



Financial Planning Committee Agenda

Date: Wednesday, March 5, 2025
Time: 10:30 am - 12:00 pm
Location: Electronic Zoom Meeting

	Pages
1. CALL TO ORDER	10:30 AM
2. AGENDA	
2.1 Review of the Agenda	
Committee to consider late items, new items and re-ordering of the agenda	
2.2 Approval of Agenda	
3. BUSINESS - WORK PROGRAM ITEMS	
3.1 2026/27 Budget Public Engagement Process	
3.1.1 Draft Public Survey for 2026/27 Budget - Briefing	2 - 14
3.1.2 2026-27 Budget Public Engagement Process - Request For Decision	15 - 22
That Financial Planning Committee approve the 2026/27 Budget Public Engagement project charter.	
4. BUSINESS - NEW	
5. NEXT MEETING	
Wednesday, May 28, 2025, from 10:30 a.m. to 3:00 p.m. The Audit Committee will be meeting on the same day from 10:00 a.m. to 10:30 a.m.	
6. ADJOURNMENT	12:00 PM

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



BRIEFING

To: Financial Planning Committee **For the Meeting of:** February 19, 2025
From: Trust Area Services **Date Prepared:** February 12, 2024
SUBJECT: DRAFT PUBLIC SURVEY FOR 2026/27 BUDGET

PURPOSE:

To provide Financial Planning Committee with a draft public survey for feedback. The draft survey is intended to seek input that will assist Trust Council with setting budget guidelines and a developing a draft 2026/27 budget.

BACKGROUND:

At its August 28, 2024 meeting, Financial Planning Committee requested staff amend the current draft public engagement survey to minimize the length, convey information using graphics only (rather than text and graphics), and include a question to find out from the public what Islands Trust is doing well. In drafting the survey, staff kept in mind Financial Planning Committee's intention is to potentially issue the survey prior to the start of the 2026/27 budget development process.

At its January 22, 2025 meeting, Financial Planning Committee requested staff amend the provided draft of the public engagement survey to include a number of items, including but not limited to: adding more information to the survey, asking new questions, including tailoring the survey for Bowen Island residents, adding additional resources and links, and reintroducing key questions. The explanations of which requests were implemented and how, can be found in the attached document entitled: Staff response to FPC survey feedback in January 2025.

The next steps will be to incorporate any feedback on the draft from the Financial Planning Committee, and advance the project as per the Project Charter.

ATTACHMENTS:

1. Draft 2026/27 pre-budget survey.
2. Staff response to FPC survey feedback in January 2025

FOLLOW-UP:

Staff will amend the draft survey as requested.

Prepared By: Communications Specialist, February 12, 2025

Reviewed By/Date: Director, Trust Area Services, February 12, 2025

About Islands Trust

Islands Trust is a special-purpose government mandated to preserve and protect over 450 islands and surrounding waters in the Salish Sea. The Islands Trust works to preserve and protect the Islands Trust Area through land use planning, land conservation through the Islands Trust Conservancy, and programs in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons, organizations, the government of British Columbia, and you.

Islands Trust is governed by 26 member Islands Trust Council is comprised of two elected trustees from each local trust area (except the Ballenas-Winchelsea Local Trust Area) and two trustees from Bowen Island Municipality. Local land-use planning decisions are made by local trust committees with the exception of Bowen Island, which voted to become an island municipality. Local trust committees are comprised of two locally elected trustees and an appointed chair. All decisions made must be consistent with the Islands Trust's legislated mandate to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and British Columbia generally. The Islands Trust Conservancy is governed by a board comprised of three elected trustees and three trustees appointed by the Minister of Municipal Affairs.

The Islands Trust Council supports the preserve and protect mandate through region-wide programs such as public education sessions; stewardship education resources; advocacy about decisions and initiatives that affect the islands; ecosystem mapping; and cooperating with others governments, including First Nations to benefit the Islands Trust Area.

Islands Trust provides land use planning, which contributes to preserving and protecting the environment, cultural heritage, and communities through the maintenance of 20 unique official community plans, hosting community information meetings to help islanders understand land use planning, rezoning, and application processing. Islands Trust also develops and delivers longer-term projects to support strategic goals.

