies, other revenues, project spending
Variances > +/- 10% and +/- $5000 include explanations

	Description	2024/25 Approved Annual Budget	3 months ending June 30, 2023	3 months ending June 30, 2024	*Portion of Annual Budget Consumed (%)*	*Budget remaining ($)*
REVENUE:						
	Fees	275,500	105,966	9,727	4%	265,773
	Provincial Grant - Unrestricted	180,000	180,000	180,000	100%	-
	Federal and Provincial Grants - Restricted	653,919	76,618	134,318	21%	519,601
	General Property Tax Levy - All LTAs	8,555,040	-	-	0%	8,555,040
	Municipal Property Tax Levy - Bowen Island Municipality	391,260	-	-	0%	391,260
	Investment Income	260,000	40,753	48,004	18%	211,996
Total Revenue		10,315,719	403,337	372,049	4%	9,943,670
EXPENSES:						
Trust Council Services						
	Trust Council	432,309	119,007	121,658	28%	310,651
	Executive Committee	138,171	23,738	32,826	24%	105,345
	Trust Area Services	714,456	128,333	138,848	19%	575,608
	General Admin Allocation - 15%	434,408	91,681	98,093	23%	336,315
Total Council Expenses		1,719,344	362,759	391,426	23%	1,327,918
Local Trust Committee Services						
	Local Trust Committees	830,937	237,011	259,434	31%	571,503
	Projects - **Note 1**	733,837	26,579	89,661	12%	644,176
	Planning Staff	3,270,446	702,868	838,693	26%	2,431,753
	LPS Facilities	574,518	94,794	102,365	18%	472,153
	Bylaw Enforcement	529,432	118,931	115,359	22%	414,073
	General Admin Allocation - 72%	2,017,442	399,151	470,015	23%	1,547,427
Total Local Planning Services Expenses		7,956,612	1,579,333	1,875,528	24%	6,081,084
Trust Conservancy Services						
	Board	11,450	855	2,201	19%	9,249
	Conservancy Staff and Associated Costs	916,120	227,092	228,517	25%	687,603
	Property Management	212,690	11,280	16,714	8%	195,976
	General Admin Allocation - 13%	387,003	80,909	82,743	21%	304,260
Total Trust Conservancy Expenses		1,527,263	320,136	330,175	22%	1,197,088
General Administration Services						
	Senior Management	614,239	122,722	162,738	26%	451,501
	Admin Services	649,529	127,612	147,718	23%	501,811
	Office Operations	329,450	69,911	83,679	25%	245,771
	Information Systems	834,935	177,254	181,735	22%	653,200
	Computer/Furniture & Equipment	186,700	33,481	47,041	25%	139,659
	Amortization Expense	224,000	40,760	27,940	12%	196,060
	General Admin Recovery	(2,838,853)	(571,741)	(650,852)	23%	(2,188,002)
Total General Administration Expenses		-	(0.0)	-		
Total Expenses		11,203,219	2,262,227	2,597,129	23%	8,606,090
YTD Surplus (Shortfall)		(887,500)	(1,858,891)	(2,225,080)		
Amortization Adjustment		(224,000)	n/a	n/a		
Capital adjustment		n/a	33,481	47,041		
Adjusted surplus (shortfall)		$ (663,500)	$ (1,825,410)	$ (2,178,039)		
Funded by:						
Transfer from (to) General Revenue Surplus Fund		371,500	1,821,912	2,146,899		
Transfer from (to) LTC Project Reserve Fund		219,000	3,498	31,141		
Transfer from (to) Special Tax Requisition Fund		73,000	-	-		
Net Unfunded Balance		-	(0)	(0)		

Detailed Statement of Operations
For The 3 Months Ending June 30, 2024

Expected % of Budget Received/Used as at Report date = 25%
Exceptions: Grant revenue, property tax levies, other revenues, project spending
Variances > +/- 10% and +/- $5000 include explanations

Description	2024/25 Approved Annual Budget	3 months ending June 30, 2023	3 months ending June 30, 2024	*Portion of Annual Budget Consumed (%)*	*Budget remaining ($)*
Note 1: LTC & Planning Services Project Spending					
LTC Projects					
LTC Projects funded by Reserve Fund	1,001	-	-	0%	1,001
Denman Housing Review	15,000	110	47	0%	14,953
Denman Farming Regulations Review	500	-	-	0%	500
Denman TUP Review	2,500	-	-	0%	2,500
Gabriola OCP/LUB	77,000	76	78	0%	76,922
Gabriola Ecological Protection Zone	2,000	-	-	0%	2,000
Galiano Groundwater Strategy Implementation	1,500	-	-	0%	1,500
Gambier Keats Island Shoreline Protection Review	5,000	1,185	4,077	82%	923
Hornby OCP/LUB	-	260	-	0%	-
Hornby Community Heritage Register	1,500	-	-	0%	1,500
Hornby First Nations Relationship Building	31,500	-	-	0%	31,500
Lasqueti OCP/LUB	4,000	-	-	0%	4,000
Mayne Island Housing	10,000	274	-	0%	10,000
Mayne LUB Minor Amendments	2,000	-	1,241	62%	759
North Pender OCP/LUB	-	1,392	-	0%	-
North Pender Raptor Nest DPA update	5,000	-	-	0%	5,000
North Pender Housing Access & Affordability	15,000	-	180	1%	14,820
Salt Spring OCP/LUB	222,000	-	25,000	11%	197,000
Salt Spring Ganges Village Area Planning	86,500	-	-	0%	86,500
Salt Spring Housing Action Program	5,000	201	-	0%	5,000
SSIWPA Plan Coordination	55,000	-	-	0%	55,000
Salt Spring Groundwater Sustainability Strategy	16,500	-	-	0%	16,500
Salt Spring Proof of Water - Subdivision	1,500	-	-	0%	1,500
Saturna Minor Housing Review	2,000	-	-	0%	2,000
South Pender LUB Minor Amendments	3,500	-	517	15%	2,983
Thetis Unzoned Marine Area LUB Amendment	1,000	-	-	0%	1,000
Total All LTC Projects	566,501	3,498	31,141	5%	*(535,360)*
Regional Freshwater Management	-	7,161	5,300	0%	(5,300)
Housing Strategy	30,000	-	-	0%	30,000
Groundwater Recharge Mapping	-	2,800	-	0%	-
LG Development Approvals Program	-	13,120	53,220	0%	(53,220)
Housing Needs Assessments	127,336	-	-	0%	127,336
Building Footprint: Data Update	10,000	-	-	0%	10,000
Total All LTC Projects	733,837	26,579	89,661	12%	*(644,176)*

REQUEST FOR DECISION

To:	Financial Planning Committee	**For the Meeting of:**	August 28, 2024
From:	Administrative Services - Finance	**Date Prepared:**	August 16, 2024

SUBJECT: **JUNE 30, 2024 FINANCIAL REPORT**

RECOMMENDATION:
That Financial Planning Committee forward the June 30, 2024 Financial Report to Trust Council for approval.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The first quarter financial report indicates that Islands Trust is generally following the financial plan for 2024/25.

1 PURPOSE:

To summarize the findings of the June 30, 2024 first quarter financial report.

2 BACKGROUND:

Islands Trust *Policy 2.3.1 Council Committee Systems* requires the Financial Planning Committee (FPC) to report to Trust Council on the organization's financial management practices. Quarterly financial reports are prepared by staff, reviewed by FPC, and forwarded to Trust Council as part of this requirement.

Financial Report Findings

The benchmark for non-tax revenue sources and operational expenditures after three months of operations can be estimated at 25% of the annual budget.

As at June 30, 2024 Islands Trust has consumed a net 27% of the annual approved budget, slightly above benchmark for this time of year. Individual areas may experience minor overspending or underspending based on activities in the year to date. Individual revenue and expense items that vary significantly from the 25% benchmark set (where significance is determined as more or less than 10%, and more or less than $5,000) are discussed in this report.

Revenues

Total Revenue is lower than the benchmark by $2,207,000 (21%) due to the following:

~ *Fees* are lower than benchmark by $59,000 (21%). This is due primarily to the implementation of the new accounting standard impacting the timing of revenue recognition associated with application fees. Specifically, fees revenue is recorded when milestones in processing applications are completed, as opposed to when fees are received by Islands Trust. The amount of fees revenue received in the first quarter that has not yet been recognised is $27,000, partially accounting for the amount below the quarter one benchmark.

~ *Provincial Grant - Unrestricted* is higher than benchmark due to the full value of the unrestricted operating grant received in the first quarter of the year.

~ *Federal and Provincial Grants – Restricted* is below benchmark by $29,000 (4%) due to projects funded by these grants taking time to ramp up in the first quarter of the fiscal year. Projects funded by these grants include: Islands Trust Conservancy (ITC) Species at Risk programming, Salt Spring Island OCP/LUB Update, Trust Area Housing Needs Assessments, First Nations Engagement, and the hiring of temporary Registered Professional Biologist to staff.

~ All revenues from taxation *(General Property Tax Levy, Special Property Tax Requisition, and Bowen Tax Levy)* report at nil as levies are received in the second quarter of the year, in accordance with customary timelines.

~ *Investment Income* is lower than the benchmark by $17,000 (7%) due to the draw down of surplus funds to pay for first quarter operations in advance of receipt of the 2024/25 property taxes. Investment income is expected to increase later in the year when property taxes are received and invested.

Expenses by Service Area

Council Services

Council Services expenses include costs related to three main areas: Trust Council; Executive Committee; and Trust Area Services; plus an allocation of general administrative expenses. Inclusive of the general admin allocation, these expenses report at $391,000 (23% of budget) which is lower than the 25% benchmark by $38,000 (2%).

~ Trust Council spending is $14,000 (3%) above benchmark due primarily to slight overspending on the June Trust Council meeting mainly as a result of a hired consultant for Trust Council's strategic planning session ($8,000) and overruns in hotel, catering, and travel costs for meeting attendees. The total cost for the June TC meeting came in at $44,000 versus the $31,500 meeting budget.

~ Trust Area Services spending is $40,000 (6%) below benchmark due primarily to staff vacancies and programming for Stewardship education and secretariat services planned for later in the fiscal year. Staff vacancies have been as follows: Senior Indigenous Relations Advisor (1 month), Senior Policy Advisor (1 week), and Program Coordinator (3 months) which was partially offset by spending for a temporary contract worker into this position..

Local Trust Committee (LTC) Services

LTC Services expenses include costs related to five main areas: Local Trust Committees (LTCs); planning services projects; planning services staff; facilities; and bylaw enforcement; as well as an allocation of general administrative expenses. Inclusive of the general admin allocation, these expenses report at $1.9M (24% of budget) which is lower than benchmark by 113,000 (1%). Individual expense lines within LTC services that deviate from benchmark are as follows:

- **Local Trust Committees (LTC) costs** are comprised of rent, phone, internet and office service for on-island trustee offices, the trustee portion of insurance costs, general legal costs, bylaw enforcement legal costs, legal litigation costs, statutory notices, EC travel expenses to chair LTC meetings; trustee-incurred expenses, LTC and APC meeting expenses, LTC communications, special project expenses, LTC statutory notices and the LTC portion of trustee remuneration and benefits.

  Total LTC spending to June 30, 2024 is $259,000 (31% of budget), higher than benchmark by $52,000 (6%), due primarily to increased legal costs associated with the following:

  ~ Bylaw Enforcement legal costs are over benchmark by $25,000 (33%) due to three files, one each on North Pender, Thetis Island, and Salt Spring Island. Trust Council's approved budget intentionally approved reduced legal budgets with the understanding that overages would be funded by surplus. This was a move to reduce tax increases in the Trust Area.

~ Litigation costs are over benchmark by $40,000 (94%) due primarily to two significant legal files, one on Gabriola Island and the other on Galiano Island. Trust Council's approved budget intentionally approved reduced legal budgets with the understanding that overages would be funded by surplus. This was a move to reduce tax increases in the Trust Area.

- **Planning Projects** costs are comprised of all LTC and Regional Planning Committee projects, including the housing strategy, housing needs assessments and building footprint data updates, as well as coordination and project work undertaken by the Salt Spring Island Watershed Protection Alliance (SSIWPA). Planning projects report at $27,000 (12% of budget), which is less than benchmark by $94,000 (13%). Straight-line benchmarking is less appropriate for project work as project plans often see work advancing in uneven portions throughout the years. Underspending on planning projects is due primarily to a combination of the following:

  ~ **LTC Major and Minor Projects**: Spending on LTC major and minor projects is less than benchmark by $110,000 (20%). This is primarily due to planned completion of projects later in the fiscal period:
    - Denman Island LTC Housing Review – no spending on this $15,000 project in the first quarter. The LTC is examining potential changes to identified project milestones.
    - Gabriola Island LTC OCP/LUB – no spending on this project in the first quarter, though planning is underway. A significant portion (65%) of this project's $77,000 budget is allocated to a water study for which a request for proposal is currently being prepared for circulation.
    - Hornby Island LTC First Nations Relationship Building– no project charter has been approved for this project, and no spending on this project has been incurred to date. The Hornby Islands LTC is currently reevaluating how best to spend these funds. The approved budget for this work is $31,500.
    - Mayne Island Housing – no spending on this project in the first quarter. The majority of the $10,000 approved budget for this work will be spent on legal review later in the fiscal year.
    - North Pender Housing Access & Affordability – no spending on this project in the first quarter. The majority of the $15,000 approved budget for this work will be spent on legal review later in the fiscal year.
    - Salt Spring OCP/LUB Review – the budget of $222,000 reports at 11% spent to the end of first quarter. The complete communities assessment portion of this project is underway and expected to be complete this fiscal year. These project funds are scheduled to be spent during the remainder of the fiscal year on both the complete communities assessment work and the hiring of a consultant.
    - Salt Spring Ganges Village Area Planning – no spending against the $86,500 project budget in the first quarter. The SSI LTC has decided to forgo work on this project his fiscal and instead has directed staff to reallocate the $86,500 from this approved project to enhance the work on the SSI OCP/LUB review project.
    - SSIWPA Plan Coordination – no spending against the $55,000 budget for SSIWPA coordination has taken place in the first quarter. This work has not advanced due to the LTC directing staff resources to other political priorities in the face of reduced staff capacity.
    - Salt Spring Island Groundwater Sustainability Strategy – no spending against the $16,500 budget for this project has taken place in the first quarter.

  ~ **Other projects –** Underspending on other planning projects is less than benchmark by $94,000 (13%). Underspending on other projects is as indicated below:
    - Housing Strategy – the budget of $30,000 reports at zero spent to the end of the first quarter. Development of a strategy to undertake this project is underway and will be discussed with the Regional Planning Committee in September.

  - Housing Needs Assessments – the budget of $127,000 reports at zero spent to the end of the first quarter. A request for proposal has been posted to BC Bid and work will be completed by the end of quarter three.
  - Building Footprint: Data Update – the budget of $10,000 reports at zero spent to the end of the first quarter. This project has not advanced yet.
  - This underspending is offset by unanticipated spending that took place on the following pieces of work: Regional Freshwater Management ($7,000), Groundwater Recharge Mapping ($3,000) and the LTC Development Approvals Program (13,000) totaling $27,000.

- **Planning Staff** costs include employee salaries, benefits, training and travel costs, as well as any contracted human resources associated with planning work. Spending to June 30, 2024 reports at $839,000, (26% of budget) which is slightly above benchmark by 21,000 (1%).
  Both the southern and northern office planning teams were fully staffed in quarter one. The Salt Spring planning team was understaffed due to partial vacancies in the Island Planner (2 weeks), Planner 2 (3 months), and Office Administrative Assistant positions (2 months). Savings from planning staff vacancies are offset due to overtime incurred relating to the Cityview implementation and training that took place in quarter one.

