Thetis Island Local Trust Committee

Regular Meeting Addendum

Date:	August 25, 2026
Time:	9:30 am
Location:	Electronic Meeting, and a physical location to view the livestream of the meeting: Islands Trust Gabriola Office 700 North Road Gabriola, BC V0R 1X3

Pages

13. STAFF REPORTS 10:25 AM - 10:50 AM

13.7 Proposed Draft 2027/28 Local Trust Committee Operating Budgets - Request for Decision *2 - 6*

REQUEST FOR DECISION

To:	Thetis Island Local Trust Committee	**For the Meeting of:**	August 25, 2026
From:	Finance and Employee Services	**Date Prepared:**	August 24, 2026

SUBJECT: **Proposed Draft 2027/28 LTC Operating Budgets**

RECOMMENDATION:

That the Thetis Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.

DIRECTOR, FINANCIAL AND EMPLOYEE SERVICES COMMENTS:
Seeking early input from local trust committees (LTCs) on their proposed draft operating budgets for the upcoming fiscal year ensures planned operating activities of the LTC are appropriately captured and funded. This approach brings the LTC budget processes into alignment with other Trust-legislated bodies, as well as Trust Council's policy on budget process.

PURPOSE:

To seek input and endorsement from the LTCs on their proposed draft operating budgets.

LTCs are asked to consider both their project budget needs, **as well as** their operating expense budget needs, in accordance with Trust Council's policy, in this and future budget cycles. This approach provides an opportunity for LTCs to be directly involved in setting budgets for all their areas of oversight and ensures appropriate consideration of actual future plans for the LTC.

BACKGROUND:
Trust Council's Budget Process policy states the following:

> *"Local trust committees (LTCs) are asked to provide their project needs and review their local trust committee expense budgets, passing any resolutions required to adopt/modify their budget proposals."*

In recent history, LTCs have appropriately submitted budget requests for projects, but have omitted submissions for operating expense budgets. In the absence of these submissions, Islands Trust Financial and Employee Services staff have drafted LTC operating budgets for inclusion in Trust Council's draft budgets. Figures have been based on historical spending trends for each LTC, plus anticipated changes in LTC operations or activity levels as communicated to Financial and Employee Services staff via the Planning Services department.

Planning Services staff prepare draft funding request business cases for major LTC projects; these are reviewed under separate agenda item(s). Financial and Employee Services staff have prepared proposed draft LTC operating expense budgets, which have been refined by Planning Services staff as needed to reflect actual known plans of the LTC. The proposed draft LTC operating expense budget amounts (attached) have been developed based on the following:

BUDGET LINE	PAYS FOR	METHODOLOGY
Trustee Expenses	Travel and other reimbursable expenses for local trustees on LTC business, trustee training/conference attendance associated with the role on the LTC.	Based on recent spending trends for recurring costs, increased by estimated **3%** for inflation. No amounts for training have been included in the proposed draft budget attached, as budget *requests for local trustee training must be submitted to the budget cycle by way of resolution and training request form for specific identified training needs*. See TC Policy 6.12.1 Trustee Training/Conference s 1.3.
Executive Committee on LTC	Travel expenses for LTC Chairs to participate in LTC business, such as LTC meetings, public hearings, and CIMs.	Amounts are **set by Executive Committee**, based on spending trends for the current year, increased by an estimated **3%** for inflation. This budget line is challenging to budget for in an **election year** when it is not known where new LTC chairs may be travelling from in the new term. This line is presented to the LTC for their information as LTC operations impact this budget.
LTC Meeting Expenses	Travel expenses for staff attending LTC meetings, public meeting notices, meeting venue rental, and contracted minute taker costs where applicable.	Based on recent spending trends for LTC meetings, and the estimated number of LTC meetings to be held next fiscal year. **Election years** can see disruptions to regular meeting schedules; however, it is assumed the number of meetings will remain stable despite potential changes in scheduling for outgoing/incoming trustees.
APC Meeting Expenses	Travel expenses for staff attending APC meetings, public meeting notices, meeting venue rental, contracted minute taker costs where applicable.	Amounts are set by **RPMs,** based on actual number of planned APC meetings - RPMs to inform Finance and Employee Services or amend the draft budget before presenting to

		LTCs, increased by ***3%*** for estimated inflation.
Local Exp: Communications	Cost of Trustee communications in local publications, where applicable.	Based on recent spending trends, increased by **3%** for estimated inflation.

LTCs should be aware of, and pay attention to, the following Trust Council policies, as identified in section 4 of this policy, to inform their budget discussions.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL:

LTC involvement in setting their operating budgets as well as project budgets reduces the risk of budget amounts being misaligned with planned LTC activities.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS:

Planning Services staff will forward the LTC's proposed draft budget requests, amended as necessary, to Financial and Employee Services staff by **September 4th** each year, for incorporation in Islands Trust Council's draft budget. Financial Planning Committee and Trust Council will review and endorse the requests in the consolidated draft budget for Islands Trust Council approval.

FIRST NATIONS RELATIONS: None.

RELEVANT POLICY(S):

Policy 6.3.1 Budget Process
Policy 6.3.2 Special Property Tax Requisition
Policy 6.12.1 Trustee Training/Conference
Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services – to be mindful of the impact of staff overtime and to schedule regular business meetings accordingly

RESPONSE OPTIONS

Recommendation (Resolution):

"That the Hornby Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget."

Alternative:
The LTC may direct changes to the proposed draft 2027/28 LTC operating budget prior to submission. The LTC should specify the changes, and the following resolution is suggested:

“That the Thetis Island Local Trust Committee submit the revised proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.”

ATTACHMENT:

1. Proposed Draft 2027/28 Thetis Island LTC Operating Budget (include prior years actuals or budget for comparative purposes)

Prepared By:	**Derek Cockburn, Director, Financial & Employee Services**
Reviewed By:	**Stefan Cermak, Director, Planning Services/ July 14, 2026**
Approved By:	**Rueben Bronee, CAO / July 17, 2026**

Thetis Island Local Trust Committee
LTC Budget Request
Fiscal Year: 2027-28

Account #	**Description**	**Account includes these expenses**	**2023-24 Actual Spending**	**2024-25 Actual Spending**	**2025-26 Actual Spending**	**2026-27 Approved Budget**	**Recommended 2027-28 Budget Request**	*$ Change*	*% Change*	*Comments*
67000-670	Trustee Expenses	*Local trustees (not Chair) travel to conferences/meetings with outside organizations approved by resolution, office supplies, etc.*	$ -	$ -	$ -	$ -	$ -	*$ -*	*0%*	
65050-610	EC on LTC	*All Chair costs for travel to meetings of the LTC including PH and CIM.*		$ 29	$ 185	$ 576	$ 530	*$ (46)*	*-9%*	EC sets budget - do NOT override
65200-670	LTC Meeting Expenses	*All travel by Planning staff to attend Meetings, minute taking, meeting ads, and Hall rental.*	$ 1,427	$ 433	$ 707	$ 480	$ 490	*$ 10*	*2%*	
65210-670	APC Meeting Expenses	*Minute taking, ads for members, and Hall rental.*	$ 122	$ -	$ 356	$ -	$ -	*$ -*	*0%*	
65220-670	Communications	*Trustee summary, notes and communications to the public that go into publications.*	$ -	$ -	$ -	$ -	$ -	*$ -*	*0%*	
Totals			**$ 1,549**	**$ 462**	**$ 1,248**	**$ 1,056**	**$ 1,020**	*$ (36)*	*-4%*	