Islands Trust Conservancy is governed by a board made up of provincial appointees and Islands Trust trustees. Its mission is to protect special places in the Islands Trust Area by encouraging and assisting voluntary conservation initiatives. To date, 1,385+ hectares of land across 115 conservation properties have been protected, including 81 conservation covenants and 34 nature reserves.

About this survey

The Islands Trust pre-budget survey intends to gauge the priorities and values of residents in the Islands Trust Area to support the decision-making process of Islands Trust trustees as they work to establish an annual budget. The input gathered from the public is valuable feedback, and is one of several inputs into the budgeting process, alongside other critical factors such as operational priorities, legislative requirements, and Trust Council's strategic plan.

Where does your input go?

Islands Trust trustees will receive the survey data and post-survey reports and will consider the feedback in their decision-making process.

Survey closes: [date]

Survey logistics: The estimated time to read and complete the survey is 10 minutes.

How to navigate this survey:

You can use the 'preview' and 'next' buttons located at the bottom of the page to switch between pages and answer as many of the questions as you would like, and to review your responses.

Once you are ready, navigate to the final page and click on the 'submit' button at the bottom of the page.

Freedom of Information and Protection of Privacy Act and Correspondence Policy

When you complete the survey, you are anonymous.

Survey results 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. Direct enquiries about the collection or use of information in this survey to the Islands Trust's Director of Legislative Services at foi@islandstrust.bc.ca.

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. There can be only one survey response per device. If you share a device with someone who also wants to respond, please work together on your response. As you complete the survey, please keep in mind that your comments are most useful if they are related to this survey. Comments and questions will be reviewed to remove content that is defamatory or profane, that contains personal remarks about other individuals, their motives, or intentions, or that is otherwise inappropriate for a general audience.



1. 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 | North Pender Island LTA |
| Bowen Island Municipality | Salt Spring Island LTA |
| Denman Island LTA | Saturna Island LTA |
| Gabriola Island LTA | South Pender Island LTA |
| Galiano Island LTA | Thetis Island LTA |
| Gambier Island LTA | The entire Islands Trust Area |
| Hornby Island LTA | I have no connection to the Islands Trust Area |
| Lasqueti Island LTA | Prefer not to say |
| Mayne Island LTA | |

2. The Islands Trust Area occupies almost 5,200 square kilometers within the Salish Sea. What is your connection to the islands? Check all that apply:

- | | |
|--|---|
| I am a part-time resident (i.e. less than 6 months per year) | I am a visitor |
| I am a full-time resident (i.e. more than 6 months per year) | I live adjacent to the region (e.g. on Vancouver Island or mainland BC) |

I am a non-resident property owner

Indigenous person with relationships to the Islands Trust Area

3. If you are a resident or property owner, how long have you lived in, or owned a property in the Islands Trust Area?

Less than 1 year

6 to 10 years

More than 20 years

1 to 5 years

11 to 20 years

4. Please indicate your age:

12-24

40-59

80+

25-39

60-79

Prefer not to say

5. Please indicate if you identify with one of these groups:

I am a member of a First Nation whose territory is within the Islands Trust Area

members of a visible minority are people in Canada (other than Indigenous peoples) who are non-white in colour or non-Caucasian in race, regardless of their place of birth or citizenship.

I am Indigenous, First Nation, Metis, or Inuit

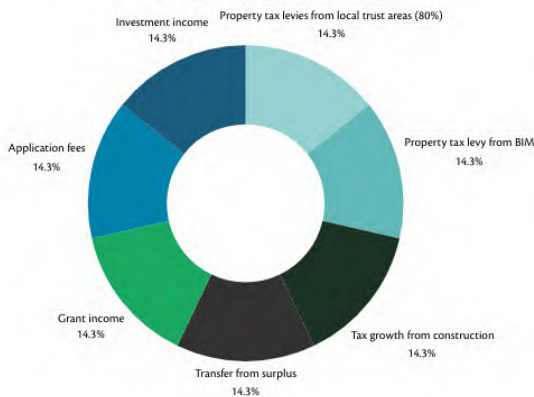
I am a member of a visible minority group
According to the Employment Equity Act,
Prefer not to say