- **Bylaw Enforcement** costs include staff salaries and benefits, training, mobile devices, travel costs and the Cityview Bylaw Portal project. Spending to June 30, 2024 reports at $115,000 (22% of budget), which is lower than benchmark by $17,000 (3%). This is due primarily to no spending in quarter one on the Cityview Bylaw Portal project, which is planned for later in the fiscal year.

<u>Islands Trust Conservancy Services</u>

Total ITC expenses include costs related to three main areas: Board expenses; Operations expenses; and Property management expenses; as well as an allocation of administrative expenses. Inclusive of the general admin allocation, these expenses were lower than benchmark by $52,000 (3%). Individual expense lines within ITC services that deviate from benchmark are as follows:

~ Property Management costs include ITC property management expenses, ITC conservation planning and land securement expenses, First Nations engagement planning, and legal costs. Property management expenses report at $17,000 (8% of budget), lower than benchmark by $36,000 (17%). This is due primarily to the following:
  - Property Management – Lack of staff capacity limited the ability to advance property management contracts in quarter one. With many contracts now issued for this work, it is expected these costs will be incurred in the remainder of the year.
  - Conservation Planning & Land Securement – The ITC Board is taking a cautious approach to new land securement projects, due to new conservation acquisitions and covenants requiring individual Ministerial approval, and due to the limited capacity of property management staff to take on new work. There are currently three covenant projects and one land acquisition project underway, however these await landowner completion of various items to proceed. Expenditures will be incurred later in the fiscal period related to this work.
  - First Nations Engagement Plan - In early 2024, the Minister directed ITC to undertake further First Nations Engagement for the required ITC Five Year Plan and Trust Council approved funding to assist in this engagement. Due to staff capacity issues and leaves of absence of the ITC Manager this work has not yet begun. The temporary/acting manager situation and capacity issues continue to limit the ability to begin this project. It is expected that the project will be initiated in the fall/winter 2024-25.

<u>General Administration</u>

Total general administrative expenditures include costs related to six main areas: Executive office; Administrative services; Office Operations; Information systems; Computer, Furniture and Equipment; and

Amortization expense. General administration costs are allocated to the three service areas of the Trust (Council, LTC, and ITC) based on their relative dollar magnitudes for the period. In aggregate these expenses are reported at $651,000 (23% of budget), which is lower than benchmark by $59,000 (2%).

~ Admin Services costs include contractors hired to take on work displaced by staff vacancies, staff salaries, benefits, training, and travel costs. These costs report at $148,000 (23% of budget), 2% lower than benchmark primarily due to delayed hiring of the new Manager of Finance and Accounting position.w

~ Information Systems costs include all software support and licensing, technical support, meeting streaming services, mobile devices salaries, benefits, training, and travel costs associated with information systems staff. Information Systems costs report at $182,000 (22% of budget), 3% below benchmark. This is primarily due to vacancy in the senior technical analyst position (3 months).w

Consolidated Expenses by Object

Public Sector Accounting Standards determine that financial reporting for government entities be reported "by function" (i.e.: service area) in the Statement of Financial Operations as presented in the earlier section of this report. Expenses "by object" (i.e.: type) are reported in accompanying financial statements notes. For purposes of greater transparency and understanding of Islands Trust financial results, December 31, 2022 expenses by object are shown as follows:

Object	3 months ending June 30, 2023	2023/24 Approved Budget	3 months ending June 30, 2024	% of Budget Consumed
Staff Salaries and benefits	1,462,573	6,652,424	1,655,718	25%
Office Operations	283,598	1,377,327	317,057	23%
Council and trustee costs	261,275	1,092,218	278,050	25%
Programs	45,471	1,342,277	131,430	10%
Legal - General	37,527	96,101	12,262	13%
Legal - Bylaw Enforcement	28,088	75,701	43,681	58%
Legal - Litigation	24,837	41,801	49,653	119%
Legal - Statutory Notices	5,044	17,000	9,725	57%
Travel/training and recruitment	70,792	284,370	71,613	25%
Subtotal	2,219,205	10,979,219	2,569,188	23%
Amortization	43,023	224,000	27,940	12%
Total Expenses	2,262,228	11,203,219	2,597,129	23%

Staff salaries and benefits costs are tracking exactly as planned.

Office Operations costs are slightly below benchmark due primarily to a lack of communications spending in the first quarter of the year, whereby planned spending is geared more heavily towards the latter portion of the year.

Council and trustee costs are tracking as planned.

Programs costs are less than the benchmark due primarily to project costs planned for later in the fiscal year, and in some instances projects not advancing as planned.

Total Legal expenses for general, bylaw, litigation, and statutory notices are at 50% of budget spent to the end of the first quarter, 25% above benchmark, due primarily to increase legal costs incurred for bylaw enforcement and litigation.

Traveling/training and recruitment costs are tracking as expected

Amortization expense is tracking as expected.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.
FINANCIAL: None. Expenditures to June 30, 2024 are within the overall Islands Trust annual approved budget.
POLICY: None.
IMPLEMENTATION/COMMUNICATIONS: None. Managing staff will continue to receive financial reporting on their respective areas of oversight throughout the year.
FIRST NATIONS: None.
OTHER: None.

4 RELEVANT POLICY(S):

Islands Trust Policy 2.3.1 Council Committee System
Bylaw 193 Islands Trust Financial Plan Bylaw, 2024-2025

5 ATTACHMENT(S):

June 30, 2024 Financial Report

RESPONSE OPTIONS

Recommendation:
That Financial Planning Committee forward the June 30, 2024 Financial Report to Trust Council for approval.

Alternative: None.

Prepared By: Finance Officer
Reviewed By: Director, Administrative Services

BRIEFING

To: Financial Planning Committee **For the Meeting of:** August 28, 2024

From: Administrative Services - Finance **Date prepared:** August 23, 2024

SUBJECT: **2025/26 DRAFT BUDGET ASSUMPTIONS, PRINCIPLES & TIMELINES**

PURPOSE:
To discuss and develop the assumptions, principles upon which the next fiscal year's budget will be based. The assumptions and principles provide the underlying basis for developing many of the individual revenue and expense budget lines.

BACKGROUND:
Trust Council's Policy 6.3.1 Budget Process Policy, section C.2.d states that "*Budget Principles and Assumptions shall be addressed in December of each year".*

Initial review and approval of the Budget Assumptions, Principles and Guidelines (BAPG) by Trust Council takes place in September each year. These guiding statements of Trust Council will inform Financial Planning Committee's development of the first draft of the next fiscal year budget, in conjunction with other guiding documents such as the strategic plan, the reconciliation plan, communications strategies, etc.

In some cases the assumptions and principles are well-defined and unlikely to change during the budget development process. Other assumptions and principles are less certain at this point, and will likely be amended during the budget development process.

ATTACHMENT(S):
1. 2025/26 Draft Budget Assumptions, Principles, Guidelines (BAP)
2. 2025/26 Approved Budget Timelines

FOLLOW-UP:
The BAPG will be updated and amended as new and better information becomes available. The revised document will be presented to Trust Council in January 2025 after review by Financial Planning Committee.

Prepared By: Director, Administrative Services

Reviewed By:

ISLANDS TRUST

2024/25 Draft Budget Assumptions, **Principles**, Guidelines

August 2024

Draft Budget Development Process:

During the budget cycle, each line of the detailed draft budget is reviewed by the responsible Director or manager, giving consideration to previous years' spending and future work programs and services (including Trust Council's Strategic Plan initiatives). Planning staff review planning project needs with Local Trust Committees and identify top priorities and senior staff review project recommendations with Trust Council's committees and Executive Committee. The Islands Trust Conservancy Board requests budget funding levels appropriate to support the goals in its Regional Conservation Plan and other fiscal initiatives. Directors review their respective Committee work programs, policy requirements and operational needs to ensure activities are appropriately funded. The finance team compiles the detailed budget for the year. The draft budget detail is reviewed by the Islands Trust management team prior to being submitted to the Financial Planning Committee for review and consideration. A first draft of the budget is forwarded to Trust Council in December of each year, or in the case of election years, the following January.

REVENUES			
	ITEM	**ASSUMPTION/PRINCIPLE/GUIDELINE**	**DATA SOURCE(S)**
1	**Fees and Sales**	Budgeted fees revenue for year will be based on the following: - Estimated application volumes, by type and by LTA, based on historical volume trends. - Estimated application fees by type and by LTA, as determined by LTC fees bylaws. - New accounting standards will likely reduce planned application fees received that are recognised as revenue in the year. Staff will estimate ratios of fees received versus recognised in fiscal 2024 and early fiscal 2025 to inform this budget line.	Historical application volume levels seen in non-pandemic-impacted fiscal years. Approved LTC Fees Bylaws. Historical ratios of fees received to earned.
2	**Provincial Grant Funding - Unrestricted**	Unrestricted grants are given without restrictions dictating how the funds must be spent. The Provincial grant funds received by Islands Trust annually are unrestricted. These grants are recorded as revenue when they are received. Assumed that unrestricted grant funding from the Province will be received, and that the value will remain consistent with prior years. Although there is a Trust Council resolution to request more funds from the Province, no work has progressed on this task and progress is unlikely in the short term. As such, no increase in funds is anticipated at this time.	Prior year funding levels.

REVENUES			
	ITEM	**ASSUMPTION/PRINCIPLE/GUIDELINE**	**DATA SOURCE(S)**
3	**Provincial Grant Funding – Restricted**	Restricted grants have restrictions dictating how the grant funds must be spent by the receiver. These grants are recorded as revenue only when eligible expenses have been incurred. • First Nations Engagement: IT has been awarded a $150,000 grant to support First Nations Engagement in the Trust Area. Of this amount, $26,000 is expected to be spent and recognised as revenue next fiscal year. The planned spending in the fiscal year will be reflected as revenue in the draft budget, along with the related expenses the grant will pay for.	Grant approval from the Province of BC. Other grants as approved in the budget cycle.
4	**Federal Grant Funding – Restricted**	Restricted grants have restrictions dictating how the grant funds must be spent by the receiver. These grants are recorded as revenue only when eligible expenses have been incurred: • ITC Species at Risk: ITC has been awarded a multi-year grant for work related to Species at Risk in the Trust Area. The grant amount for next fiscal year is $220,000. • IT Registered Professional Biologist: IT has been awarded a grant to fund a temporary staff position, which was approved by Trust Council in 2024. These amounts are recognised as revenue in the draft budget, along with the related expenses the grant will pay for. Related expenses are included in their appropriate area of spending and are not shown separately as their own line item.	Signed grant agreement between ITCB and Environment and Climate Change Canada. Signed grant agreement between IT and Environment and Climate Change Canada.
5	**Property Taxes - General**	Assumed property tax revenue will be required to balance the Islands Trust budget. Assumed the full balance requisitioned will be received by Islands Trust under normal timelines. <u>Example guideline from Saanich:</u> *Council will consider budget reduction scenarios of 1% and 2% of the proposed tax increase.* <u>Example guideline from City of Cambridge:</u> *THAT staff be directed to present options to reduce the tax levy impact for the Budget.* <u>Example guideline from Port Moody:</u> *Budget guideline mandates X% total tax shift (or lower).*	Draft budget expenditures less amortization expense, less other revenue sources.

REVENUES			
	ITEM	**ASSUMPTION/PRINCIPLE/GUIDELINE**	**DATA SOURCE(S)**
6	**Property Taxes - Non-Market Change (NMC) in Tax Base**	The property tax base within the Islands Trust Area will grow due to new development activity and changes in use. Assumed that jurisdictions 763 and 764 remain an appropriate representation of the NMC within the total Trust Area.	Draft 1, Version 1 of the budget retains the previous budget's NMC values. BC Assessment report provided in December each year indicates non-market growth for the Trust Area and is updated in the draft budget at that time.
7	**Property Taxes – Special Requisitions**	Assumed LTC's will request by way of resolution, a special levy for specific local services as they deem necessary.	Trust Council Policy 6.3.2 Special Property Tax Requisitions
8	**Property Taxes – Bowen Island Municipality**	Assumed relevant policy regarding this requisition will remain unchanged.	Trust Council Policy 7.2.6 Municipal Tax Requisition Calculation
9	**Investment Income**	Assumed interest income will drop slightly in line with anticipated interest rate reductions. Assumed Islands Trust will continue to invest in conservative investments in line with legislation. Assumed sustainable investment vehicles will be secured for a portion of invested funds to align with Trust values.	Islands Trust Act, Community Charter, current interest rate trends and investment advisor information.
10	**Other Grant Funding**	Islands Trust will continue to monitor grant opportunities available for corporate work, but does not expect significant new inflows of revenue from this source. Any budgeted revenue from grant funds for projects will be offset by a budgeted expense for the same amount, to ensure appropriate conservatism in the budget.	Current grant programs available to Islands Trust and historical inflows of grant funding, adjusted for change in staff hours dedicated to the grants function in light of job description revamp associated with this position.

EXPENSES			
	ITEM	**ASSUMPTION/PRINCIPLE/GUIDELINE**	**DATA SOURCE**
11	**Inflation**	The cost of goods and services will rise in line with inflation. Application of this assumption is not applied in a direct manner whereby all expenses are increased by a percentage. Rather, where real spending trends are analysed for purposes of generating a budget figure, historical averages are most frequently rounded upwards, with special considerations given to expenditure types experiencing higher than typical increases, including standard rates for contractors where work is most often completed by external parties (i.e.: strategic plan projects).	Consumer Price Index (CPI) for Victoria, as reported for the month of December by BC Statistics (based on Statistics Canada data), to assess if current inflation accommodations are appropriate. Draft 1, Version 1 of the budget will include CPI rates available as at the date of this budget draft, with final update happening in December.
12	**Staffing Levels**	Assumed Island Trust management will bring forward funding requests for additional staff positions as needed, or revised staffing complements that result in budget increases. Assumed requested for any new staff positions will be presented via business case to FPC/TC. Decreased staffing levels may result in a reduced level of services, functions, or quality of work. New functions or services may require either additional staffing or the deletion of some existing functions or service levels. <u>Example Guidelines from the District of Saanich:</u> • *Council will consider resourcing needs for the long term staffing plan;* • *Council will consider resourcing needs to continue implementation of the Climate Action Plan;*	Current staffing levels, plus potential forthcoming new staff requests, including the following: - Executive Committee has expressed support for adding resources that would enhance service delivery in the areas of TC and LTC advocacy and coordination, and agreement monitoring and development. Such a staff resource could also support things such as policy research and development, legislative monitoring, indicator reporting. EC will discuss this as part of their budget requests. Trust Council direction.

