



Islands Trust

# STAFF REPORT

December 15, 2014

File No.: 6500-20 Watershed Management

**To:** Salt Spring Island Local Trust Committee: For the meeting of January 8, 2015  
**From:** Stefan Cermak, Island Planner, Local Planning Services

**Re:** Watershed Management

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## PURPOSE

The Salt Spring Island Local Trust Committee (LTC) has identified watershed management on Salt Spring Island as one of its top priorities primarily in response to health advisories on the use of St. Mary Lake due to poor water quality in 2012. The Watershed Program involves a multi-jurisdictional approach to the protection and management of freshwater resources on Salt Spring Island. The purpose of this report is to update the LTC on:

1. The Salt Spring Island Watershed Protection Authority (SSIWPA)
2. Salt Spring Island Special Property Tax Requisition

Please see also a proposed Project Charter, version 6 attached in Appendix 1, updated to take into account recent progress.

## BACKGROUND

The Salt Spring Island Local Trust Committee (LTC) last considered the Watershed Management program on October 16, 2014 when considering the Salt Spring Island Watershed Protection Authority (SSIWPA) budget request for the following 2015/16 fiscal period. On October 16, 2014, the LTC passed the following motion:

SS-2014-193

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request a special property tax requisition for up to \$107,000 from the Salt Spring Island Local Trust Area in the 2015/16 fiscal year, subject to Trust Council Policy 6.3.ii, in order to resource coordination of watershed management on Salt Spring Island, using the powers delegated to the Salt Spring Island Local Trust Committee by Trust Council Bylaw 154. CARRIED

The budget request was forwarded to the Financial Planning Committee for their meeting November 12, 2014. After Financial Planning Committee consideration the budget request was amended to \$119,500 on behalf of a request from Trust Administrative Services to include a surcharge for the extra staff time spent processing SSIWPA administration (eg: grant and finance administration). The amended budget request was received for information by the Trust Council at the Trust Council regular business meetings December 3-5, 2014.

## PROJECT UPDATE

### SALT SPRING ISLAND WATERSHED PROTECTION AUTHORITY (SSIWPA)

In 2012, the Salt Spring Island Local Trust Committee (LTC) requested that the Islands Trust Council delegate the authority to coordinate and assist in the determination of regional, improvement district and Government of British Columbia policies; and to coordinate the implementation and carrying out of regional, improvement district and Government of British Columbia policies for the purposes of preserving and protecting water resources in the Salt Spring Island Local Trust Area. The Islands Trust Council passed a bylaw ([Bylaw 154](#)) in June 2013 in response to this request.

With its new delegated authority, the LTC can act as more than a land use planning and regulatory body – it also acts as a coordinating body for the Salt Spring Island Watershed Protection Authority (SSIWPA). The Salt Spring Island Watershed Protection Authority (SSIWPA) was created to provide a coordinated, inter-jurisdictional response to the protection and management of freshwater resources on Salt Spring Island. SSIWPA is comprised of public agencies with responsibility and authority for the use and management of water resources on Salt Spring Island. Member agencies include: BC Ministry of Environment, BC Ministry of Health, Capital Regional District, Fernwood Water Local Service Commission (CRD), North Salt Spring Waterworks District, Salt Spring Island Local Trust Committee, and Island Health.

The mission and purpose of SSIWPA is to “cooperate on the development and implementation of policies and initiatives for improved raw water quality and the long-term remediation, protection, sustainability and stewardship of Salt Spring Island watersheds.” Its first goal is to work to remediate water quality in St. Mary Lake and ensure the health of the watershed over the long term.

SSIWPA consists of a Steering Committee, a Technical Advisory Committee, a Public Advisory Committee, and a proposed Water Quantity Committee. The coordination of SSIWPA is funded through a special tax levy in the Salt Spring Island Local Trust Area.

#### MEETINGS

SSIWPA has had 7 meetings since last reported to the LTC in the Staff Report dated April 16, 2014. Please follow the hyperlinks to review the minutes from the following meetings:

- [April 25, 2014](#)
- [May 23, 2014](#)
- [July 18, 2014](#)
- [August 22, 2014](#)
- [September 19, 2014](#)
- [October 10, 2014](#)
- November 28, 2014 (minutes have not been adopted)

#### TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) has met regularly, generally twice per month. The focus is to identify and quantify the phosphorus sources that are entering St. Mary Lake. TAC has reviewed all available literature and undertaken new lake and well sampling. Current research includes more robust horizontal and vertical monitoring of phosphorus in the lake and monitoring of wells drilled to assess ground water movement. To date, the Capital Regional District, Island Health, Ministry of Environment, and North Salt Spring Water District have lead and funded the research.

