



File No.: 6500-20 – Water Sustainability

DATE OF MEETING: January 29, 2019

TO: Salt Spring Island Local Trust Committee

FROM: Jason Youmans, Island Planner
Salt Spring Island Team

COPY: Gary Holman, SSIWPA Co-Chair

SUBJECT: SSIWPA Special Property Tax Requisition – Fiscal 2019/20

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve the attached Request for Decision dated January 21, 2019 and authorize staff to forward it for consideration to Islands Trust Council, accompanied by the minutes of the January 26, 2019 Community Information Meeting and Town Hall.

REPORT SUMMARY

The Salt Spring Island Local Trust Committee (LTC) has identified water sustainability on Salt Spring Island as one of its top priorities. The water sustainability program involves a multi-jurisdictional approach to the protection and management of freshwater resources on Salt Spring Island.

This report recommends that the LTC endorse a special tax requisition of \$98,500 to fund the coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA) for the 2019/20 fiscal year.

This report also includes a discussion of other SSIWPA funding scenarios that the LTC may wish to consider.

BACKGROUND

Special Property Tax Requisition

On November 21, 2018, the Islands Trust Council Financial Planning Committee (FPC) considered a Request for Decision (RFD) from the SSI LTC for Islands Trust Council to include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98,500 in its 2019/20 annual budget. This special tax requisition is to support continued funding of additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area. This preliminary budget request was approved by FPC and the request was endorsed by Trust Council on January 15, 2019. A final decision about the special tax requisition will be made at the March 2019 meeting of Islands Trust Council.

Following the LTC’s October 18, 2018 resolution to request a \$98,500 special tax requisition, the LTC subsequently undertook further local consultations on the proposed requisition amount.

At its December 6, 2019 meeting the LTC passed the following three relevant resolutions to guide final LTC decision of the special tax requisition:

SS-2018-267

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request the Salt Spring Island Watershed Protection Alliance (SSIWPA) provide input on the level of coordination required to achieve its objectives.

CARRIED

SS-2018-268

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request staff to develop a tax requisition budget for coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA) in 2019-20 that reflects consultation with the SSIWPA Steering Committee.

CARRIED

SS-2018-269

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request staff to schedule a community information meeting for early 2019 to consult the community on the property tax requisition for coordination of Salt Spring Island Watershed Protection Alliance (SSIWPA) in the 2019/20 fiscal year.

CARRIED

ANALYSIS

Policy/Regulatory

Pursuant to [Trust Council Policy 6.3.ii](#), the SSI LTC must submit a budget program request for preliminary consideration by Trust Council in December of each year. The Local Trust Committee also has a responsibility to solicit feedback from the public minimally through a mechanism of advertising and otherwise advising the public of the purpose and cost of the proposed special requisition. The feedback received must be considered by Islands Trust Council prior to the final adoption of any bylaw that incorporates a special property tax requisition. A significant portion of the public consultation may be channeled through the annual public consultation of Trust Council's budget. Nonetheless, the LTC has adopted to undertake additional local consultations as well (see "Consultation" section below). When presented for approval to Trust Council, the request must include a completed Special Property Tax Requisition Checklist included in Section 7 of Policy 6.3.ii (see Appendix 1).

Issues and Opportunities

Proposed 2019-20 Islands Trust - SSIWPA Budget

The Request for Decision (RFD) in Appendix 1 shows a special tax requisition request in the amount of \$98,500. The LTC will note that the amount allocated for coordinator contracts is reduced to \$83,700 from the \$85,000 that was earmarked for this purpose last year. This reduction is to offset the projected increased costs of "Events and Communications" from \$8,000 in 2018/19 to \$9,300 in 2019/20. Staff are working on the assumption that the LTC does not wish to increase the proposed tax requisition beyond that of last year. The "Events and Communications" listed in Appendix 1 were endorsed by the SSIWPA steering committee at its September 2018 meeting.

The LTC will also note that the budget shown in Appendix 1 references "coordinator contract(s)" as opposed to a singular coordinator contract. This anticipates that pending further staff assessment and LTC direction there may be an opportunity to separate administrative coordination of SSIWPA from what is being termed "technical coordination" of SSIWPA projects. See "Technical Coordination" section below for further information.

SSIWPA Consideration

Per LTC resolution 2018-267, the SSIWPA steering committee considered the question of its coordination needs and associated funding requirements at its December 7, 2018 meeting. At that meeting, the steering committee received a report from planning staff that contained four funding options:

1. Continue LTC funding of full time SSIWPA coordination (tax requisition required)
2. Request the LTC only fund part time coordination of SSIWPA through the property tax requisition (tax requisition required)
3. Request the LTC discontinue the property tax request and seek funding for coordination of SSIWPA from a different member agency
4. Discontinue efforts to coordinate inter-jurisdictional water sustainability planning on Salt Spring

The steering committee deliberated on these options but did not pass any resolutions. However, one of the steering committee co-chair's closed discussion of the topic by summarizing what he understood to be the steering committee's general consensus – that the steering committee did not wish to fund full-time coordination of SSIWPA, but nor did it wish to discontinue SSIWPA entirely. This summary appeared to garner the general support of those around the table. On this basis, staff assume that SSIWPA would like the LTC to consider coordination of SSIWPA for the 2019/20 fiscal year at a lower intensity than in years previous.