EXPENSES			
	ITEM	**ASSUMPTION/PRINCIPLE/GUIDELINE**	**DATA SOURCE**
13	**Staffing Salaries and Benefits**	Assumed that staff will continue to be appointed subject to the *Public Services Act* and the *Public Service Labour Relations Act*, in accordance with the *Islands Trust Act*. Assumed costs for staff salaries and benefits will rise in accordance with relevant legislation and union agreements. Example Guidelines from the District of Saanich: • *Existing personnel costs will be calculated using known bargaining rates (or estimates prepared by Finance is not known).* • *Funding for salary and benefits costs arising from job descriptions changes must be provided within existing budgets.*	*Public Service Labour Relations Act* (all staff). *Public Service Act* and PSA Policy on salary administration for management employees (exempt staff). BCGEU union agreement (union staff). Public Service Agency (benefits costs/rate, all staff) – based on prior year benefit rate in the absence of information from PSA whose timing is delayed due to provincial budget delays. Trust Council direction.
14	**Trustee Remuneration**	Assumed that no changes will be made to the guiding policy for Trustee Remuneration. Assumed that the number of meetings requiring payment to trustees for Trust Council Committees (FPC, TPC, RPC, GC) will remain similar to prior year figures.	TC Policy 7.2.1 Trustee Remuneration. (census information 2021) stats Canada CPI information, Folio information from BC Assessment)
15	**Office Facilities**	Assumed that office locations for staff will remain in Victoria, on Salt Spring Island and on Gabriola Island. Islands Trust has signed office leases for these spaces which will guide budget amounts for the next fiscal year. Assumption that the SSI office will be relocated by fiscal year end with no lingering cost requirements related to this move. Discussion regarding current leased space on Galiano will take place with Galiano trustees to determine if retaining the office space is of value.	TC Policy 7.4.4 On-Island Trustee Offices. Existing multi-year office leases.

<table>
<tr><th colspan="4">EXPENSES</th></tr>
<tr><th></th><th>ITEM</th><th>ASSUMPTION/PRINCIPLE/GUIDELINE</th><th>DATA SOURCE</th></tr>
<tr><td>16</td><td>Planning Services</td><td>Assumed that Islands Trust Council will continue to provide sufficient funding for LTCs to carry out their primary function of land-use planning and regulatory activities within their local trust area, as permitted by the Islands Trust Act.

OCP and LTC project budgets are distributed between LTCs as they seek funding for various projects. Smaller projects with estimated costs less than $5,000 continue to be funded by the lump sum budget for LTC project work, which LTCs can draw from throughout the year.

The following principles will guide decisions on LTC projects in the budget cycle:
OCP and LTC projects with estimated costs greater than $5,000 will require a funding request from the LTC, for consideration by Trust Council.
Similar projects (e.g., OCPs) will be consolidated for efficiencies where feasible.
Proposed projects will not be funded unless there are sufficient staff resources to implement them.</td><td>Local Planning Services Review 2018

Trust Council Strategic Plan 2024-2028 (in draft, to be approved by Trust Council in September)

TC Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees</td></tr>
<tr><td>17</td><td>Planner Resource Allocation</td><td>Assume planner resource allocation will be allocated in accordance with Trust Council policy 6.2.1 (Priority Setting/Review Guidelines) and Trust Council 6.7.1 (Work Program, FUAL, and Priorities Report)</td><td>LPS Review 2018

TC's Strategic Plan 2018-2022 Implementation

TC Policy 6.2.1 Priority Setting/Review Guidelines and TC Policy 6.7.1 Work Program, Follow-up Action List and Priorities Report</td></tr>
<tr><td>18</td><td>Strategic Plan Projects</td><td>It is assumed projects underway that were endorsed at June 2023 TC, as part of the current strategic plan will be seen through to completion, potentially requiring funding next fiscal year.

It is assumed Trust Council will adequately resource any work that is approved and prioritised in its 2024-2028 strategic plan.

<u>Example Guideline from the District of Saanich:</u>
Council will consider any outstanding resourcing needs for strategic initiatives from the 2019-2023 Strategic Plan;

<u>Example Guideline from the City of Cambridge:</u>
THAT staff be directed to prepare the Operating Budget in alignment with the City's Council-approved Strategic Plan.</td><td>Trust Council Strategic Plan 2024-2028 (in draft, to be approved by Trust Council in September)

Trust Council direction.</td></tr>
</table>

EXPENSES			
	ITEM	**ASSUMPTION/PRINCIPLE/GUIDELINE**	**DATA SOURCE**
19	**Elections**	No Election in the year.	
20	**First Nations Reconciliation**	The principle of reconciliation should be embraced across all levels of work at Islands Trust. To facilitate this in the budget cycle, all business cases will include consideration of First Nation engagement needs and opportunities to advance reconciliation. <u>Adapted example guideline from Saanich:</u> *Council will consider resourcing needs to [update and] implement the [Reconciliation] Action Plan.*	Business cases submitted during the budget cycle. Trust Council direction.
21	**Community Communications and Engagement**	The principle of communication with community and public engagement are important to Islands Trust, as such all business cases will include consideration of public engagement and communication needs. <u>Adapted example guideline from Saanich:</u> *Council will consider resourcing needs to implement the [Communications and Engagement Strategy].*	Business cases submitted during the budget cycle. Trust Council direction.
22	**Department Budget Submissions**	Department budgets are prepared by Directors each budget cycle that incorporate funds needed for operations and regular programming (such as stewardship education and secretariat functions). These budget form a significant portion of the draft budget each year. Trust Council may wish to apply guidelines to the drafting of these budget submissions, as occurs in some other jurisdictions. <u>Example departmental guidelines from the District of Saanich:</u> • *Preliminary departmental net budget totals will be limited to a X% increase over the previous year adopted net budget totals, exclusive of existing personnel costs, phased in funding for positions approved by Council in the prior year, core capital increases, and non-discretionary increases;* • *Resource requests for additional operating budgets (including one time projects) and new tax-funded personnel will only be considered where critical capacity issues can be clearly demonstrated or where upfront investment will result in longer term savings as outlined in a business case*	Trust Council direction.
23	**Significant Unusual Circumstances**	Assumed significant unusual circumstances identified in the budget development cycle will be addressed as required.	None identified.

SURPLUS			
	ITEM	**ASSUMPTION/PRINCIPLE/GUIDELINE**	**DATA SOURCE**
24	**General Surplus**	Assumed that general surplus will be used to reduce tax burden leaving the general revenue surplus at the minimum level under Trust Council Policy.	*TC policy 6.5.1 Reserves and Surplus*, section D.6, amended, recommends a minimum level of General Revenue Surplus as "*2.4 months (or 20%) of expenses net of 2.4 months of revenue, excluding revenue from property taxes or the provincial grant*".
25	**LTC-Specific Reserve Fund**	Assumed Trust Council will continue to make use of the LTC-Specific Reserve Fund.	Estimate from Direct, Planning Services based on known and anticipated projects.
26	**Special Property Tax (SSIWPA) Surplus Fund**	Unknown at this time if the SSI LTC unspent special property tax balance will be requested for spending next fiscal.	LTC resolution, if requested, & Trust Council approval.

ISLANDS TRUST
BUDGET CYCLE TIMELINE
Fiscal Year: 2025/26

Date	Activity
May - June 2024	Council Committees and LTCs begin discussions of upcoming fiscal year priorities and work program planning with staff and give direction to staff for business case development.
May 29, 2024	**Financial Planning Committee meeting**
	Budget Cycle Timeline: FPC reviews and discusses (potentially approves) the budget cycle timelines.
June 18-20, 2024	**Trust Council meeting**
	Trust Council finalises its Strategic Plan, which will guide work plans for corporate bodies and staff, and funding prioritization and decision-making in the draft budget.
July-Aug, 2024	LTCs (+ SSIWPA), and Council Committees continue discussion of upcoming fiscal year priorities and work programs with planning staff, including LTC project proposals for consideration as 'additional operations' (ie: potential special requisitions)
August 28, 2024	**Financial Planning Committee meeting**
	Budget Cycle Timeline: FPC reviews and approves the Budget cycle timeline, if not approved in May. **BAP:** FPC reviews first draft of Budget Assumptions and Principles (BAP) **Public Consultation**: FPC discussion of planned changes/improvements to the budget Public Consultation process.
1st week of Sept 2024	**Departmental budget templates deployed:** Budget documents distributed to all Managers for development of departmental budgets. **Budget Requests Development:** Managers develop and review budget requests with staff for input and feedback into the budget process.
Sept 24-26, 2024	**Trust Council meeting**
	BAP: Trust Council reviews and approves the BAP. **Guidelines:** Trust Council sets budget guidelines for the upcoming budget cycle.
Oct 16, 2024	**Financial Planning Committee meeting**
	BAP & Budget Guidelines: FPC reviews updated BAP and TC-directed Budget Guidelines. **Budget Draft 1, V1:** FPC reviews and discusses Draft 1, Version 1 of the budget. **Budget Requests**: FPC reviews business cases for budget funding requests and makes recommendations to staff on which requests to include/remove from the draft budget.
Oct 17 - Nov 1, 2024	**Budget Draft 1, V2**: Staff make revisions to budget draft as directed by FPC. Continued research and planning to improve estimates for proposed operational changes. **LTC Project Specific Reserve Fund:** Planning staff develop budget proposals on behalf of LTCs for estimates of LTC Specific Reserve Fund requirements. **Special Tax Requisitions**: Preparation for potential local tax requisitions for individual LTCs (see policy 6.3.ii Special Property Tax Requisition).

BUDGET CYCLE TIMELINE CONTINUED

Date	Activity
Nov 13, 2024	**Financial Planning Committee meeting**
	BAP: FPC reviews updated BAP to be forwarded to December Trust Council.
	Guidelines: FPC identifies areas of pressure in meeting budget guidelines and reports back to TC.
	Budget Requests: FPC reviews amended and new budget request business cases to be forwarded to Trust Council in December.
	Budget Draft 1, V2: FPC reviews Draft 1, Version 2 of the budget to be forwarded to Trust Council in December.
	LTC + ITCB requests: FPC reviews any specific requests coming from LTCs and ITCB as part of the budget draft review.
Dec 3-5, 2024	**Trust Council meeting**
	BAP: Trust Council endorses any changes to the Budget Assumptions and Principles.
	Budget Draft 1, V2: Trust Council discusses and debates draft budget, and provides direction for changes as determined necessary.
	Guidelines: TC reviews feedback from FPC on pressure points meeting budget guidelines, amends guidelines as desired.
	Public Consultation: Trust Council endorses draft budget (as amended, if needed) for public consultation, and approves the Budget consultation process.
January 2025	**Financial Planning Committee meeting** *(assumed)*
	Budget Draft 2, V1: FPC reviews and discusses Draft 2, V1 of the budget which will be amended to reflect Trust Council's directions, as well as refined operational budgets to adjust for new and updated data.
	Other Agency Consultation: Consultation with Bowen Island Municipality and Trust Conservancy Board continue.
	Public Consultation on draft budget is conducted.
	Special Tax Requisitions: LTCs seeking funding for "additional operations" from a special tax requisition pass a resolution to do so.
February 2025	**Financial Planning Committee meeting** *(assumed)*
	Special Tax Requisitions: LTCs proposing a special tax requisition hold public consultation meetings.
	Public Consultation Review: FPC reviews results and feedback from the budget public consultation, and makes recommendations to budget changes from these results, as needed.
	Special Tax Requisitions: FPC makes recommendations to TC on special requisitions.
	Budget Draft 2, V2: FPC reviews Draft 2, Version 2 of the budget to be forwarded to Trust Council for their March meeting
March 2025	**Trust Council** *(assumed)*
	Budget Approval: Trust Council approves the Budget including amounts for the LTA Property Tax Requisition, Bowen Municipality Tax Levy and LTC special tax requisitions.
	Bylaw Approvals: Trust Council approves Financial Plan bylaw and Revenue Anticipation bylaw.
	Minister's Package: Staff prepare a report on the budget for the Minister, and submit this report along with the approved financial bylaws for consideration by the Minister.
	Communications: Approved budget information is posted to the Islands Trust website and a news release rolled out.

REQUEST FOR DECISION

To:	Financial Planning Committee	**For the Meeting of:**	August 28, 2024
From:	Trust Area Services	**Date Prepared:**	August 23, 2024

SUBJECT: **2025/26 Budget Public Engagement Process**

RECOMMENDATION: That Financial Planning Committee approve the 2025/26 Budget Public Engagement project charter dated August 28, 2024.

DIRECTOR, TRUST AREA SERVICES COMMENTS: Engagement on the Islands Trust Council's proposed budget offers an opportunity to hear from the public about their priorities and views on the Islands Trust proposed spending and the activities that are proposed to be funded. The proposed project charter is consistent with how Financial Planning Committee promoted and delivered public engagement on the proposed budget 2019-2022.

PURPOSE: To seek endorsement from Financial Planning Committee for the public engagement program for the 2025/26 budget.

BACKGROUND: The Financial Planning Committee has responsibility to co-ordinate an effective annual budget process, which includes designing the process for public input. The process is guided by Trust Council's Budget Process Policy (6.3.1) which states "a process for public input into the annual budget will be provided each year, as determined by the Financial Planning Committee". The extent to which Trust Council has made amendments to the proposed budget in response to public feedback has varied over the years.

Islands Trust first began a deliberative program to seek public input on a draft budget in 2007. Beginning in 2019, Islands Trust introduced a new style of budget survey (2022/23 survey attached), which provided more detailed background information on the Trust's areas of activities and more clearly linked policy ideas to the budget than has been done in the past. Each year, Financial Planning Committee would review, amend, and approve the survey content. Generally, respondents would spend about 10 minutes completing the survey, with a survey completion rate of about 65% (which is generally considered to be a good/high completion rate).

In 2020, the Trust introduced Facebook posts to promote the survey which resulted in a significant increase in responses.

In January 2022, the Trust held the first webinar about the budget process, to provide information and answers for members of the public who were planning to submit feedback.

On January 18 2023, the Financial Planning Committee passed the following motion:

That Financial Planning Committee does not initiate a budget public consultation survey for the 2023/24 draft budget.

On August 30, 2023, the Financial Planning Committee passed the following motion:

That Financial Planning Committee recommend that they not proceed with public engagement with the 2024/25 budget.

In 2023 and 2024, as directed by policy, the Salt Spring Island Local Trust Committee undertook public engagement on the proposed special tax requisition to support the Salt Spring Island Watershed Protection Alliance (SSWIPA).

Results of recent year engagement on the Islands Trust draft budget are as follows:

Budget Year Consulted On	Survey Responses	E-mail Responses
2023/24, 2024/25	N/A	N/A
2022/23	1256	30
2021/22	941	12
2020/21	745	6
2019/20	178	37
2018/19	78	7

Past Engagement Promotion:

Generally to promote the opportunity to comment on the proposed budget Islands Trust will:

- issue a news release
- send one subscriber message
- purchase ads in three newspapers (Bowen Island Undercurrent, Gabriola Sounder and Denman-Hornby Grapevine), and in monthly publications (Saturna Scribbler, Our Isle and Times, Mayneliner, Pender Post, Denman Flagstone)
- e-mail non-profit and other island organizations to encourage them to advise their members of the survey opportunity
- promote on social media – generally three tweets and three Facebook posts spaced out over 12 days

In 2024, Islands Trust staff received, for the first time, a breakdown of the cost of a tax increase to an average taxpayer. Staff recommend that in communications about the proposed 2025/26 budget the following information be shared with the public to provide “What does it mean to me” context for any proposed increases/decreases in the proposed budget. Staff understand it will not be possible to get estimates of impacts of different 2025/26 budget scenarios in time for the budget engagement period.

In 2024, the 6.33% increase to the rural property tax levy for the Islands Trust budget had the following implications:

Islands Trust Area Levy: Tax per Average Residential Property		
	2023	**2024**
Average residential property value	$861,316	$838,097
Increase on average property	$10.37	$23.53
Tax on average property	$376.37	$399.90

In summary, for 2024, the average residential home value in the Islands Trust area was $838,097 and the portion of their tax bill directly attributed to Islands Trust rural area levy was $399.90, an increase of $23.53.