#### PUBLIC ADVISORY COMMITTEE

The Public Advisory Committee inaugural meeting was held November 4, 2014. The SSIWPA steering committee subsequently approved the PAC Terms of Reference at the November 28, 2014 meeting.

The Public Advisory Committee exists to provide advice to the SSIWPA Steering Committee based on local values (social, economic, and environmental).

#### WATER QUANTITY COMMITTEE

On October 10, 2014 the SSIWPA Steering Committee agreed to expand its mandate to include water quantity issues. On November 28, 2014, the SSIWPA Steering Committee considered a draft Terms of Reference for a Water Quantity Committee. Considerations for a Water Quantity Committee have been included in the proposed Watershed Management Program Charter update, version 6 (Appendix 1).

#### COMMUNITY OUTREACH

SSIWPA has engaged in numerous and ongoing community outreach activities including:

- June 25, 2014: Technical Advisory Committee Public Meeting
- September 13, 2014: Fall Fair booth
- November 28, 2014 SSIWPA annual open house. Approximately 40 people were in attendance.

The SSIWPA Coordinator also continues to engage First Nations via direct communications as well as participating in various engagement activities with schools and community groups.

#### REAL ESTATE FOUNDATION GRANT

The Islands Trust grant proposal to the Real Estate Foundation to support the Salt Spring Island Watershed Protection Authority' Structured Decision Making Process was approved for up to \$20,000; \$14,000 in 2014/15 and \$6,000 in 2015/16. Details of this grant disbursement are being managed by the Islands Trust Grants Administration in consultation with the SSIWPA Coordinator.

#### BERMAN FOUNDATION GRANT

The Islands Trust grant proposal to the Philip and Muriel Berman Foundation, administered by the Vancouver Foundation, to support the Salt Spring Island Watershed Protection Authority was approved for up to \$10,000. The grant is awarded to community self-directed projects that lead to measurable and sustainable impacts. Details of this grant disbursement are being managed by the Islands Trust Grants Administrator in consultation with the SSIWPA Coordinator.

#### PROJECT CHARTER

The Watershed Management Project Charter was last updated April 16, 2014 and endorsed by the Salt Spring Island Local Trust Committee at their May 8, 2014 regular business meeting. At that meeting, the Trustees requested that the next update of the Local Trust Committee project charter include other watersheds beyond St. Mary Lake to indicate that there will be further work beyond March 2015.

Proposed updates to the project charter (Appendix 1) include a work plan into 2016 with consideration for reviewing findings of the Cusheon Lake Watershed Management Plan, after completion of collaborative planning focus on the St. Mary Lake Watershed, as well as consideration of broader water quantity issues.

Proposed changes to the Project Charter are shown in red except for the budget section which has been reformatted in its entirety. The most significant changes to the project charter include:

- Structured Decision Making Process (SDM): Extended Timeline
  - The Technical Advisory Committee advised SSIWPA that they would be unable to provide necessary technical advice without collecting the required data up to and including March 2015.
  - The extension moves the SDM workshops into March, April, and June 2015. The timeline extension has caused a surplus of budgeted Coordination funds.
- Consideration of updating/revising the Cusheon Lake Watershed Management Plan
- Consideration of a new SSIWPA subcommittee: Quantity Advisory Committee

**PROJECT FUNDING**

The LTC Watershed Management Project is funded through the LTC’s project budget which in turn is approved by Trust Council. The Structured Decision Making Process is funded through this account as are other deliverables included in the Project Charter (Appendix 1). Both grants are being applied toward the Structured Decision Making Process with some funds from the Berman Foundation being held for technical studies.

Technical studies are coordinated through the Technical Advisory Committee (TAC) and funded through various sources including the Capital Regional District, Island Health, Ministry of Environment, and the North Salt Spring Water District. In-kind donations of time and resources include the listed agencies and also include SeaConsult Inc., a Simon Fraser University volunteer, Fernwood-Highland Water District and others. For further details on the TAC budget see the work program (Appendix 1).