Per LTC resolution 2018-267, staff have developed four alternative tax requisition budget scenarios based largely on holding fewer meetings. These are attached as Appendices 2-5.

These alternative scenarios are based on time allocation information provided by the current SSIWPA coordinator. It is important for the LTC to recognize that there is not a perfect relationship between meeting frequency and SSIWPA coordination time. As shown in attached Appendix 6, it is anticipated that many coordinator duties as defined by the deliverables of the current coordinator service contract would be held constant even if fewer steering committee and working group meetings are held.

The budget forecasts shown in Appendices 2 to 5 are based on the following meeting scenarios:

- Option 1: Steering Committee meets bi-monthly; Working Groups meet quarterly
- Option 2: Steering Committee meets bi-monthly; Working Groups merged, meet quarterly
- Option 3: Steering Committee meets quarterly; Working Groups meet quarterly
- Option 4: Steering Committee meets quarterly; Working Groups merged, meet quarterly

The scenarios presented in Options 1 to 4 only result in minimal cost savings, ranging from approximately \$9,000 to approximately \$14,000. If the LTC wishes to substantially reduce the SSIWPA coordination budget below the options shown in Appendices 2 to 5, then the scope of deliverables in the next coordinator service contract will need to be reduced accordingly.

Community Information Meeting

The LTC will receive this report in advance of the planned January 26, 2019 Community Information Meeting (CIM) concerning the special tax requisition.

Staff recognize that this community consultation may inform the LTC's ultimate decision on the value of the special tax requisition required to continue funding SSIWPA.

This CIM will be advertised in the Gulf Islands Driftwood Newspaper, on the Salt Spring Exchange, and disseminated through the LTC and SSIWPA e-mail subscriber lists, as well as posted on the Salt Spring Island Local Trust Committee website (see Appendix 1 for CIM advertisement).

Minutes and other feedback from the CIM will be forwarded on to FPC for its consideration.

CRD Funding Contribution

The CRD Director/SSIWPA Co-Chair has indicated that it may be possible to access CRD funds for the purpose of SSIWPA coordination/project management. No further details about this possibility were available prior to publication of this staff report.

Islands Trust In-house Coordination

There has been internal discussion within Islands Trust of the potential to bring aspects of SSIWPA coordination in-house, either through an existing administrative position within the organization, or through the creation of a new planner position that would have SSIWPA coordination within its duties. No further information about this prospect were available prior to publication of this staff report.

Technical Coordination of the Salt Spring Island Water Sustainability Framework

The Islands Trust Senior Freshwater Specialist has proposed that administrative coordination of SSIWPA be separated from technical coordination of the Salt Spring Island Water Sustainability Framework. He suggests that this position should be proficient in scientific software, data visualization, and field studies and would be used to address the following types of tasks:

- data sharing agreements
- information inventory
- technology procurement
- analysis methodology
- scientific research
- logistical management of project tasks

Staff have had insufficient time to develop a detailed structure or budget for what such an arrangement might look like. However, LTC will note that in the draft budget included in the Request for Decision to Trust Council as Appendix 1 of this staff report, it states that SSIWPA coordination funds may be used for "contracts" plural, as required.

If the LTC wishes for further specific information on this topic, it may direct staff to provide such at a future meeting.

Consultation

In accordance with *Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition*, the proposed special property tax requisition of \$98 500 for 2019/20 requires public consultation along with the overall Trust Council budget for 2019/20. As of the date of publication of this staff report, Trust Council's budget consultation window

has not yet officially opened. However, consultation about the proposed Special Property Tax Requisition will occur at both the local and Trust Council level.

As of publication of this staff report, the following local consultation plan has been implemented:

- Community Information Meeting on Salt Spring Island, January 26, 2019 advertised on multiple platforms, including *Gulf Islands Driftwood Newspaper* (January 21, 2019 edition), Salt Spring Exchange, Islands Trust website and both SSI LTC and SSIWPA e-mail subscriber lists.
- Updated FAQ and background documents posted to the SSI Water Sustainability project website.

Further Trust Council Special Property Tax Requisition consultation is anticipated as follows:

- Notice of the Salt Spring Island Special Property Tax Requisition will be included in the Trust Council 2018-19 Budget Consultation Package.
- A Trust Council Budget ad will be placed in at least two issues of the *Gulf Islands Driftwood*.
- Trust Council budget information will be posted Salt Spring Island Exchange website.
- A FAQ information sheet on the Salt Spring Island Property Tax Requisition will be linked in the Trust Council 2019/20 Budget Consultation Package.
- A News Update will be posted on Salt Spring web page seeking public input on tax requisition for watershed management.
- Invitations for feedback will be sent out using the Salt Spring Islands Trust Subscription Notice.