The 13.08% increase ($45,271) in the property tax levy by Bowen Island, resulted in $391,260 being raised from Bowen Island contributions in 2024.

Bowen Island Levy: Tax per Average Residential Property		
	2023	**2024**
Average residential property value	$1,534,135	$1,497,168
Increase on average property	$9.30	$18.62
Tax on average property	$146.61	$165.23

1 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This project will be a Trust Area Services priority for September 2024-March 2025 and will require support from the CAO and Directors of Administrative Services and Planning Services to respond to questions received by the public. This initiative will reduce capacity for other communications initiatives that may emerge during this time.

FINANCIAL: The public engagement program is expected to cost $5,000 for advertising costs and webinar honorarium. There is funding available for this annual program in the Trust Area Services communication budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Trust Area Services staff will draft the public engagement materials for the proposed 2025/26 budget based on recommendations from communications and finance staff, as well as input and direction from Financial Planning Committee at its August 28, 2024 meeting. These draft materials will be presented to Financial Planning Committee on October 16, 2024 for consideration.

Staff will add final dates to the project charter once meeting dates for 2025 have been set.

Once Trust Council has reviewed the draft budget in December 2024, staff will provide revised materials to FPC in January 2025 for additional review as required.

Staff will generate public awareness about the public engagement through print and Facebook advertising, subscriber notices, and a news release. Trustees will be encouraged to share budget engagement social media posts to their personal social media accounts and to community social media bulletin boards and forums in their communities. The online survey will be open for two and a half weeks with a clearly defined deadline. The deadline will be the same for those who wish to respond to the dedicated email address. All communications will adhere to Freedom of Information and Protection of Privacy (FOIPP) legislation and all public facing documents will make mention of this.

All submissions through the survey or via email will be monitored as will any interactions regarding the budget engagement on the Islands Trust X, Instagram, and Facebook accounts. Any questions received through this process that are not relevant to the budget process but can be addressed by other staff, will be forwarded.

After the deadline, staff will compile all public input along with the basic analysis for Financial Planning Committee and Trust Council's review. Staff will also prepare a briefing that highlights any overarching themes from respondents.

FIRST NATIONS: As part of ongoing routine engagement, staff encourage First Nations to advise Trust Council and trustees of their views and priorities which can inform trustee decisions about budgets. Through the budget engagement process, Indigenous People will be able to share their views. The survey typically asks respondents to indicate if they are a member of a First Nation whose territory encompasses the Islands Trust Area and if they are Indigenous, First Nation, Metis, or Inuit.

OTHER: None.

2 RELEVANT POLICIES:

- Council Committee System and Terms of Reference (2.3.1)
- Budget Process Policy (6.3.1)
- Islands Trust Policy Statement Guiding Principles:
  - Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard.
  - Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

3 ATTACHMENTS:

1. Budget cycle graphic (highlighting public engagement tasks)
2. Draft 2025/26 Budget Public Engagement Project Charter
3. 2022/23 budget engagement survey

RESPONSE OPTIONS

That Financial Planning Committee approve the 2025/26 Budget Public Engagement project charter dated August 28th, 2024.

Alternatives:

1) Approve the 2025/26 Budget Public Engagement project charter dated August 28, 2024 as amended.
2) Request that staff develop a revised project charter with different activities/budget
3) Do not proceed with public engagement on the proposed 2025/26 budget.

4) Recommend that Trust Council amend policies/language in the Budget Process Policy that relate to seeking public input.

Prepared By: Clare Frater, Director, Trust Area Services, August 23, 2024

Reviewed By/Date:

BUDGET CYCLE

JULY & AUGUST

- Council Committees, LTCs, + Conservancy review priorities for next year; staff prepare business cases for funding requests.
- Financial Planning Committee (FPC) reviews Budget Assumptions & Principles Guidelines (BAPG); FPC forwards to TC for review.

SEPTEMBER

- TC reviews & approves BAPG.
- Staff submit business cases for new requests & review department budgets.
- First draft of the budget developed.

OCTOBER

- FPC reviews Budget Draft 1 (V1) business cases; proposes changes.
- FPC reviews budget engagement project charter & supporting documents.

NOVEMBER

- FPC reviews final engagement docs & Budget Draft 1 (V2), updates BAPG; forwards to TC for review.

DECEMBER

- TC reviews and amends Budget Draft 1 (Final) & BAPG;

JANUARY

- FPC reviews revised budget engagement survey.
- FPC reviews Budget Draft 2 (V1); proposes changes.
- Communication with Bowen Island Municipality re: municipal tax requisition.
- Launch budget consultation engagement process.

FEBRUARY

- FPC review of public feedback & incorporates desired budget changes.
- FPC reviews Budget Draft 2 (V2) and BAPG; forwards to TC for approval
- LTCs proposing Special Tax Requisitions hold public engagement meetings.

MARCH

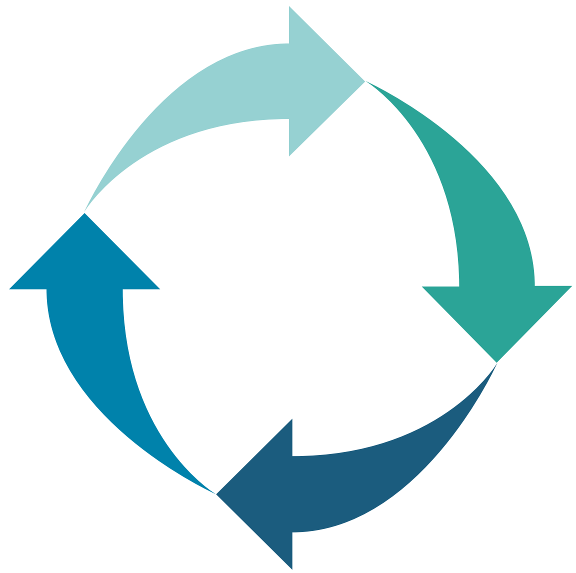
- TC reviews public feedback,Budget Draft (Final) ,and approves Financial Plan Bylaw
- Staff forward Financial Plan Bylaw to Minister for approval.
- Budget posted to website.

APRIL

- Implementation of approved budget.

MAY

- Council committees review priorities & request business cases to be drafted.



2025/26 Budget — Public Engagement Project Charter

Purpose

Develop a public engagement process for the 2025/26 draft budget that solicits budget feedback and educates the pubic about Islands Trust using interesting visuals, and a plain language survey.

Background

The Financial Planning Committee is responsible for the annual coordination of an effective budget process, which includes public engagement. This year, public engagement will be done through a survey, which will be promoted through social media, subscriber notifications, a webinar, newspapers, and partner organizations such as conservancies, homeowner associations, and service clubs such as chambers of commerce. The survey will include hyperlinks to relevant information, and budget charts and graphs. There will also be an information webinar prior to the launch of the survey.

Objectives

- Create engagement materials that are informative.
- Provide engagement opportunities that solicit public input on community priorities and service levels.
- Increase or maintain the number of people participating in the survey.
- Educate the public about the IT mandate
- Enhance accessibility by allowing people to participate in the survey online, by phone, or by mail

In Scope

- Review previous experiences
- Develop engagement materials
- Develop and implement a communications plan and associated collateral such as news releases, advertising, subscriber notices, social media posts, and accompanying graphics and text
- Survey
- Respond to questions that arise during the engagement
- Information webinar with moderated Q/A session

Out of Scope

- Town halls in each local trust area/Bowen

Work plan Overview

Deliverable/Milestone	Date
Create engagement and advertising/marketing materials	September 1st —September 30, 2024
FPC reviews draft communications plan and some draft engagement materials	October 16, 2024
FPC reviews updated draft engagement materials	November 13, 2024
Trust Council considers and possibly amends draft budget	December 3-5, 2024
FPC reviews final draft engagement materials including changes to the survey that respond to any Dec changes or new information	January XX, 2025
Host webinar	January XX, 2025
Launch 2025/26 budget engagement (after amending materials if requested by FPC)	January XX, 2025
Close 2025/26 budget engagement process	February XX, 2025
Engagement input to FPC for consideration/forwarding to Trust Council	February XX, 2025
Trust Council reviews input and adopts 2025/26 budget	March XX—XX, 2025
Issue news release about 2025/26 adopted budget and update website	Friday or Monday after March Trust Council mtg, 2025

Project Team

Director, Trust Areas Services	Project Manager
Communications Specialist and Program Coordinator	Engagement content development, communications planning and implementation
Director, Administrative Services	Review content and liaison with FPC

Approved by:

Clare Frater, DTAS

Date: August 19, 2024

Endorsement: FPC

Date:

Budget

Budget Source: Communications budget

Item	Cost
Graphic design and advertising	$4,750
Webinar honoraria	$ 250
TOTAL	$5,000

Islands Trust 2022/23 Budget Survey

We Need Your Input!

Thank you for taking the time to complete our Budget 2022/23 survey. We value your input. Before you start, there are some things you need to know:

All correspondence and survey results on the draft budget are shared with Islands Trust's Financial Planning Committee. Financial Planning Committee considers public input when developing their budget recommendations to Islands Trust Council. Trust Council will also see all correspondence and survey results. If you would like to learn more about Islands Trust and its activities and accomplishments to date, consider reviewing our Annual Reports. Please be advised that the proposed budget numbers are draft only, and are subject to change before final approval by Trust Council at its next quarterly meeting from March 8–10, 2022.

Budget Webinar:
January 27, 2022 @ 7:00 p.m.
Before you complete the survey you may wish to attend the webinar to hear an overview and ask questions. Participants are encouraged to submit questions in advance to budget@islandstrust.bc.ca.
Please register in advance. The webinar will be recorded and will be available on our website after the event.
Please subscribe for Events and Education updates via our website to get webinar updates.

Survey Closes:
Sunday, February 6th, 11:59 p.m.

Survey logistics:
The estimated time to read and complete the survey is 10 minutes.
Questions with an * at the beginning require an answer.

Anonymous Survey and Personal Information:
When you complete the survey you are anonymous.

Survey results, and any other input we get about Budget 2022/23, may be shared publicly at Islands Trust meetings, on our website, through social media, or in our publications or documents.

Any personal information gathered through this survey is subject to the *Freedom of Information and Protection of Privacy Act*. Enquiries about the collection or use of information in this survey can be directed to the Islands Trust's Legislative Services Manager at 250.405.5188.

The Islands Trust will not collect, use, or disclose personal information using this SurveyMonkey survey. Please be aware, however, that IP addresses are collected by SurveyMonkey itself.

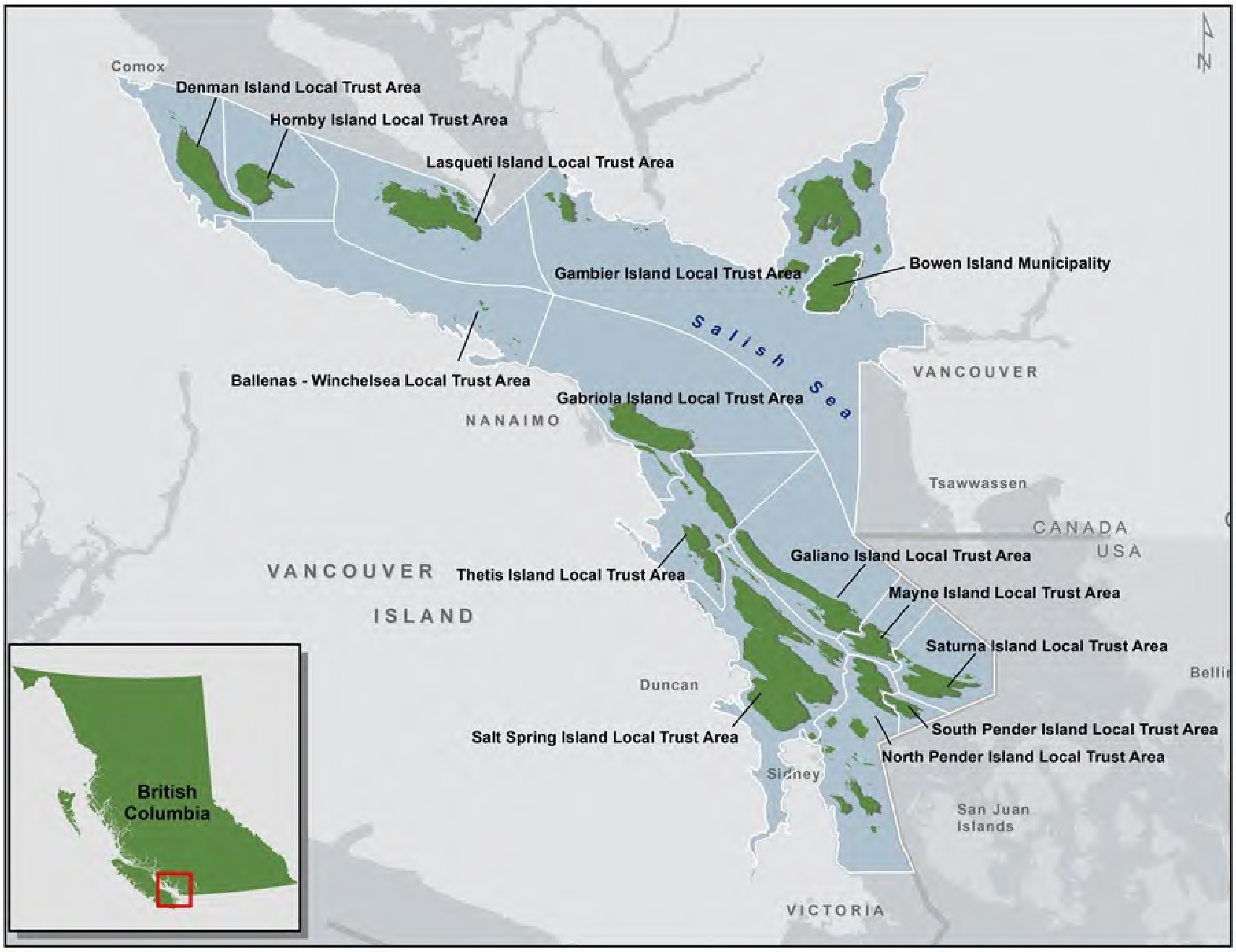
There can be only one survey response per computer. If you share a computer with someone who also wants to respond, please work together on your response, or email your comments to us at budget@islandstrust.bc.ca.

* 1. **Tell us about yourself**

The Islands Trust Area occupies almost 5200 square kilometres within the Salish Sea.