None of the above

Proposed 2026/27 Budget

Islands Trust Proposed 2025/26 Revenue Sources*

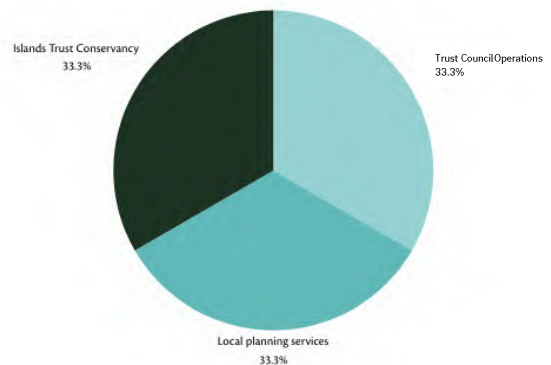
example figures only



26/27, e level:

Islands Trust Proposed 2025/26 Expenditures by Function*

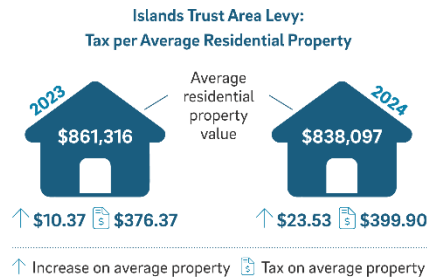
example figures only



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

For example, in 2024, the increase to the rural property tax levy and the Bowen Island Municipal tax levy for the Islands Trust budget had the following implications:

In 2024, a 6.33% increase to the rural property tax levy for Islands Trust resulted in \$8,555,040 being raised from Islands Trust contributions.



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



**Bowen Island has a special status in the Islands Trust Area as the only island municipality. Property owners on Bowen Island pay property taxes to Bowen Island Municipality, which then pays a levy to Islands Trust. Bowen Island residents benefit from all Islands Trust Area-wide programs and services in the same way as local trust area resident. The percentage increase/decrease for Bowen Island Municipality often differs from local trust areas as the Municipality contributes to a different set of expenses (i.e. does not contribute to land use planning expenses).*

6. You have indicated you are part of the [name] Local Trust Area (Bowen respondents will not answer this question)

The Local Trust Committees (LTCs) of Islands Trust are responsible for land use planning and decision-making within their respective Local Trust Areas (LTAs). Each LTC consists of two locally elected trustees and one appointed chair from the Islands Trust Council. Their primary role is to develop, maintain, and implement Official Community Plans (OCPs), zoning bylaws, and land use regulations that guide sustainable development while protecting the environment, cultural heritage, and community character of their islands. LTCs review development applications, hold public hearings, and engage with residents to ensure that land use decisions reflect local priorities. Their work directly shapes how each Local Trust Area grows and evolves, balancing the need for housing, economic activity, and environmental preservation to maintain the long-term sustainability and unique character of island communities.

6.1. What do you think the [name] local trust committee does well?

6.2. What do you think [name] local trust committee could improve on?

6.3. LTCs meet on a regular basis. Meetings are held online or in-person and are livestreamed. How important is it for local trust committees to meet in person in their local trust area? (scale of 1 – 5: not important at all – very important)

7. Land Use Planning (*Bowen respondents will not answer this question*)

The Planning Services department of Islands Trust plays a vital role in preserving and protecting the environment, cultural heritage, and unique island communities through responsible land use planning and regulation. This department maintains and updates 20 official community plans and land use bylaws, and provides planning services to local trust committees. It supports sustainable development, environmental protection, and community planning by managing rezoning applications, bylaw enforcement, answering public inquiries, and development review processes. Through community information meetings, the department helps islanders understand land use planning, rezoning, and application procedures.

7.1. Do you think funding for local land use planning services should be:

- Increased (please explain why you think it should be increased)
- Decreased (please explain why you think it should be decreased)
- Stay the same
- I don't know

7.2. Do you think funding for bylaw enforcement should be:

- Increased (please explain why you think it should be increased)
- Decreased (please explain why you think it should be decreased)
- Stay the same

7.3. Currently, the Islands Trust spends more than \$X million annually to process development applications. Application fees received is typically about \$X annually. This gap occurs because we only charge applicants less than X% of the cost of processing applications, based on local trust committee direction. The rest of the funding comes from general property taxation and other revenue sources (excluding the Bowen Island Municipal levy). Last year, the Executive Committee sponsored \$X in fees for applications by other government agencies or not-for-profit organizations for initiatives that have community benefit, including affordable housing.