**SALT SPRING ISLAND SPECIAL PROPERTY TAX REQUISITION**

SSIWPA coordination is funded through a special property tax requisition. The special property tax requisition must be approved by Trust Council although the levy only applies to Salt Spring Island property owners. As mentioned previously, the timeline extension in technical studies delays the Structured Decision Making Process, causing some of the 2014/15 Coordination expenses to be carried into the next fiscal period. The Coordination Budget surplus is projected to be approximately \$30,000. (See Project Charter for further details). Budget surplus from a special property tax requisition is subject to [Islands Trust Special Property Tax Requisition Policy 6.3.ii.](#)

Any funds, generated through the special requisition, which are unspent at the conclusion of the fiscal year, will be held in reserve for the Local Trust Committee’s use in the subsequent fiscal year to:

- i) Complete the previously approved initiative or program; or
- ii) Undertake a new program, subject to a further resolution of the Local Trust Committee to do so.

The LTC may consider options for the surplus coordination funds such as retaining a consulting engineer experienced in BC water service delivery to work with the Capital Regional District, Islands Trust, and North Salt Spring Water District to explore management options. This activity may be considered part of coordinating and assisting in the determination of policies and hence feasible within the authority delegated through Bylaw 154. If no action is taken, the surplus will carry over to 2015/16.

The proposed special property tax requisition of \$119,500 for 2015/16 must proceed through a public consultation process. 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 cost of the proposed special requisition. The feedback, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporate the special property tax requisition. Results of consultation should be summarized for Financial Planning Committee consideration in February.

The proposed following consultation program is as follows and largely repeats the consultation efforts undertaken in 2014:

- Notice of the Salt Spring Island Special Property Tax Requisition to be included in the Trust Council Budget 2015 Consultation Package.
- A Q&A information sheet on the Salt Spring Island Property Tax Requisition to be linked in the Trust Council Budget 2014 Consultation Package.
- The Q&A information sheet to be posted prominently on the Salt Spring Local Trust Committee web page as well as the Salt Spring Island Watershed Protection Authority Website
- The Q&A information sheet to be circulated on the Salt Spring Island Exchange List Serve with a cartoon inviting community input (cartoon already created).
- A News Update to be posted on Salt Spring web page - January 2015 -Seeking public input on tax requisition for watershed management
- Invitations for feedback to be sent out in early January using the Salt Spring Island Subscription Notice
- A possible Op-Ed to be written by SSIWPA Chair or Coordinator explaining the project and inviting feedback to be published in the late January Gulf Islands Driftwood News Paper
- A display ad depicting a cartoon (already created) and a caption explaining the project and inviting public input to be advertised in the early February 2015 issue of the Gulf Islands Driftwood News Paper
- Display ads to be put on the website for visual appeal and to capture interest.

The resources for the above consultation are included in the Coordination budget.

## **RECOMMENDATIONS:**

As per the above discussion, staff recommend:

1. THAT the Salt Spring Island Local Trust Committee refer the Project Charter for Watershed Management version 6.0, last updated November 22, 2014 to the Salt Spring Island Water Protection Authority for comment.

Optional:

2. THAT the Salt Spring Island Local Trust Committee recommend Salt Spring Island Water Protection Authority develop Terms of Reference for an engineering consultant experienced in British Columbia water service delivery and bring forward to the Salt Spring Island Local Trust Committee by Resolution Without Meeting so that a call for proposals may be issued early in 2015.

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Respectfully Submitted:

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Stefan Cermak, Island Planner

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Date

Concurred by:

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Leah Hartley, Regional Planning Manager

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Date

**APPENDICES:**

Appendix 1: Watershed Management Project Charter, Version 6



# Salt Spring Island Local Trust Committee

## Project Charter: Watershed Management

Creation Date: April 25, 2013

Last Updated: **November 22, 2014**

Version: **6**

### Purpose

This project aims to address water quality **and quantity issues on Salt Spring Island. The project aims to first address water quality issues** in St. Mary Lake and to advance watershed management on Salt Spring Island. In this project, the Salt Spring Island Local Trust Committee has two functions:

1. Coordination of the Salt Spring Island Watershed Protection Authority:
  - Collaborative watershed management is an emerging governance response to the inter-related and multi-jurisdictional issues related to watershed management and the supply of potable drinking water. By coordinating and participating in the Salt Spring Island Watershed Protection Authority, the Salt Spring Island Local Trust Committee can collaborate with a number of different agencies that have a responsibility for watershed management and potable water supply.
  - Funding for this coordination is through a Special Property Tax Requisition from the Salt Spring Island Local Trust Area.
2. Land Use Planning:
  - This project will get stakeholder input into the regulatory and policy framework applicable to watershed management in the St. Mary Lake watershed and consider refining land use planning tools included in the Salt Spring Island Official Community Plan and Land Use Bylaw.
  - Funding for the land use planning is through the Trust Council budget for Salt Spring Island Local Trust Committee Projects.

### Background

In 2012, the Salt Spring Island Local Trust Committee (LTC) identified watershed management as one of its top priorities.

This project is supported by the Islands Trust Council 2011-2014 Strategic Plan Objective 3.3: "Use land use planning tools and decisions to protect water quality and quantity," and Strategic Plan Objective 3.4: "Explore alternative tools for improving watershed management."

The Salt Spring Island Watershed Protection Authority was formed in 2012. Initially called the St. Mary Lake Watershed Working Group, it was created in response to severe water quality problems in St. Mary Lake on Salt Spring Island. Its aim is to find solutions and develop an action plan to address the eutrophication of St. Mary Lake, but it also has the goal of turning its attention to other watersheds on Salt Spring Island. Currently, SSIWPA is an informal group including representatives from agencies that have responsibility for water management, environment, land use planning, public health, and the delivery of potable drinking water. As a participant in SSIWPA, the Salt Spring Island Local Trust Committee can offer its authority to use planning to regulate land use on Salt Spring Island.

The Salt Spring Island Local Trust Committee has received additional powers from Trust Council (under Bylaw 154), to enable it to take a leadership role in coordinating the multiple agencies involved in the SSIWPA. Bylaw 154 delegates the SSILTC the powers (from *Islands Trust Act* section 8.2(b)) to:

- *coordinate* and *assist* in the *determination* of regional, improvement district and government of British Columbia policies;
- *coordinate* the *implementation* and *carrying out* of regional, improvement district and government of British Columbia policies.

## Project Objectives

- Convene an interagency group to bring coordinated efforts to watershed management and the remediation of St. Mary Lake by Fall 2012.
- Receive delegated authority from Trust Council to enable SSI LTC coordination of the Salt Spring Island Watershed Protection Authority by June 2013.
- Participate in the Salt Spring Island Watershed Protection Authority's establishment through the creation of a Terms of Reference by August 2013.
- Establish contract coordination of SSIWPA by October 2013; **Renew Coordinator Contract for annual reposting as required.**
- By February 2014 seek additional funding for multi-stake holder watershed management (and land use planning) through a grant from the Real Estate Foundation.
- By April 2014 receive approval from Islands Trust Council for a Special Property Tax Requisition to fund coordination of the Salt Spring Island Watershed Protection Authority; **Follow Islands Trust Policy 6.3.ii to request annual approval of a Special Tax Requisition to fund coordination of the SSIWPA.**
- **In spring 2015, participate in a structured decision making process to evaluate options for St. Mary Lake through a multi-stakeholder, participatory process.**
- By **September 2015**, identify land use planning and other tools that will improve watershed health.
- By fall 2015, assist in updating of the St. Mary Lake Watershed Management Plan and coordinate implementation with SSIWPA.
- By winter **2015**, formalize the Salt Spring Island Watershed Protection Authority with coordination agreements between its member agencies. This involves coordinating the work of SSIWPA to become an entity that over the long term can improve watershed health and drinking water quality on Salt Spring Island.