What is your connection to the islands? Check as many as apply:

- [ ] I am a member of a First Nation within the Islands Trust Area
- [ ] I am a part-time resident
- [ ] I am a full-time resident
- [ ] Other (Please explain):
- [ ] I live adjacent to the region (e.g. On Vancouver Island or mainland BC)
- [ ] I am a visitor
- [ ] I do not wish to answer


Comox
Denman Island Local Trust Area
Hornby Island Local Trust Area
Lasqueti Island Local Trust Area
Gambier Island Local Trust Area
Bowen Island Municipality
Salish Sea
Ballenas - Winchelsea Local Trust Area
Gabriola Island Local Trust Area
NANAIMO
VANCOUVER
Tsawwassen
CANADA
USA
VANCOUVER
ISLAND
Thetis Island Local Trust Area
Galiano Island Local Trust Area
Mayne Island Local Trust Area
Saturna Island Local Trust Area
Duncan
Salt Spring Island Local Trust Area
South Pender Island Local Trust Area
North Pender Island Local Trust Area
Sidney
San Juan
Islands
VICTORIA
British
Columbia

*** 2. The Islands Trust Area is made up of 13 local trust areas (LTA) and Bowen Island Municipality. Which one do you feel most connected with?**

- ◯ Ballenas-Winchelsea Island LTA
- ◯ Bowen Island Municipality
- ◯ Denman Island LTA
- ◯ Gabriola Island LTA
- ◯ Galiano Island LTA
- ◯ Gambier Island LTA
- ◯ Hornby Island LTA
- ◯ Lasqueti Island LTA
- ◯ Mayne Island LTA
- ◯ North Pender Island LTA
- ◯ Salt Spring Island LTA
- ◯ Saturna Island LTA
- ◯ South Pender Island LTA
- ◯ Thetis Island LTA
- ◯ The entire Islands Trust Area
- ◯ Other (please specify)

Islands Trust 2022/23 Budget Survey

Proposed 2022/23 Budget

Islands Trust works to preserve and protect over 450 islands in the Salish Sea and surrounding waters with First Nations, residents, property owners, and all British Columbians. Each year, the Islands Trust Council develops our budget in consultation with the people we serve.

In developing the proposed budget for 2022/23 ($9,283,000, excludes non-cash amortization), Islands Trust Council assumes that Islands Trust will maintain existing service levels and implement the 2018-2022 Strategic Plan. View a breakdown of the draft budget numbers here.

Islands Trust taxes are only a percentage of your total property tax bill. Please look at past annual property tax statements for the specific annual amounts.

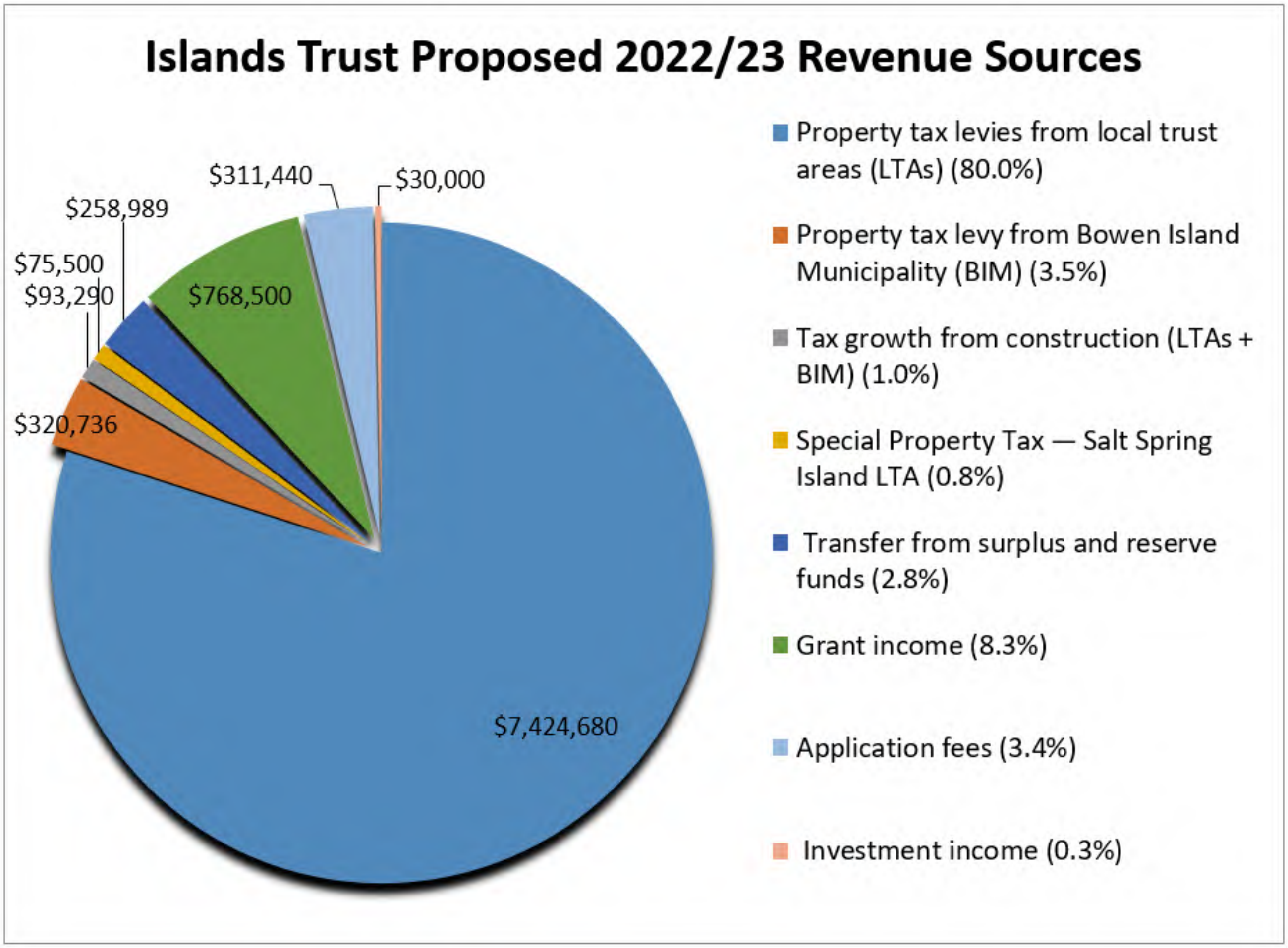
Please note that figures in this survey are rounded to the nearest thousand.

Revenue:

$7.4M property taxes:
- 6.1% increase ($435,000)
  - 4.88% increase to the existing local trust area tax base plus an additional 1.25% tax revenue expected from new construction and development in local trust areas

$324,000 Bowen Island Municipal tax levy:
- 4.0% increase ($12,497)
  - 3.07% increase is to be levied against the existing tax base plus an additional 0.95% tax levy expected from new development and construction in the Municipality

$769,000 in grants (increase of $197,500, 12%)
$311,000 in application fees (increase of $191,440, 160%)
$259,000 transfers from Island Trust surplus and reserve funds (reduction of $399,000, 61%)
$75,500 Salt Spring Island Local Trust Area special tax levy (no change)
$30,000 in investment and other income (reduction of $30,000, 50%)


Islands Trust Proposed 2022/23 Revenue Sources
$311,440
$30,000
$258,989
$75,500
$93,290
$768,500
$320,736
$7,424,680
Property tax levies from local trust areas (LTAs) (80.0%)
Property tax levy from Bowen Island Municipality (BIM) (3.5%)
Tax growth from construction (LTAs + BIM) (1.0%)
Special Property Tax — Salt Spring Island LTA (0.8%)
Transfer from surplus and reserve funds (2.8%)
Grant income (8.3%)
Application fees (3.4%)
Investment income (0.3%)

Expenditures:

Islands Trust preserves and protects the Trust Area through: environmentally sound land use planning, land protection through the Islands Trust Conservancy, and working locally and across agencies to collaborate, plan, and advocate on important matters in our jurisdiction. Actual historical spending trends help to inform the proposed budget.

Total value of the proposed 2022/23 budget is $9,283,000 which pays for operations, projects, and capital purchases (excludes non-cash amortization expense).

The proposed **operating** budget excluding non-cash amortization expense is $8,301,000, an increase of 4.1% ($337,000) from last year. This includes:

- $5,696,000 ($143,000 funded from grants) in staff salaries, benefits and training costs (increase of $132,000, 2%). This includes a proposed new part-time Conservancy fund development position ($52,000) to work with potential and existing donors and 2.0% staff wage increases per union agreements and the BC Public Service policies.
- $660,000 in office leases and associated costs and insurance (increase of $27,000, 4%)
- $605,000 in trustee remuneration and benefits (increase $15,000, 2%). Learn more.
- $265,000 for legal expenses (no change)
- $187,000 ($59,000 funded from grants) for Conservancy property management, conservation planning, land securement and ecosystem mapping (increase of $12,000, 9%)
- $192,000 in insurance expense (increase of $7,000, 4%)
- $141,000 in elections expenses
- $100,000 in technical support (increase of $12,000, 13%)
- $70,000 ($3,200 funded from grants) in communications costs (increase of $21,000, 42%)

The proposed **projects** budget is $912,000 ($375,000 funded from the grants), an increase of 3.4% ($30,000). There are $304,000 in proposed local trust committee projects, $235,000 in Strategic Plan projects, and $374,000 in proposed operational projects. These are listed lower in the survey.

The proposed **capital** budget is $71,000; (increase of $37,500, 113%), which includes:

- $ 15,000 to purchase computers for newly elected trustees (not returning trustees)
- $ 51,000 to replace end-of-life technology, and support hybrid public meetings

Annual percentage (%) change in property taxes (excludes Bowen Island Municipal levy[1]), approved budget expenditures, and actual expenditures since 2013/14.

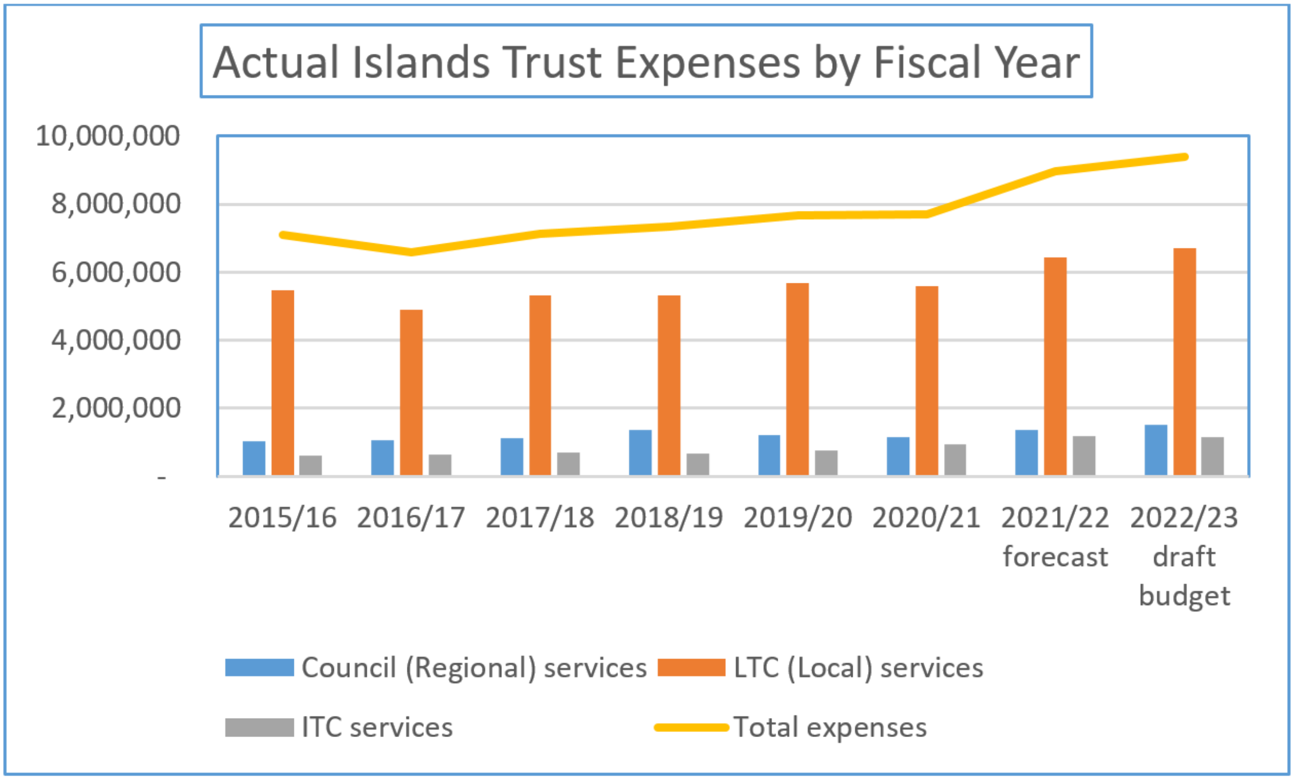
Fiscal Year (April 1 – March 31)	% Property Tax Change (excludes increase due to non-market factors)	Approved Operating & Projects Budget Expenditures[2] (excludes Capital)	Actual Expenditures[3]
2022/2023 (proposed)	4.88%	$9,401,010	NA
2021/2022	3.26%	$8,838,101	Year in Progress
2020/21	0%	$8,096,211	$7,707,867
2019/20	2%	$7,753,986	$7,672,619
2018/19	2%	$7,658,134	$7,339,845
2017/18	0%	$7,667,011	$7,131,865
2016/17	0%	$7,260,509	$6,588,536
2015/16	0%	$7,134,445	$7,092,373
2014/15	0%	$7,054,080	$6,835,277
2013/14	1.30%	$6,892,192	$6,500,914

Property taxes are only one source of Trust revenue. Other revenue sources (grants, application fees, investment income, surplus funds) are not reflected in this table. As such, a direct comparison of expenditure changes versus property tax changes over time cannot be made from this table alone. It serves only to highlight key pieces of information deemed likely to be of greatest interest to the average reader. For more information: Islands Trust Approved Budget History document.

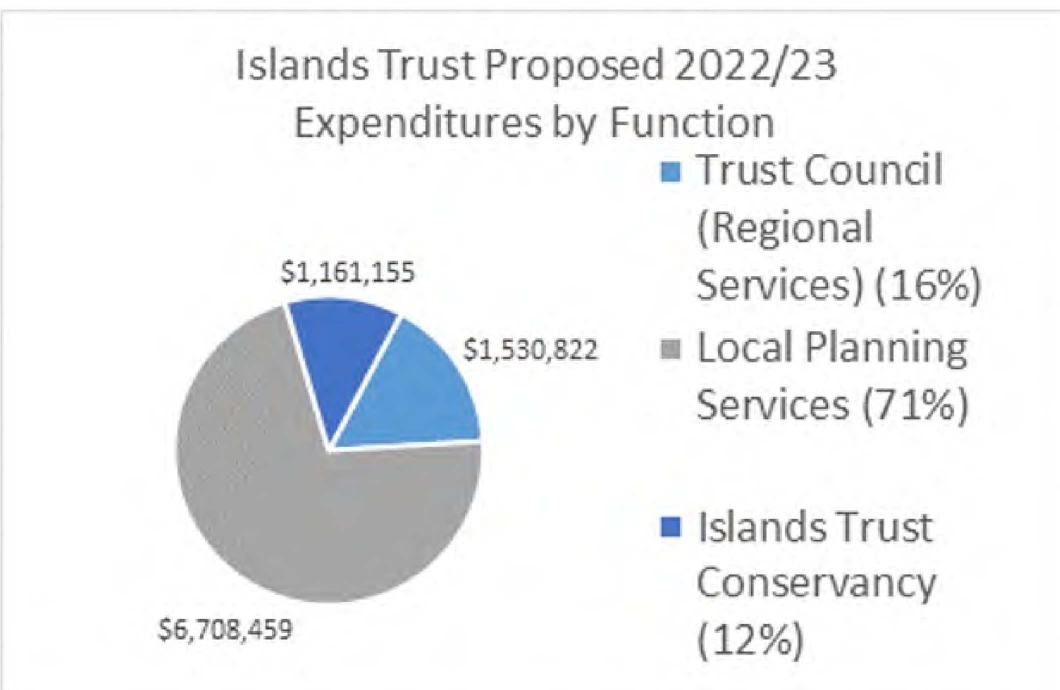
[1] Since 2013/14 Bowen Island Municipal levy has increased from $225,614 to $311,188 in 2021/22. The proposed levy for 2022/23 is $324,692. Bowen Island Municipality contributes to regional programs and Conservancy costs (not land use planning) based on their proportional share of Trust Area property values. Bowen Island taxpayers contribute to regional programs and Conservancy costs to almost the same extent as other island taxpayers.