If Islands Trust were to consider changes to application fees, which statements best reflect your point of view on the subject:

- Applicants should pay the full cost of processing their application
- Islands Trust property owners should fund the fee charged for planning applications by less than 50%
- Islands Trust property owners should fund the fee charged for planning applications by more than 50%
- Islands Trust should continue to sponsor the application fee for development applications by other government agencies or not for profit organisations for initiatives that have community benefit, including affordable housing

8. Programs

The Islands Trust Council supports the preserve and protect mandate through region-wide programs such as communications; public education sessions; stewardship education resources; advocacy about decisions and initiatives that affect the islands; ecosystem mapping; and cooperating with others governments, including First Nations, to benefit the Islands Trust Area.

8.1. When it comes to Programs, do you think the Islands Trust budget should:

- Add new programs or services (please let us know in comments which programs or services you think should be added)
- Reduce services and programs from current level (please let us know in comments which programs or services you think should be reduced)
- I don't know

8.2. The Islands Trust Council supports the preserve and protect mandate through programs including communications, intergovernmental relations, Trust Area-wide policy management, legislative services (e.g. Freedom of Information requests), advocacy, public education programs, and Islands Trust Council and committee meetings.

Do you think funding for Trust Area-wide programs should be:

- Increased
- Decreased
- Stay the same
- I don't know

9. Islands Trust Conservancy

Islands Trust Conservancy (ITC) is the land conservation branch of Islands Trust, dedicated to protecting the unique ecosystems, natural landscapes, and biodiversity of the Islands Trust Area. Through land acquisition, conservation covenants, and stewardship programs, ITC works with landowners, community groups, and conservation partners to preserve ecologically significant lands in perpetuity. The Conservancy manages protected areas, restores habitats, and supports conservation initiatives that safeguard rare species and sensitive ecosystems. The Islands Trust Conservancy has been entrusted with the protection of 113 private properties, totaling over 1,375 hectares through conservation covenants (81) and through donation as nature reserves (34).

9.1. Do you think funding for Islands Trust Conservancy should be:

- Increased
- Decreased
- Stay the same
- I don't know

10. Islands Trust Council meets virtually and in-person four times per year, and the meetings are generally livestreamed.

Do you think Islands Trust Council should meet in-person:

- Four times a year,
- Three times a year, with other meetings conducted virtually
- Two times a year, with other meetings conducted virtually
- Once a year, with other meetings conducted virtually
- Islands Trust Council should meet online only
- I don't know

11. What do you think Islands Trust does well?

12. What do you think Islands Trust could improve on?

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

14. Thank you for responding to this survey. Do you think the length of the survey was:

- Too long
- Too short
- Just right

Thank you for responding to this survey. Your input is valuable! Please sign up for subscriber notices to stay up-to-date on Islands Trust news [here](#).

DRAFT

Staff responses to Financial Planning Committee' survey feedback in January 2025

The Islands Trust has carefully structured its pre-budget public consultation and survey to maximize engagement, clarity, and accessibility while balancing financial and staff capacity constraints. Staff received feedback from FPC on January 22, 2025 and incorporated that feedback in the following ways:

1. Use of "Budget" Instead of "Financial Planning"

Jurisdictions, such as Saanich, used the term “budget” for their annual survey. Every other regional district in the Trust Area also uses the word "budget," and Islands Trust has chosen to retain the term "budget" for consistency and comprehension. Using the phrase “financial plan” indicates longer term – next year and beyond. Trust Council’s Financial Plan Bylaw is for five years, and a “financial planning survey” would be better suited for a Trust Council Financial Plan engagement, should that be requested.

2. Survey Length and Accessibility

Research and past experience indicate that long surveys with extended preambles lead to a higher drop-off rate. To encourage broad participation, the survey has been designed to be concise and easy to understand. Shorter surveys also improve accessibility, ensuring that more community members can engage.