## Project Scope

In Scope	Out of Current Project Scope
<ul style="list-style-type: none"> <li>• Local facilitation of Trust Council delegation of authority to SSI LTC to <b>coordinate and assist</b> in the determination of the policies of a regional district, improvement district or the government of British Columbia; and to <b>coordinate</b> (not assist) in the implementation, and carrying out of the policies of a regional district, improvement district or the government of British Columbia (Bylaw 154).</li> <li>• Coordinate and help establish the Salt Spring Island Watershed Protection Authority with a Terms of Reference, a Technical Advisory Committee, and a Public Advisory Committee, <b>and to consider Terms of Reference for a Quantity Committee.</b></li> <li>• Facilitate a Special Property Tax Requisition request for the Salt Spring Island Local Trust Area to fund coordination in 2014/15 <b>and 2015/16.</b></li> <li>• Contract manage coordination of SSIWPA</li> <li>• Participate in multi-stakeholder watershed management planning process</li> <li>• Consider land use planning tools to improve St. Mary Lake Water Quality and watershed management</li> <li>• <b>Consider land use planning tools to improve water quality in other drinking watersheds beyond St. Mary Lake, with next priority being Cusheon Lake Watershed</b></li> <li>• Facilitate cooperation agreements with other agencies to formalize the SSIWPA as a multi-agency board that is capable of updating and implementing the St. Mary Lake Watershed Management Plan and improving the water quality of St. Mary Lake.</li> <li>• Coordinate collaborative policy development to be implemented by SSIWPA and its member agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Carrying out capital works or the implementation of other agencies' policies</li> <li>• Assisting in the implementation and carrying out of the policies of a regional improvement district or the government of British Columbia</li> <li>• <del>Working to 2013/14 to improve the health of other watersheds on Salt Spring Island (although this is a long term goal of the Salt Spring Island Watershed Protection Authority and the OCP)</del></li> <li>• <del>Advocating in 2013-14 fiscal year on broad provincial policy that is not specific to management of the St. Mary Lake Watershed or the water quality of St. Mary Lake.</del></li> </ul>

## Project Deliverables

- SSI LTC to receive delegated powers from Trust Council to coordinate SSIWPA
- Terms of Reference for the SSIWPA
- Terms of Reference for the SSIWPA Technical Advisory Committee
- Establishment of a SSIWPA Technical Advisory Committee
- **Terms of Reference for a SSIWPA Quantity Advisory Committee**
- **Establishment of a SSIWPA Quantity Advisory Committee**
- Special Property Tax Requisition request to Trust Council
- Contract management of SSIWPA coordination
- **Contract management of Structured Decision Making Facilitator(s)**
- Participation a multi-stakeholder structured decision making process to prioritize actions and build consensus for an updated St. Mary Lake Watershed Management Plan

- An updated St. Mary Lake Watershed Management Plan including ranking and prioritization of land use planning/regulatory approach to watershed management
- An updated Cusheon Lake Watershed Management Plan including ranking and prioritization of land use planning/regulatory approach to watershed management
- Creation of coordination agreements with other agencies participating in SSIWPA
- Coordinate the implementation of the updated St. Mary Lake Watershed Management Plan
- Coordinate the implementation of the updated Cusheon Lake Watershed Management Plan
- Creation of a sustainable “Salt Spring Island Watershed Protection Authority” that can provide adequately resourced, coordinated and collaborative leadership between different agencies over the long term, ensuring high drinking water quality, sustainable water quantity, and ecologically sound watershed management.

## Stakeholders

### Technical Advisory Committee

The Salt Spring Island Watershed Protection Authority created a Technical Advisory Committee in October 2013 to objectively assess research to date, identify gaps in the information, and research solutions.

### Public Advisory Committee

The Salt Spring Island Watershed Protection Authority created a Public Advisory Committee in October 2014 to advise SSIWPA from the perspective of local values, on the development of an Integrated Watershed Management Plan.

### Water Quantity Committee

In October 2014, the Salt Spring Island Watershed Protection Authority began drafting Terms of Reference for a Water Quantity Committee. The purpose of the Water Quantity Committee is to assess quantity of potable water supply from Salt Spring Island surface and ground watersheds as well as design and evaluate improvements as directed by SSIWPA.

### Salt Spring Island Community

Community participation in reviewing and prioritize watershed management goals and objectives is central to the success of this project. The Salt Spring Island Watershed Protection struck a Public Advisory Committee (PAC). The role of the PAC is to participate in the structured decision making process and provide input into the planning and implementation of an updated St. Mary Lake Watershed Management Plan. Membership on the PAC includes a broad range of community interests, including Water Council, the Water Preservation Society, lakeside property owners, watershed stewardship groups, recreation users, interested community members, etc.