[2] The operating and projects budget excludes purchases of tangible capital assets and includes amortization expense, which aligns with financial reporting for Actual Expenditures

[3] As reported in the annual audited financial statements



Actual Islands Trust Expenses by Fiscal Year
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
2015/16
2016/17
2017/18
2018/19
2019/20
2020/21
2021/22 forecast
2022/23 draft budget
Council (Regional) services
LTC (Local) services
ITC services
Total expenses



Islands Trust Proposed 2022/23 Expenditures by Function
$1,161,155
$1,530,822
$6,708,459
Trust Council (Regional Services) (16%)
Local Planning Services (71%)
Islands Trust Conservancy (12%)

*** 3. What budget principles do you support?**

- ◯ Add new programs/services or to improve existing services or programs
- ◯ Maintain existing services and programs at current levels
- ◯ Maintain existing services and programs with some areas increasing and other areas decreasing (if you select this option please explain your answer below)
- ◯ Reduce services and programs from current levels
- ◯ Don't know / other

Why did you make this choice?

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Local Planning Services

In the Islands Trust Area, the focus of all land use planning is the preservation of the environment, cultural heritage, and community sustainability. Land use planning activities include:

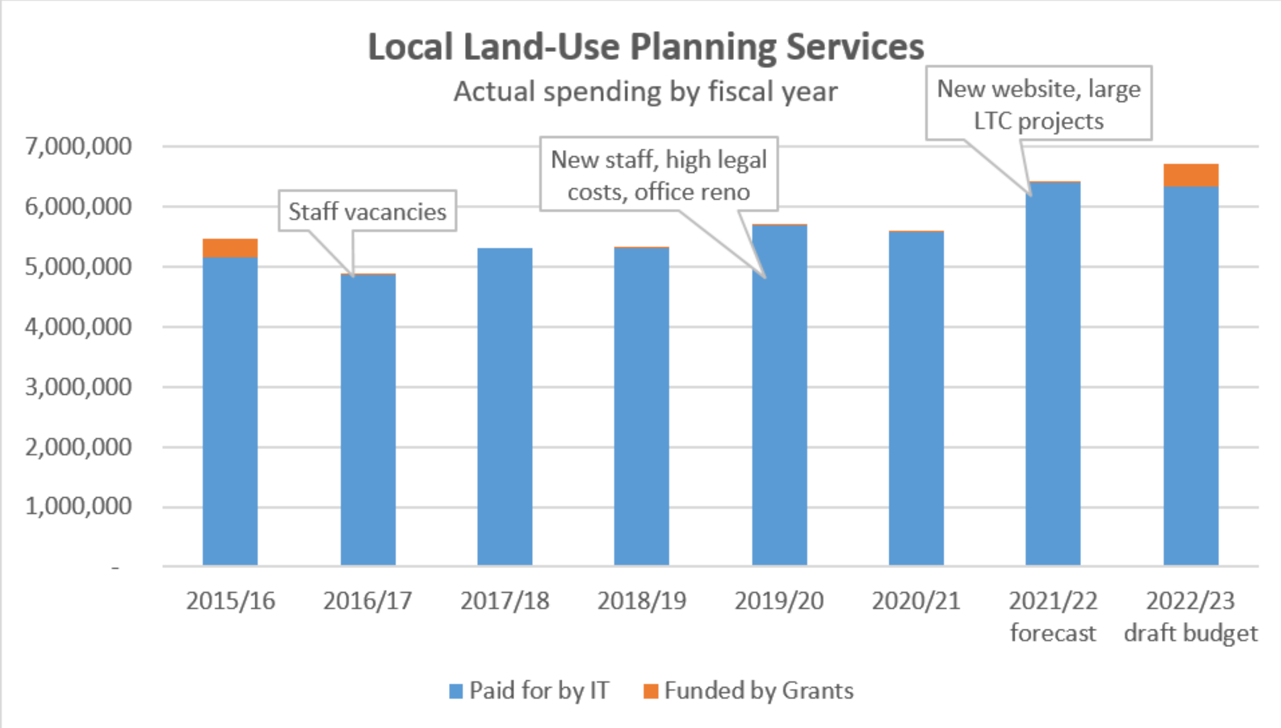
- Proactive land use planning (maintain and update 20 official community plans and 20 land use bylaws)
- Application processing (e.g. property rezonings, development permits, public hearings about proposed bylaws)
- Local trust committee meetings
- Community information meetings (e.g. land use planning issues, freshwater protection issues and options, climate change)
- Bylaw compliance and enforcement

In addition to routine regional operations, Trust Council plans to fund the following local trust committee projects for 2022/23:

- Hornby Island LTA: Official Community Plan Amendment Update - $15,000
- Gambier Island LTA: Official Community Plan Amendment Update - $17,000
- Denman Island LTA: Official Community Plan/ Land Use Bylaws Housing Review - $13,500
- Salt Spring Island LTA: Protection Coastal Douglas-fir Zone and Assoc. Ecosystems Protection Project - $32,00
- Salt Spring Island LTA: Ganges Village Project (phase 2) - $51,000
- Salt Spring Island LTA: Housing Action Program (phase 2) - $25,000
- Other local trust committee projects (to be allocated during the year) - $26,000

Trust Council also plans to fund the following operational project as a 100% grant-funded project:

- Development application processing improvement project - $367,000



4. Would you like to see funding for local land use planning services:

- ◯ Increased
- ◯ Stay the same
- ◯ Decreased
- ◯ I don't have an opinion

Islands Trust

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Regional Programs

The Islands Trust Council supports the preserve and protect mandate through region-wide programs and services. These include:

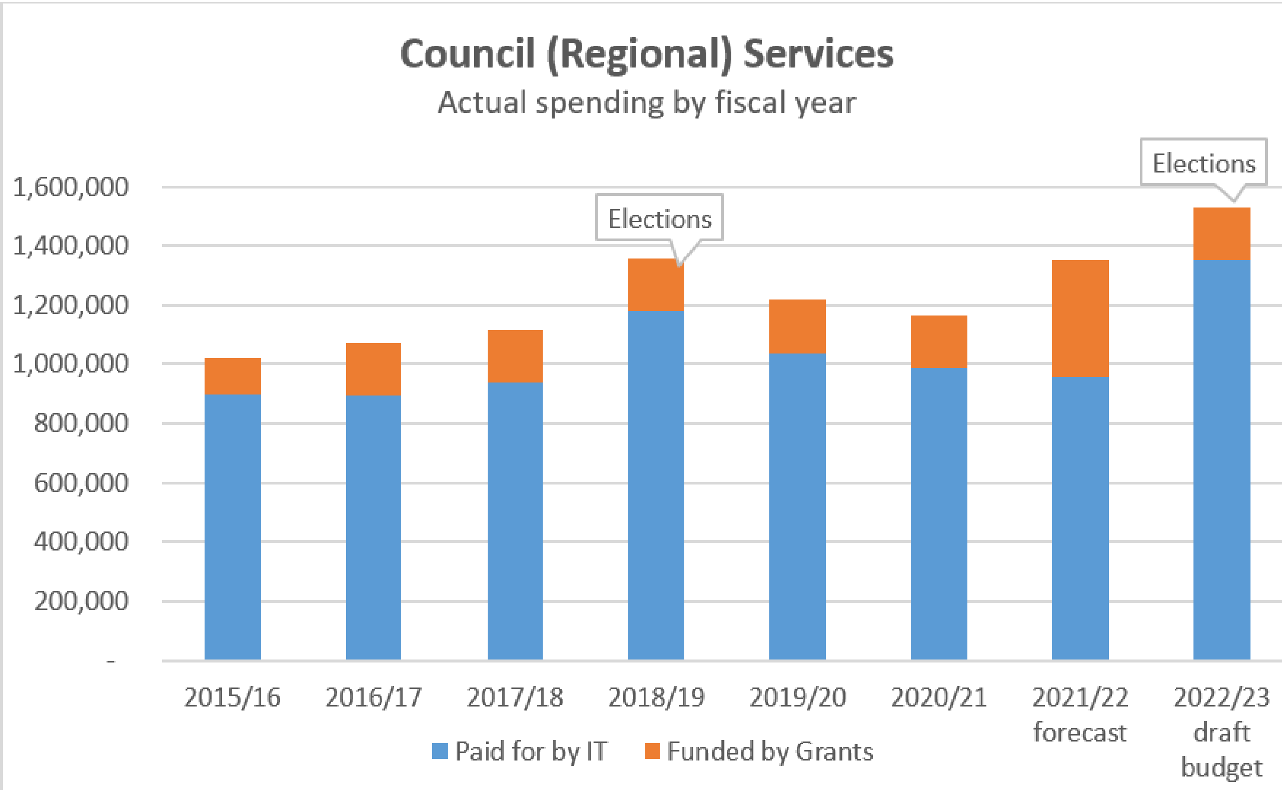
- Communications (e.g. website, social media, advertising, publications, news releases)
- Intergovernmental relations (e.g. reconciliation, agreements with other levels of government, hosting of coordination events)
- Trust Area-wide policy management, including the Policy Statement (e.g. updating, interpreting)
- Legislative services (e.g. Freedom of Information requests)
- Advocacy (e.g. lobbying about topics such as marine shipping safety, climate action)
- Public education programs (e.g. Community Stewardship Award program; educational workshops on topics such as water, climate action, species at risk)
- Islands Trust Council meetings and Council committee meetings

In addition to routine regional operations, Trust Council plans to fund the following Strategic Plan projects in 2022/23:

- Reconciliation Action Plan - $ 17,000
- Policy Statement Amendment (Islands 2050) - $5,000
- Website Improvements - $15,000
- Model Bylaws (Affordable Housing) - $10,000
- Freshwater Strategy Communications - $6,000
- Groundwater Sustainability Science Program - $50,000
- Heritage Preservation Overlay & Model Bylaws (phase 2) - $74,000
- Climate Change Indicators - $25,000
- Stewardship Education Program - $17,500
- Secretariat Services - $15,000

Trust Council also plans to fund the following operational project:

- Electronic Document Management improvement - $6,500



* 5. Would you like to see funding for regional programs and services:

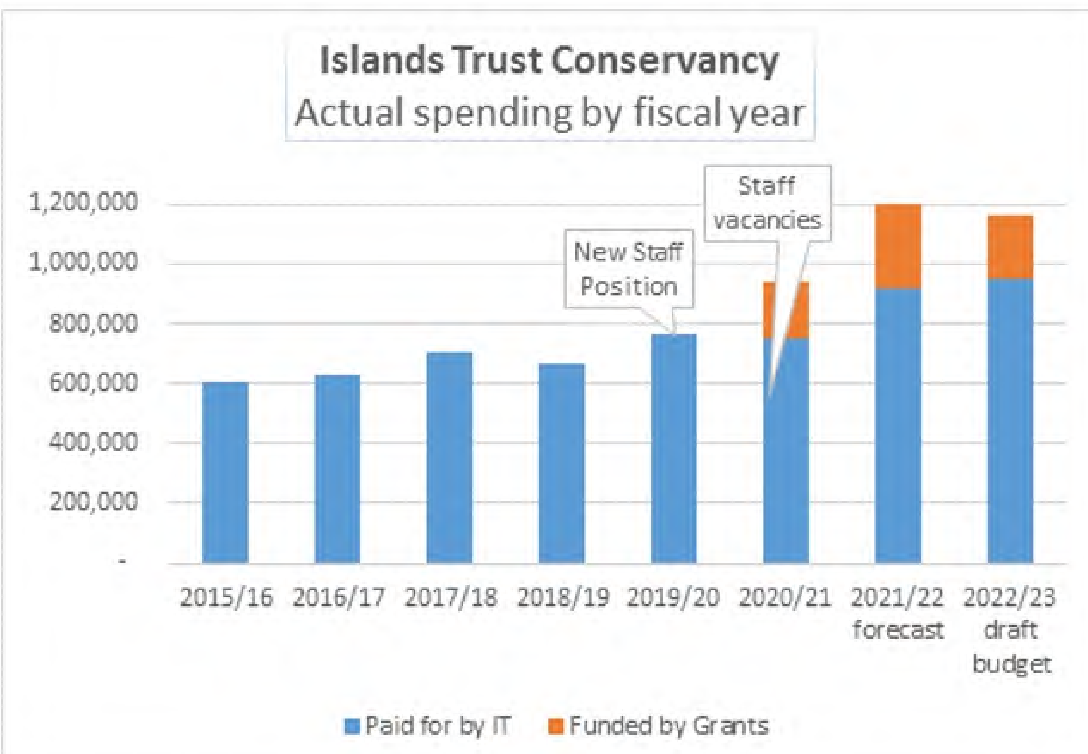
- Increased
- Stay the same
- Decreased
- I don't have an opinion

Islands Trust Conservancy

Ecosystems of the Islands Trust Area are among the most at risk in Canada and contain some of the highest levels of biodiversity in British Columbia. Islands Trust Conservancy (ITC) protects natural landscapes (1,364 hectares) across the region within 32 nature reserves and 79 conservation covenants.

Islands Trust Conservancy encourages land conservation through innovative programs that promote conservation covenants (voluntary agreements registered on a land title that protect natural features), establishment of nature reserves and other voluntary conservation initiatives. ITC's administration costs, including the costs of managing the 111 protected areas, are paid for through the Islands Trust budget.

Land purchases and covenants are generously funded through donations and grants. As of July 1st, 2021, ITC nature reserves had a combined BC Assessment Value of over $31 million. In 2022-23, Islands Trust Conservancy will also receive $213,500 in external funding for a Species at Risk Program through Environment and Climate Change Canada which is part of a three-year grant totalling $643,000. With more than 350 listed species at risk, and 72 ecosystems at risk in the Islands Trust region, the Islands Trust Conservancy has a strategic and focused program to help ensure their recovery.



* 6. Would you like to see funding for the Islands Trust Conservancy?

- Increased
- Stay the same
- Decreased
- I don't have an opinion

7. Local Planning Services/Regional Programs – Specific Services

With regards to local land use planning services and regional programs please indicate your preferences regarding the specific services below.

(If you selected Bowen Island as the region you are most connected with, please refrain from answering the first two questions as Bowen Island Municipality offers these services on Bowen Island instead of Islands Trust):

	Do less	Keep the same	Do more	Do none
Official Community Plan/Land Use Bylaw reviews	○	○	○	○
Land use application processing, responding to inquiries and referrals	○	○	○	○
Advocacy and coordination with other governments and decision-makers	○	○	○	○
Public engagement & communication (e.g. education, surveys, website updates, information products)	○	○	○	○
Mapping, scientific studies and data	○	○	○	○

	Do less	Keep the same	Do more	Do none
Freshwater protection	◯	◯	◯	◯
Sensitive ecosystem protection	◯	◯	◯	◯
Shoreline and marine protection	◯	◯	◯	◯
Climate action (mitigation and adaptation)	◯	◯	◯	◯
Addressing housing equity and workforce housing shortages	◯	◯	◯	◯

Islands Trust

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Salt Spring Island Special Property Tax Requisition

A special property tax requisition is a way for the Islands Trust to fund a special initiative taking place in a single local trust area through a tax levied on property owners only in that local trust area.