3. Links within surveys

Including links within a survey can be problematic in that it usually loops the respondent out of the survey, to a different webpage or PDF either within the same tab or in a new tab, which can make it hard for people to return to the survey and lower survey completion rates. To ensure the integrity of the survey results, each device can only complete the survey once, so if a respondent leaves the survey, they may not be able to return and complete it. The solution is to link information on the webpage and in the subscriber notice so people can view that information before beginning the survey. This will be clearly communicated on the website.

4. Avoiding Dual Surveys

The idea of offering two surveys—one with preamble/additional information and one without—was considered and rejected for several reasons. Managing two versions could create inconsistencies in data collection and analysis. It could also lead to confusion among respondents and complicate outreach efforts. Instead, a single, well-structured survey will be provided, with background resources available separately for those who seek more context.

5. Availability of Additional Resources – and education

Recognizing the need for education about the Islands Trust and budget processes, background information will be made available on the website. This allows interested residents to inform themselves before responding without making the survey itself cumbersome. A list of supporting documents will be made available on the “Budget” webpage, as well as the link to the survey. A more comprehensive education campaign is planned for the Policy Statement Amendment Project (and its survey), but budget and staffing limitations prevent a broader education effort at this stage. Since 2021, property owners have been educated about Islands Trust as they receive their annual Islands Trust property tax assessment notices. The last pre-budget survey was for the 2022/23 fiscal year and was undertaken in January 2022, so since the last pre-budget survey, home owners would have received three property tax assessment notices.

6. Tailoring the Survey for Bowen Island Municipality Residents

Bowen Island residents will have a separate path within the survey using logic-based questions, ensuring they are not asked to respond to issues that are not relevant to them.

7. Reintroducing Key Questions

Some questions from previous surveys have been reintroduced and where appropriate, questions have been separated into local trust committee-specific and federation-wide categories to ensure relevance and clarity. Review previous surveys and responses at: <https://islandstrust.bc.ca/whats-happening/surveys-and-polls-2/>

8. Focusing on Islands Trust's Jurisdiction

The survey will strictly focus on matters within the Islands Trust’s mandate. Topics such as healthcare, which fall under other organizations’ jurisdiction, are better addressed through surveys conducted by those entities, results of which are available.

9. Minimizing Survey Fatigue

Given the multiple surveys conducted by Islands Trust—some mandated by the provincial government, others part of ongoing policy amendments or community engagement efforts—it is essential to prevent survey fatigue. Keeping the budget survey concise respects residents' time and increases participation rates.

10. Encouraging Open-Ended Feedback

While the survey is designed to be succinct, residents who wish to provide more detailed input will have opportunities to do so through open-ended questions, or can call an office or their trustees. Additionally, feedback is welcome year-round via the Islands Trust website and dedicated budget email inbox.

11. Increasing Participation Beyond Frequent Respondents

It was mentioned that the same people respond across multiple surveys, and a look at responses to demographic questions from previous surveys shows that similar demographics tend to respond to most Islands Trust surveys. A shorter, more accessible format helps lower barriers to entry, making it easier for first-time respondents to engage. A paper version of the survey will also be available at Islands Trust offices to encourage engagement for those who do not have online access, or are not comfortable with online surveys. A paper survey with preamble will likely run to +10 pages and can be considered daunting.



REQUEST FOR DECISION

To: Financial Planning Committee **For the Meeting of:** February 19, 2025
From: Trust Area Services **Date Prepared:** February 12, 2025
SUBJECT: 2026/27 Budget Public Engagement Process

RECOMMENDATION: That Financial Planning Committee approve the 2026/27 Budget Public Engagement project charter.

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 generally consistent with how Financial Planning Committee promoted and delivered public engagement on the proposed budget 2019-2022, with the exception of survey timing.

PURPOSE: To seek endorsement from Financial Planning Committee for the budget public engagement program for the 2026/27 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 (and only) webinar about the budget process, to provide information and answers for members of the public who were planning to submit feedback.

The Trust did not engage on the draft budget in 2023 or 2024.

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 relevant publications
- E-mail non-profit and other island organizations to encourage them to advise their members of the survey opportunity
- Promote on social media

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 2026/27 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 2026/27 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

On November 13, 2024, Financial Planning Committee passed the following resolution:

that Financial Planning Committee receive for information the draft Budget Survey briefing and that Staff will incorporate the Committee's concerns and comments and will return the revised item to the next meeting of Financial Planning Committee.