### First Nations

The Salt Spring Island Watershed Protection Authority has recognized that First Nations are more than stakeholders in this work and that this is a project which may generate interest by First Nations. The SSIWPA has invited membership on the SSIWPA by First Nations.

## Project Timeline and Work Breakdown

<i>Milestone</i>	<i>Target Completion Date</i>	<i>Duration</i>	<i>% Complete</i>
Bylaw 154 to delegate authority to SSI LTC	July 2013	8 months	100%
SSIWPA Terms of Reference	August 2, 2013	2 months	100%
SSIWPA Technical Advisory Committee Terms of Reference	September 2013	2 months	100%
Engage a consultant to assist with coordinating SSIWPA activities	October 2013	1 month	100%
Facilitate SSI LTC Special Property Tax Requisition request subject to TC Policy 6.3ii	March 2013	7 months	100%
Initial consultation – community briefing on SSI LTA Special Property Tax Requisition	November 2013	1 month	100%
Seek additional funding through Real Estate Foundation Grant	January 2014	3 months	100%
SSIWPA Public Advisory Committee and Terms of Reference	April, May 2014	3 months	100%
Develop To R, issue a RFP, and project manage consultant services to facilitate a structured decision making (SDM) or other multi-stake holder process to update the St. Mary Lake Watershed Management Plan.	ToR: May 2014; RFP June 2014; SDM – Oct. 2014 - May 2015	2 months 1 month 8 months	100% 100% 15%
Participate in process to update the St. Mary Lake Watershed Management Plan, based on active participation by the Technical Advisory Committee, the Public Advisory Committee, and the Salt Spring Island Watershed Protection Authority	November 2014– Sept. 2015	3 months	15%
Consider the use of land use planning tools, as prioritized by stakeholder process in order to reach the objectives of the updated St. Mary Lake Watershed Management Plan	September 2015 - December 2015	3 months	0%
Adoption of preferred land use bylaw or OCP amendments based on outcome of processes above.	September 2016	1 year	0%
Negotiate coordination agreements between representative agencies of the St Mary Lake Working Group in order to implement recommendations of the updated St Mary Lake Watershed Management Plan	December 2015 – March 2016	5 months	0%
Coordinate implementation of plan’s recommendations to be carried out by the agencies with authority to act.	March 2016 and beyond	TBD	0%

## Project Budget

- Activities related to land use planning can be resourced through the Trust Council annual project budget. For certainty, activities that are customarily associated with land use planning processes include community consultation sessions where regulatory and land use planning tools are being considered.
- Trust Council has allocated \$16 000 to be shared between Village Planning and Watershed Management for the 2014-15 fiscal year. The SSI LTC has previously endorsed \$8000 to be available for the land use planning components of this project over the 2014-15 fiscal year.
- Funds for Land Use Planning are being confirmed by member SWIPPA agencies. If a shortfall relating to current fiscal year, the start of Structured Decision Making process may be scheduled so that it traverses two fiscal years, completing by May 2015 being the timeframe of the Real Estate Foundation Grant. **The Real Estate Foundation Grant administrators have agreed to extend receipt of the St. Mary Lake Integrated Watershed Management Plan to September 2015.**
- Activities that entail coordination or additional operations coordinated by SWIPPA are to be resourced in the 2014/15 fiscal year through the \$110 000 Special Property Tax Requisition.
- **Activities that entail coordination or additional operations coordinated by SWIPPA are to be resourced in the 2015/16 fiscal year through the \$119,500 Special Property Tax Requisition. Subject to budget approval.**
- Technical Advisory Committee projects are budgeted by Capital Regional District. **NSSWD has advised no ability to contribute costs (including in kind) to research outside of NSSWD improvement district.**

## SSIWPA Budgets, Two Fiscal Years

<b>Land Use Planning</b> (Code 4014)		<b>2014 / 15</b>		<b>2015 / 16</b>	
<b>Item</b>	<b>Details</b>	<b>Revenue</b>	<b>Estimated Expenses</b>	<b>Revenue</b>	<b>Estimated Expenses</b>
<b>Program Budget</b>	SSI LTC Program Budget Watershed Management	\$8,000		\$15,000	-
<b>Grant</b>	Real Estate Foundation of BC	\$14,000		\$6,000	
<b>Grant</b>	The Philip and Muriel Berman Foundation c/o the Vancouver Foundation	\$7,500		2,500	
<b>Contributions</b>	Other agencies NSSWD	\$500			
<b>SDM</b>	SDM Consulting (Service Contract for \$49,700 continues into 2015/15 fiscal)		\$28,575		\$21,125
<b>Communications</b>	Advertising, outreach, and communications.		\$1,425		\$2,375
	SDM meeting coordination to be funded through SSIWPA Coordination budget				
<b>Total</b>		<b>\$30,000</b>	<b>\$30,000</b>	<b>\$23,500</b>	<b>\$23,500</b>