This special tax can be used when a local trust committee wishes to undertake a large initiative with local significance or to take on additional operations. Since 2014, the Salt Spring Island Local Trust Committee has funded, through a special local tax requisition, the Salt Spring Island Watershed Protection Alliance to support work related to the preservation and protection of freshwater resources on Salt Spring Island.

Salt Spring Island Watershed Protection Alliance Backgrounder.

8. Do you support a special property tax requisition in the Salt Spring Island Local Trust Area to fund the coordination of initiatives to preserve and protect freshwater on Salt Spring Island?

- Yes
- No
- I don't know
- I don't have an opinion

Comments (optional):

9. The special property tax requisition is proposed to be $75,500 to fund the continued coordination of community, government and non-government organizations working together in 2022/23 to develop a framework and strategy to protect watersheds and preserve drinking water sources on Salt Spring Island. Is this amount:

- Too much
- Too little
- Just right
- I don't know
- I don't have an opinion

Comments (optional):

Islands Trust

Islands Trust 2022/23 Budget Survey

* 10. **Tell Us More**

There are so many ways to communicate. We want to know what works best for you.

How do you prefer to receive information from the Islands Trust? Select all that apply.

- Local newspaper
- Email
- Direct mail
- Islands Trust website
- Facebook
- Other (please specify)
- Twitter
- Online Community bulletin boards
- Meetings of the Local Trust Committee
- Meetings of Bowen Island Municipality

* 11. How did you hear about this survey?

- Community blog or website (non-Islands Trust)
- Email from Bowen Island Municipality
- Email from the Islands Trust
- Facebook
- Twitter
- Other social media
- Other (please specify)
- Islands Trust website
- Local trustee
- Newspaper advertisement
- Newspaper article
- Word of mouth

* 12. Please indicate your age

- 12-24
- 25-39
- 40-59
- 60-79
- 80+
- I don't wish to answer

13. Comments on your choices in this survey (optional):

14. Did we forget to ask something that is meaningful to you? Please provide any additional thoughts.

Thank you for taking the Budget 2022/23 Survey!

Gathering input from the people we serve helps us to understand different viewpoints and make decisions that reflect them. Your contribution to the budget process is greatly appreciated!

Give Us Feedback Anytime
We’re like to hear from you! Any time you'd like to give us feedback, go to: https://islandstrust.bc.ca/contact-us/share-your-views/

Stay Up-to-Date
Want to stay up-to-date with the Islands Trust? You can sign up for news and information at: https://islandstrust.bc.ca/subscribe/

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 24, 2024
From:	Financial Planning Committee	**Date Prepared:**	August 23, 2024
SUBJECT:	**Amendments to Policy 6.3.2 Special Property Tax Requisition**		

RECOMMENDATION:
That Trust Council approve the amendments to Policy 6.3.2 Special Property Tax Requisition as presented.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The recommended policy amendments provide clarity to important topics that will guide legislatively-appropriate spending of public funds at the Islands Trust.

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1 PURPOSE:
To provide recommendations on amendments to *Policy 6.3.2 Special Property Tax Requisition*, as directed by Trust Council.

2 BACKGROUND:

Trust Council formerly directed staff to provide recommendation on amendments to this policy. Staff provided Financial Planning Committee (FPC) with an opportunity to review the proposed changes at its February 2021 and October 2022 meetings by way of this report. FPC requested one specific wording change amendment (see background below) but gave no recommendations on the proposed amendments. This report will be forwarded to Trust Council for consideration and is here for information only, unless FPC wishes to make a formal recommendation to Trust Council based on their review.

At its meeting in September 2020, Trust Council made the following resolution:

TC 2020-087
That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.

The resolution was made following a discussion regarding the ability and appropriateness of the Salt Spring Island (SSI) Local Trust Committee (LTC) to spend SSI Watershed Protection Alliance (SSIWPA) special requisition surplus funds for other watershed management LTC projects, rather than using the monies to reduce the subsequent special requisitions for SSIWPA's ongoing work.

Trust Council passed a motion permitting the use of the SSIWPA surplus funds by the SSI LTC "for water sustainability projects that do not require coordination through the local trust committee's delegated authority under Trust Council Bylaw No. 154". Council noted during discussion that the policy guiding the use of special requisition surplus funds for ongoing local programs was unclear and consequently requested a review of the policy be undertaken. SSI LTC did not undertake work requiring the use of SSIWPA surplus funds in the 2020/21 fiscal year, but did receive approval for use of these funds for local projects in fiscal 2021/22.

Staff have reviewed *Policy 6.3.2 Special Property Tax Requisition*, updating it to provide clarity that special requisition surplus funds must be applied to the local program or service for which the requisition was approved, and only at the completion of the project or program will any unspent surplus funds be permitted for other uses by the LTC. This clarity aligns the intent of the policy authors at the time it was written, as recalled by staff involved in amending the policy in 2013. This is also in alignment with typical local government use of local area taxes as described in the Community Charter Part 7, Division 5, section 216 (5) which reads: *"Revenues from a local service tax may only be expended for the local area service in relation to which it is imposed."* While Section 216(5) of the *Community Charter* does not apply specifically to the Islands Trust, expenditure of special tax requisitions that were levied in one local trust area for a specific purpose should be expended for the benefit of the local trust area from which they were received.

Staff have noted during review that relevant sections of legislation in the Community Charter governing the Islands Trust's use of reserve funds is not appropriately reflected in the policy. In particular, updates to the policy have been made to reflect the content of Community Charter Part 6, Division 4, section 189 (1) and (2) which read:

"(1) Subject to this section, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established.

(2) If the amount to the credit of a reserve fund is greater than required for the purpose for which the fund was established, the council may, by bylaw, transfer all or part of the amount to another reserve fund."

In addition to clarifying the use of special requisition surplus funds for multi-year initiatives, staff have taken the opportunity to update other portions of the policy in areas such as: defining terminology used in the policy; ensuring consistent wording, updating process instructions for LTCs wishing to propose a special requisition in their local trust area; and updated references to related policies. These latter-noted amendments are administrative in nature and do not alter the nature, substance, or intent of the policy in any significant manner.

The FPC reviewed the draft amendments at its regular meeting on October 12, 2022, and resolved the following:

> *<u>FPC-2022-033</u>*
> *that Financial Planning Committee recommend that TC Policy 6.3.2 Special Property Tax Requisitions section 3.1 be amended to read "The Islands Trust Council will evaluate and consider including a Local Trust Committee's local initiative program or service or program in the preliminary Islands Trust's general budget based on the following criteria:".*
>
> *<u>FPC-2022-034</u>*
> *that Financial Planning Committee forward the proposed amendments to TC Policy 6.3.2 Special Property Tax Requisitions to Trust Council.*

The amendment in resolution FPC-2022-033 have not previously advanced to Trust Council due to the timing of the local elections. Staff has updated s.3.1 in the attached draft policy amendments to reflect this direction from the Financial Planning Committee and now advance the policy to Trust Council.

This RFD was returned to the FPC on August 28, 2024, for information.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Clearer process outlining access to special requisition funding will allow LTCs to better plan and manage requests for funding each year.

FINANCIAL: No dollar implications. Clarity of policy will ensure appropriate use of special requisitioned funds in accordance with applicable legislation, regulations, and policy.

POLICY: Policy 6.3.2 Special Property Tax Requisition

IMPLEMENTATION/COMMUNICATIONS: If approved by Trust Council, the policy will be updated and included on the Islands Trust website. Communication to LTCs via Regional Planning Managers and the Director, Planning Services. Finance staff will support FPC in making sure policy is adhered to annually as part of the budget process.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): Policy 6.3.2 - Special Property Tax Requisition

5 ATTACHMENT(S):

- Attach 1: Policy 6.3.2 Special Property Tax Requisition – Amendment

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<u>RESPONSE OPTIONS</u>

Recommendation: That Trust Council approve the amendments to Policy 6.3.2 Special Property Tax Requisition as presented [amended].

Alternative: Other policy amendments as directed by Trust Council.

Prepared By: Director, Administrative Services
Director, Planning Services
Director, Legislative and Information Services

Reviewed By/Date: Interim Chief Administrative Officer/August 22, 2024
Financial Planning Committee/August 28, 2024

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Policy:	6.3.2
Approved By:	Trust Council
Approval Date:	December 10, 2004
Amendment Date(s):	June 16, 2005; September 11, 2013; September 24, 2024
Policy Holder:	Director, ~~of~~ Administrative Services

SPECIAL PROPERTY TAX REQUISITIONS

Purpose

To permit an individual local trust committee (LTC) to request a special property tax requisition for additional operations that are not included within the general operations of all LTCs, or that require an enhanced level of service or funding beyond the capacity of the base budget . Special property tax requisitions are approved by the Islands Trust Council.

A. Definitions

~~n/a~~

Special property tax requisition – a property tax requisition levied to taxable properties within a specified local trust area.

Financial Plan Bylaw – The bylaw that approves the financial plan (i.e.: the budget) for any given fiscal year.

B. Policy

1. General

1.1 The *Islands Trust Act* (s. 47*)* provides the Islands Trust Council with the necessary authority to implement a special property tax requisition in respect of a local trust area;

1.2 A proposed special requisition related to a local trust area must be incorporated into the annual Islands Trust Financial Plan Bylaw and approved by the Islands Trust Council and the Minister;

~~Section 10 of the *Islands Trust Act* enables the Islands Trust Council to delegate additional powers to a LTC and to require that related operations be funded by a special property tax requisition in respect of the relevant local trust area;~~

1.3 The *Islands Trust Act* (s. 10) enables the Islands Trust Council to delegate by bylaw additional powers to a LTC subject to any restrictions or conditions specified in the bylaw.

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~~A proposed special requisition related to a local trust area must be incorporated into the annual Islands Trust budget~~ Financial Plan ~~b~~Bylaw ~~and approved by the Islands Trust Council~~ and the Minister~~.~~

2. Budget Submission

2.1 "Additional operations" of a LTC are those ~~activities and~~ programs or services that are deemed by the Islands Trust Council to be:

2.1.1 Programs or services not offered in all local trust areas;

2.1.2 Enhanced service levels that reflect unique demands or additional powers that Trust Council has delegated to a LTC by bylaw; and ~~and~~

2.1.3 Beyond the capacity of the base budget.~~.~~

2.2 LTCs wishing to propose and undertake a LTC program or service~~project~~ valued at $5,000 or higher ~~a specific "additional operation" must ascertain and~~ must develop a business case to support the ~~budget program~~ budget request ~~,~~ to be presented for preliminary consideration by Trust Council in December of each year. Trust Council will determine if the proposed project constitutes an additional program or ~~operation~~service requiring special requisition for funding under this policy.

2.3 The proposed program or service ~~program or activity~~ must be within the LTC's jurisdiction pursuant to the *Islands Trust Act* or be within powers delegated to it by Trust Council. Legal advice on that matter may be obtained and handled in accordance with ~~the Islands~~ Trust Council polices 2.1.6 *Legal Advice* ~~Policy.~~ and 6.9.2 *Legal Services Access.*

3. Evaluation Criteria

3.1 The Islands Trust Council will evaluate and consider including a local trust committee's local initiative program or service in the preliminary Islands Trust's general budget based on the following criteria:

3.1.1 the program is considered to be a base service of the local trust committee;

3.1.2 the program is a scheduled official community plan review or land use bylaw update; and

3.1.3 the program has Trust-wide implications and benefits.

~~3.1 The Islands Trust Council will evaluate and include a LTC's local initiative or program in the preliminary Islands Trust's general budget if any of the following criteria apply:~~

~~3.1.1 Tthe program is considered to be a base service of the LTC;~~

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~~3.1.2 Tthe program is a scheduled official community plan review or land use bylaw update; and~~

~~3.1.3 the program has Trust-wide implications and benefits.~~

3.2 If none of the above criteria apply or if Trust Council does not approve a LTC budget funding request, then the LTC can propose a special requisition for its local trust area as a means of funding the proposed program or service.

3.3 Despite section 3.1 and 3.2 of this policy, where a delegation bylaw adopted by Trust Council pursuant to section ~~S.~~10 of the *Islands Trust Act* specifies that all or part of a LTC's operations related to delegated powers are to be funded by a special tax requisition within a local trust area, related requests from a LTC that are included in the preliminary Islands Trust budget must be in accordance with the requirements of the delegation bylaw.

3.4 A special property tax requisition will not be considered by Trust Council for an amount totaling less than $5,000 per local trust area~~LTC~~.

3.5 The process for development and approval of special property tax requisitions is subject to the provisions of Trust Council Policy 6.3.1 – *Budget Process ~~Policy~~*.

4. Public Consultation

4.1 The LTC must solicit feedback from the public in the local trust area, minimally through a mechanism of advertising and otherwise advising the public of the purpose and the cost of the proposed special requisition.

4.2 Section 4.1 conditions may be met via Trust Council's solicitation for general budget feedback so long as the public in the relevant local trust area can clearly distinguish the purpose and cost of the proposed special requisition, and their feedback can be separated from the general budget feedback for separate consideration by Trust Council.

4.~~2~~3 Programs or services funded through special requisition that extend into multiple fiscal years must solicit feedback in accordance with section 4.1 in each fiscal year where the special requisition is proposed.

4.~~23~~4 The feedback received, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition.

4.5~~4~~ Trust Council will not approve special requisition funding for programs or services that have not undergone public consultation.

5. Approval

5.1 The proposed special property tax requisition must be formally requested by resolution of the LTC before being considered by the Islands Trust Council.

5.2 The proposed special requisition will be presented for approval to Trust Council in March of each year.

5.3 When presented to Trust Council, the special requisition program or service~~proposal~~ must be accompanied by a completed Special Property Tax Requisition Checklist outlined in section 7~~ below~~.

5.4 The special requisition(s) will be included in the Islands Trust ~~budget bylaw~~Financial Plan Bylaw and forwarded by the Islands Trust Council to the minister responsible for the *Islands Trust Act* for approval. If the minister approves, the minister and Islands Trust staff will subsequently forward the requisition(s) to the Minister of Finance~~,~~ for collection within the relevant jurisdictions.

5.5 The Minister of Finance adds a collection fee to the requisition in calculating the amount of the levy to be assessed to property owners.

6. Funds Allocation

6.1 Once approved by Islands Trust Council within the annual Financial Plan Bylaw~~budget bylaw~~, the LTC is authorized to undertake the approved initiative at its discretion.

6.2 The LTC must not authorize the expenditure of funds~~,~~ generated through ~~the~~ a special property tax requisition~~,~~ for any purpose other than that for which the requisition was approved.

6.3 Any funds~~,~~ generated through the special requisition~~,~~ which are unspent at the conclusion of the fiscal year~~,~~ will be held in reserve for the LTC's use in the subsequent fiscal year to:

6.3.1 For any purpose for which the requisition was approved;

6.3.2~~1~~ R~~r~~educe the amount of the special requisition for the ~~initiative~~program or service in the next fiscal year;

6.3.3~~2~~ C~~c~~omplete the previously approved ~~initiative or~~ program or service.; or~~;~~ ~~or~~

6.3.4~~32~~ I~~i~~n the event the previously approved ~~initiative~~program or service is complete, to undertake a new program within the local trust area at the request of the LTC. ~~Subject to a further resolution of the LTC to do so.~~

6.4 Any special requisition funds held in reserve under section 6.3 that the LTC wishes to spend in the fiscal year must be included in the approved financial plan bylaw and approved by Trust Council as a transfer from the reserve fund prior to any expenditures being incurred. If a transfer from this reserve fund was not included in the financial plan bylaw, a budget amendment may be required under Policy 6.5.2 Budget Control and Adjustment Authority.