A draft survey has been provided to Financial Planning Committee for the February 19, 2025 meeting for consideration via a separate briefing.

1 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This project will be a Trust Area Services priority for April 2025 - August 2025 and will require support from the CAO and Directors of Administrative Services and Planning Services to respond to questions made 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 a webinar honorarium. There is funding included for this annual program in the Trust Area Services 2025/26 communication budget request.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Trust Area Services staff has drafted the public engagement materials for the proposed 2026/27 budget based on recommendations from communications and finance staff, as well as input and direction from Financial Planning Committee.

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 three 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 social media channels. Social media followers/commentators will be encouraged to complete the online survey. 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. Draft 2026/27 Budget Public Engagement Project Charter
2. 2026/27 budget engagement promotion graphics

RESPONSE OPTIONS

That Financial Planning Committee approve the 2026/27 Budget Public Engagement project charter.

Alternatives:

- 1) Approve the 2026/27 Budget Public Engagement project charter 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 2026/27 budget.
- 4) Recommend that Trust Council amend policies/language in the [Budget Process Policy](#) that relate to seeking public input.

Prepared By: Communications Specialist, February 12, 2025

Reviewed By/Date: Director, Trust Area Services, February 12, 2025

Pre - 2026/27 Budget Public Engagement – Project Charter

Purpose: To deliver a public engagement process that solicits feedback that will assist Trust Council with development of the 2026/27 draft budget.

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, newspaper advertising, and partner organizations and/or interested and affected parties. The survey is a simplified, plain language survey, which includes hyperlinks to relevant information. An informative webinar is also planned prior to the launch of the survey. Undertaking public engagement prior to the budget development process means public input will be available at the beginning of the budget process.

Deliverables	In Scope	Out of Scope	IAP2 Engagement Level:
<ul style="list-style-type: none"> • Informative engagement and communications materials • Provide engagement opportunities to solicit public input on community priorities and funding levels • Enhance accessibility by providing participation opportunities online, over the phone, or mail • Public input report – What We Heard 	<ul style="list-style-type: none"> • Reviewing previous experiences • Engagement and communication materials • Develop and implement a communications plan including news release, subscriber notices, social media • Survey • Responding to public questions • Informative webinar with moderated Q&A 	<ul style="list-style-type: none"> • Town halls/in-person engagement in each trust area and/or Bowen Island 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inform <input checked="" type="checkbox"/> Consult <input type="checkbox"/> Involve <input type="checkbox"/> Collaborate

Workplan Overview	
Deliverable/Milestone	Target Date
FPC reviews draft engagement materials including changes to the survey	Jan 22/Feb 19, 2025
Promote webinar	Mid-April, 2025
Host webinar	Early-May, 2025
Launch survey, begin promotion of the survey (on day of webinar)	Early-May, 2025
Public input report (what we heard) provided to FPC for consideration/forwarding to Trust Council	August 20, 2025
Trust Council reviews input and adopts 2026/27 budget	March 10-12, 2026

Communications about adopted 2026/27 budget (news release, website), including mention of how public input was used for budget development	March 16, 2026
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Project Team	
Director, Trust Area Services	Project Manager
Communications Specialist	Content creation and communications plan implementation
Program Coordinator	N/A
Director, Administrative Services	Review content and liaise with FPC
Approved by: Clare Frater, DTAS Date: February 10, 2025	Endorsement: FPC- Date: xxx

Budget		
Budget Sources:		
Fiscal Year	Item	Cost
2025/26	Graphic design and advertising	\$4,750
2025/26	Webinar honoraria	\$250
	Total	\$5,000

Social media posts



Newsletter graphic



Survey header and subscriber notice graphic



Printed advertising

We want to hear from you!
Islands Trust 2026-27 Budget

Share your thoughts and ideas on how you think the Islands Trust budget for 2026-27 can best support the Islands Trust's work to preserve and protect the unique amenities and environment of the Trust Area.

Your input matters!

Complete the online survey by scanning the QR code, share your comments over the phone, or visit one of our offices to complete a paper version.

Contact Islands Trust if you have questions, or want to complete the survey via phone or on paper:
250-405-5151 | info@islandstrust.bc.ca

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Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

Printed poster



2026-27 Budget Consultation

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