<b>Coordination</b> (Code 4045)		<b>2014 / 15</b>		<b>2015 / 16</b>	
<b>Item</b>	<b>Details</b>	<b>Revenue</b>	<b>Estimated Expenditures</b>	<b>Revenue</b>	<b>Estimated Expenditures</b>
Coordination	SSILTA Special Property Tax Requisition	\$110,000		\$119,500	
Meetings & Events	<ul style="list-style-type: none"> <li>• Minute Taking</li> <li>• Venues including Community Events</li> <li>• Communications</li> </ul>		\$22,000		\$12,000
Contract coordination	• One or more contractors for full time coordination.		\$78,000		\$85,000
Contingency	Unexpectd expenses		\$10,000		\$10,000
Administration Surcharge	Surcharge requested by Trust Administrative Services				\$12,500
<b>Sub-Total</b>		<b>\$110,000</b>	<b>\$110,000</b>	<b>\$119,500</b>	<b>\$119,500</b>
<b>Potential Surplus/Carry Over</b>			<b>-\$30,000</b>	<b>+\$30,000</b>	
<b>Total</b>		<b>\$110,000</b>	<b>\$80,000</b>	<b>\$149,500</b>	<b>\$119,500</b>

### Science Research (Technical Advisory Committee (TAC))

<b>TAC</b>	<b>2014*</b>		<b>2015*</b>	
<b>Item</b>	<b>Revenue</b>	<b>Expense</b>	<b>Revenue</b>	<b>Expense</b>
CRD gas tax	\$35,000	\$35,000		
CRD stormwater	\$10,000		\$8,000	
Island Health **	\$4,610	\$2,000		
Other **			\$2,500	
CRD			\$10,000	
MOE **			\$7,000	
Field Study phase 1 ***		\$37,000		
Field Study phase 2 ***				\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$37,000</b>	<b>\$27,500</b>	<b>\$45,000</b>

Notes:

- \* The CRD is the principle funder of technical research. The CRD fiscal year is also the calendar year.
- \*\* pending (Island Health 2014 Revenue is applied directly to lab costs. Island Health fiscal year end is March 31, 2105)
- \*\*\* Septic (well) monitoring and lake monitoring (including plankton)

## Project Team Resources

Name	Role	Responsibility
<i>Leah Hartley, RPM</i>	<i>Project Supervisor</i>	<i>Ensures project aligns with strategic goals, provide adequate project resources</i>
<i>SSI Local Trust Committee</i>	<i>Project Sponsor</i>	<i>Provides support through maintaining the project as a work program priority.</i>
<i>Island Planner</i>	<i>Project Manager</i>	<i>All project management of the project, lead/ direct all project work.</i>
<i>Consultant</i>	<i>Coordinator</i>	<i>Overall coordination of SSIWPA, including supporting budget planning, work plan, community consultation, facilitation, meeting arrangements and other requirements such as agendas, minutes and webposting etc.</i>
<i>Mark Van Bakel</i>	<i>GIS Support</i>	<i>In house, Islands Trust and CRD- as needed</i>
<i>Contractor</i>	<i>Minute Taking</i>	<i>Secretarial Service to SWIPPA including agenda circulation and minute taking.</i>
<i>Planning Team Assistant</i>	<i>Admin support</i>	<i>Minimal in house supplemental support</i>
<i>SSIWPA</i>	<i>Steering Committee</i>	<i>Provide in-kind resources and funding towards achieving project objectives.</i>

## Endorsements:

Role	Name	Endorsement Date
Project Supervisor	Leah Hartley	July 18, 2013
Project Manager	Island Planner	July 18, 2013
Project Sponsor	SSI Local Trust Committee	July 25, 2013