6.5 Unspent special requisition funds cannot be used to offset a general property tax requisition.

7. **Special Property Tax Requisition Checklist**

Annual Budget Submission

Description of Task	Deadline	Date Completed
Recommended:		
LTCs request staff to develop additional budget funding proposals. Planning staff communicate to finance staff base funding assumptions for FPC and TC information / awareness.	July - September	
Required:		
~~Local~~ Planning Services staff ~~assigned to LTCs~~ develop ‘“additional operations”’ budget funding proposal ~~on behalf of~~for LTC’s approval ~~prior to December Trust Council meeting~~ and submit them to Financial Planning Committee (FPC) for review prior to December Trust Council meeting.	October or November FPC meeting	
Director of ~~Local~~ Planning Services presents ‘“additional operations”’ budget funding proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed ‘additional operations’ are related to delegated powers. ~~and therefore must be funded through a special property tax requisition.~~	October or November FPC Meeting & December Trust Council meeting	
Financial Planning Committee makes recommendations to Trust Council regarding budget funding proposals made by LTCs, identifying: • Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154). • Any other LTC proposals that it recommends be funded through a special property tax requisition, rather than through inclusion in the general Islands Trust budget. Director of ~~Local~~ Planning Services provides additional information to Trust Council about LTC proposals, as needed.	November FPC Meeting & December Trust Council meeting	

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If ~~December~~ Trust Council does not approve the LTC ~~“~~‘additional operations’~~”~~ budget funding proposal for inclusion in the general Islands Trust budget at their December meeting, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition, each of the following is required to receive approval of a special property tax requisition:		
• If not previously done, LTC passes resolution to pursue special property tax requisition to fund the ~~“additional operations” budget~~ propos~~al~~ed program:	Mid-December – early-January ~~January~~	
- C~~c~~opy of resolution attached		
• LTC requests staff to conduct the required public consultation on the program proposed under the special tax requisition (see Section 4 of Policy 6.3.2) ~~proposal~~:	Before consultation begins in late January to ~~M~~mid-February	
- C~~c~~opy of advertisement attached		
- I~~i~~f a public meeting is held regarding the proposed program or service, minutes of the meeting and related discussion attached		
- ~~w~~Written summary of public feedback attached		
• Staff prepare Request for Decision (RFD) proposed by LTC for the March Trust Council meeting~~binder~~, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, and a completed copy of this checklist along with any attached documentation noted throughout the checklist.	February FPC meeting (mid-February)	

C. Legislated References

Islands Trust Act, S.10, S.14(3)(c)(iii), and S.47(5)

Community Charter, Part 6, Division 4, S.189 (1) and (2)

~~Islands Trust Council Delegation Bylaw 154, 2013~~

~~Islands Trust Council Policy *6.3.2 – Special Property Tax Requisition*~~

~~Islands Trust Council Policy *6.5.1 – Reserves and Surplus*~~

~~Islands Trust Council Policy *7.2.6 – Municipal Tax Requisition Calculation*~~

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

~~n/a~~ Islands Trust Council Delegation Bylaw 154, 2013

Islands Trust Council Policy *2.1.6 – Legal Advice*

Islands Trust Council Policy *6.5.1 – Reserves and Surplus*

Islands Trust Council Policy *6.5.2 – Budget Control and Adjustment Authority*

Islands Trust Council Policy 6.9.2 - *Legal Services Access*

Islands Trust Council Policy *7.2.6 – Municipal Tax Requisition Calculation*

Islands Trust

BRIEFING

To:	Financial Planning Committee, Executive Committee,	**For the Meeting of:**	August 28, 2024
From:	Administrative Services - Finance	**Date Prepared:**	August 8, 2024
SUBJECT:	**Reducing Financial Costs of LTC Meetings**		

PURPOSE:

To provide information to Financial Planning Committee (FPC) and Executive Committee (EC) on options to potentially reduce the financial cost associated with local trust committee (LTC) Chair travel to LTC meetings.

BACKGROUND:

At its meeting in October 2023, FPC requested staff to bring analysis on the costs of EC members chairing LTC meetings, to assist with their assessment and understanding of the budget for this activity. At its meeting in November 2023, staff presented a briefing on the costs of LTC chair travel (see attachment), and FPC made the following resolution:

that Financial Planning Committee request staff to look at the options and analysis for reducing the financial costs of Local Trust Committee meetings and to report back to Financial Planning Committee and Executive Committee.

Staff understand this direction was primarily directed at ways to reduce costs of LTC Chair travel, as costs associated with meeting venues tends to be minimal. Staff outline the following options that may support reduced financial costs of LTC Chair travel to LTC meetings:

1. **LTC Chairs attend meetings electronically**
   While this practice would reduce cost, it is not a widely supported or feasible option as chairing in-person meetings from an electronic platform creates a host of challenges for both the meeting Chair and attendees. Attempts at this model historically have not resulted in well-run, productive meetings. It is a widely accepted approach that Chairs should be physically present at in-person meetings as part of sound meeting management which is central to their role as Chair. As such, staff would not recommend this as a feasible working option.

2. **More LTC meetings planned as fully electronic meetings**
   This approach was tested with success during the height of the Covid-19 pandemic when in-person gatherings were provincially restricted. Islands Trust has the technology and staff skill set to facilitate meetings whereby LTC members, staff, and members of the public can engage in the meeting virtually. This option reduces travel time and costs for LTC chairs, trustees, staff, and members of the public and in many cases, reduces venue costs as well.

Most LTCs moved away from regular electronic meetings when the province once again permitted in-person gatherings. Generally, it appears LTCs prefer engaging with their communities face to face. Any move towards more electronic regular or special meetings would require a decision of the LTC. Executive Committee could consider a request to LTCs asking that they consider using electronic meetings more frequently when possible if this was a desired method of reducing costs

3. **Adjustment of LTC meeting dates and/or times**
   In some instances, travel costs are higher for travelling Chairs due to the date and time of the LTC meeting they Chair not jiving well with ferry schedules from the Chair's place of residence. The primary example in the current term is restrictive ferry schedules from Lasqueti Island that impact the Chair's ability to leave and return to his home on the same day as a scheduled LTC meeting. Adjusting LTC meetings dates may alleviate some of these issues; however this approach could disrupt other scheduled meetings and would require careful consideration, planning, and collaboration with others. It is understood that currently meetings dates are scheduled to accommodate LTC Chair Peterson who has the most restrictive ferry schedules from Lasqueti.

   In the event adjusting meeting dates is not feasible, adjusting the start and/or end time of a meeting may allow a trustee to incur fewer costs for accommodation stays. If meeting start times are amended, a Chair may be able to leave their residence on the meeting day itself, thus not requiring accommodation the night before a meeting. If a meeting end time is earlier, a Chair may be able to return to their residence post-meeting, thus not requiring an overnight stay post-meeting. These adjustments are workable only when there are scheduled ferries that work within revised meeting times, which may not always been the case for smaller islands where ferries travel less frequently.

4. **Revision of LTC Chair assignments**
   In accordance with the Islands Trust Act s.23(3), the Chair of Trust Council is responsible to appoint LTC chairs and their alternates at the start of each political term:

   "For each local trust committee, the chair of the trust council must appoint,
   a) as a member of the local trust committee, a member of the executive committee who is not a local trustee for that local trust area, and
   b) if possible, as an alternate member of the local trust committee, another member of the executive committee who is not a local trustee for that local trust area.

   It is possible that chair assignments could be revised to support reduced travel costs to meetings. Chair assignments and reassignments are a political decision that should consider community and Chair attributes as well as financial implications.

5. **Early accommodation booking by staff on behalf of LTC Chairs**
   As soon as LTCs have determined their regular meeting schedule for a particular year, staff can book accommodation for Chairs who require it in order to attend the meeting. This would result in only approved and economical accommodation being secured, at potentially lower rates that staff may be able to negotiate.

ATTACHMENT(S):

- Financial Costs of LTC Chair Assignments – BRF

FOLLOW-UP: As directed.

Prepared By: Director, Administrative Services, with input from RPMs
Reviewed By/Date: Interim Chief Administrative Officer

Islands Trust

BRIEFING

To:	Financial Planning Committee	**For the Meeting of:**	November 8, 2023
From:	Administrative Services - Finance	**Date Prepared:**	November 17, 2023
SUBJECT:	**Financial Costs of LTC Chair Assignments**		

PURPOSE:

To provide more information to Financial Planning Committee (FPC) associated with costs of Executive Committee (EC) members as Chairs of Local Trust Committees (LTCs), as requested.

BACKGROUND:

Financial Planning Committee (FPC) requested some analysis on the costs of EC members chairing LTC meetings, to assist with assessment of this budget line in the 2024/25 draft budget. This request came about due to rising costs noted in the draft budget associated with EC chairing in-person LTC meetings.

The draft 2024/25 budget estimates LTC Chair travel costs by reviewing the actual spending by LTC Chairs from the first half of the current year, averaging the cost per meeting, and multiplying by the anticipated number of meetings planned for by each LTC for next fiscal year.

The average cost of Chair attendance at each LTC meeting is as follows, based on travel costs submitted for the first half of the current year:

LTC	Chair	Travel ($)	Per Diems ($)	Accom ($)	TOTAL ($)	Low End ($)	High End ($)
Salt Spring	Peterson	143	170	619	**932**	534	1,013
Denman	Maude	368	150	355	**873**	820	929
Galiano	Peterson	160	97	515	**772**	735	996
Gambier	Luckham	38	50	197	**285**	285	285
South Pender	Elliott	215	61	-	**276**	274	279
Hornby	Peterson	183	61	-	**244**	206	282
Mayne	Elliott	180	61	-	**241**	183	274
North Pender	Maude	55	53	-	**108**	81	124
Thetis	Elliott	50	45	-	**95**	74	115
Saturna	Maude	47	45	-	**91**	90	93
Gabriola	Luckham	37	37	-	**74**	54	89
Lasqueti	Elliott	21	40	-	**61**	60	62

Where accommodation costs are noted for travelling LTC Chairs, these costs reflect either a single or double night's stay. For Salt Spring, Denman, and Galiano, two night's accommodation cost is incurred usually at the SSI Harbour House plus Coast Bastion, or Bayside Oceanfront, or Best Western (SSI); the Best Western or Days Inn (Denman); and the Harbour House, Woodstone Manor, or Best Western (Galiano). Accommodation costs noted for Gambier reflect a single night's stay usually at the Gibson's Garden Hotel.

The columns indicating Low End and High End refer to the lowest cost seen for a Chair travel to that LTC meeting versus the highest cost seen for travel to a meeting, for each LTC. Where costs differ significantly between the highest and lowest cost by LTC, the primary driver for the difference is accommodation costs, as ferry charges, kilometer allowances, and per diems generally remain the same for each meeting. Accommodation costs vary primarily due to choice of hotel, whereby lower meeting costs reflect more economical hotels such as the Best Western standard room, while higher costs reflect more expensive hotels such as the Harbour House and Woodstone Manor. Timing of year and late bookings can play a role as well, but are far less impactful in this analysis.

Trustee travel is guided by Trust Council's policy 7.2.3 Trustee Travel.

ATTACHMENT(S): None.

FOLLOW-UP: As requested. Executive Committee has requested information on this same topic. This report will be shared with EC at their next meeting.

Prepared By: Director, Administrative Services
Reviewed By/Date: Financial Planning Committee, November 8, 2023

REQUEST FOR DECISION

To:	Financial Planning Committee	**For the Meeting of:**	August 28, 2024
From:	Administrative Services - Finance	**Date Prepared:**	August 23, 2024
SUBJECT:	**Financial Planning Committee Work Program Update**		

RECOMMENDATION:
That Financial Planning Committee forward the Work Program report [as presented or as amended] to Trust Council for approval.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: FPC's work program should reflect the annual required activities of the Committee in addition to any directed special projects or other work that is a top priority.

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1 PURPOSE:
To provide recommendations for amendments to Financial Planning Committee's Work Program.

2 BACKGROUND:
FPC has discretion to accept these recommended priorities or amend them to reflect alternative priorities.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.
FINANCIAL: None.
POLICY: None.
IMPLEMENTATION/COMMUNICATIONS: None.
FIRST NATIONS: None.
OTHER: None.

4 RELEVANT POLICY: NA

5 ATTACHMENTS:
1. Current FPC Work Program – Active Projects
2. Proposed FPC Work Program – Active Projects

RESPONSE OPTIONS

Recommendation:
That Financial Planning Committee forward the Work Program report [as presented or as amended] to Trust Council for approval.

Alternative: None identified.

Prepared By: Robert Barlow, Legislative Services Clerk
Reviewed By/Date: Director, Administrative Services, August 23, 2024

Islands Trust

Current Work Plan

Print Date: August 21, 2024

Follow Up Action List

Active Projects Report

Financial Planning Committee

1. *Draft Budget Assumptions, Principles, Guidelines*	Responsible	Dates
Activity: Draft Budget 2025/26 Assumptions and Principles for Trust Council's review and approval. Draft material for a Trust Council budget guidelines discussion.	Julia Mobbs	Rec'd: 29-May-2024 Target: 28-Aug-2024

2. *Budget 2025/26 Public Consultation: Planning*	Responsible	Dates
Activity: Discussion of the public engagement plan begins at FPC's August meeting each year. Review of planned engagement materials and engagement platforms will continue at FPC's October/November and January meetings prior to engagement initiation in January.	Clare Frater	Rec'd: 29-May-2024 Target: 28-Aug-2024

3. *Financial Policy Review*	Responsible	Dates
Activity: Continued review of select Trust Council financial policies based on feedback from initial reviews performed by the outgoing FPC: ·6.3.2 Special Property Tax Requisitions (TC directed) ·6.5.2 Budget Control and Adjustment Authority (EC directed)	David Marlor Julia Mobbs	Rec'd: 12-Mar-2024 Target: 06-Sep-2024

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Proposed Work Plan

Financial Planning Committee

1. *Budget 2025/26: Draft 1 Preparation and Review*	Responsible	Dates
Activity: Review Draft 1, version 1 of the 2025/26 budget in October 2024. Review Draft 1, version 2 of the 2025/26 budget in November 2024.	Julia Mobbs	Rec'd: 25-Sep-2024 Target: 16-Oct-2024

2. *Budget 2025/26 Public Engagement*	Responsible	Dates
Activity: Review of planned engagement materials and engagement platforms will continue at FPC's October/November and January meetings prior to engagement initiation in January.	Clare Frater	Rec'd: 28-Aug-2024 Target: 15-Jan-2025

3. *2024/25 Q2 Financial Forecast*	Responsible	Dates
Activity: The 2024/25 Financial Forecast informs spending decisions for the remainder of the fiscal year, and supports development of the draft 2025/26 budget.	Julia Mobbs	Rec'd: 28-Aug-2024 Target: 20-Nov-2024

Active Projects Report

Financial Planning Committee

4. ***Financial Policy Review***	Responsible	Dates
Activity: Continued review of select Trust Council financial policies based on feedback from initial reviews performed by the outgoing FPC: ·6.5.2 Budget Control and Adjustment Authority (EC directed)	David Marlor Julia Mobbs	Rec'd: 12-Mar-2024 Target: 15-Jun-2025