Statutory Requirements

Trust Council – Request for Decision

As per Island Islands Trust Policy 6.3.ii the LTC must also approve a Request for Decision (RFD) for inclusion in the March Trust Council agenda, requesting a bylaw to authorize a special property tax requisition. The RFD is attached as Appendix 1 and includes an assessment of organizational and other implications, a completed copy of the checklist in policy 6.3.ii along with attached documentation.

Subject to LTC discussion, staff recommend approving the RFD.

Rationale for Recommendation

Staff assessment is that SSIWPA continues to advance the LTC objective of water sustainability, that inter-agency collaboration is necessary for informed management of the island's freshwater resources, and that coordination of SSIWPA is important, both in its administration and management of its projects. On this basis staff recommend funding SSIWPA at the current request of \$98,500.

ALTERNATIVES

1. Amend RFD to reflect lower SSIWPA funding amount

Based on feedback from the Community Information Meeting of January 26, 2019 or other considerations, the LTC may wish to reduce the requested Special Property Tax Requisition being recommended to Islands Trust Council.

If the LTC wishes to apply one of the options described in Appendices 2 through 5, it could pass the following resolution:

That the Salt Spring Island Local Trust Committee direct staff to amend the Request for Decision in accordance with budget option X and authorize staff to forward it for consideration to Islands Trust Council, accompanied by the minutes of the January 26, 2019 Community Information Meeting and Town Hall.

If the LTC wishes to reduce the proposed special property tax requisition to an amount of its choosing, it could pass the following resolution:

That the Salt Spring Island Local Trust Committee direct staff to amend the Request for Decision to reflect a Special Property Tax Requisition in the amount of \$X and forward it for consideration to Islands Trust Council, accompanied by the minutes of the January 26, 2019 Community Information Meeting and Town Hall.

NEXT STEPS

Staff will forward a Request for Decision to Trust Council in accordance with LTC direction.

Assuming a Special Property Tax Requisition is granted, staff will return to the LTC with suggestions for revised SSIWPA meeting schedules or coordinator deliverables commensurate with the approved budget.

| | | |
|---------------|---|------------------|
| Submitted By: | Jason Youmans, Island Planner | January 21, 2019 |
| Concurrence: | Stefan Cermak, Regional Planning Manager | January 21, 2019 |

ATTACHMENTS

1. Request for Decision – Trust Council
2. Reduced SSIWPA Funding – Option 1
3. Reduced SSIWPA Funding – Option 2
4. Reduced SSIWPA Funding – Option 3
5. Reduced SSIWPA Funding – Option 4
6. Constant SSIWPA Coordination Services



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** March 12, 2019

From: Salt Spring Island Local Trust Committee **Date Prepared:** January 21, 2019

SUBJECT: Salt Spring Island Water Sustainability – Special Property Tax Requisition

RECOMMENDATION:

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98,500 in its 2019/20 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The special property tax requisition of \$98 500 will be used to fund the additional operations of the Salt Spring Island Local Trust Committee in exercising its delegated authority to coordinate the work of the Salt Spring Island Watershed Protection Authority (SSIWPA).

PURPOSE

The purpose of this Request for Decision is to request that Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98,500 in its 2019/20 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

BACKGROUND

On June 10, 2013, Trust Council approved Bylaw 154, a bylaw that delegates certain additional powers to the Salt Spring Island Local Trust Committee to support the preservation and protection of water quality and quantity within the Salt Spring Island Local Trust Area. Specifically, 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; and
- *coordinate* the *implementation* and *carrying out* of regional, improvement district and government of British Columbia policies.

Bylaw 154 also requires that funding for related operations be achieved through a special tax requisition within the Salt Spring Island Local Trust Area, where related expenditures will be \$5000 or more.

The purpose of SSIWPA is to:

- Provide a framework for freshwater resources in the Salt Spring Island Local Trust Area to be managed in a manner that integrates and considers both human and ecosystem needs through integrated planning, policy development and recommendations for implementation by member agencies and organizations;
- Advise on policies of regional, local and provincial government organizations that are related to freshwater resources;
- Coordinate the implementation of those policies.

To date, coordination of SSIWPA operations has been performed by a contractor with some administrative and other assistance from Islands Trust staff.

The SSIWPA Steering Committee holds regular meetings to develop strategies and recommendations to the member agencies in order to secure the long-term health, protection and stewardship of watersheds, surface and groundwater resources. These meetings are a forum for member agency representatives to cooperatively determine information gaps, and to coordinate joint actions to fill those gaps. The Steering Committee also relies on technical review, advice and reports prepared by its Technical Working Group and Conservation and Efficiency Working Group, which consist of member agency staff and local volunteers with inter-disciplinary professional qualifications related to integrated freshwater resource management.

SSIWPA focused on the issue of water quality in the St. Mary Lake watershed in 2014-15; undertaking community-based research and monitoring, and integrating both technical and public advisory in a multi-stakeholder planning process that resulted in the “Integrated Watershed Management Plan for the St. Mary Lake Watershed 2015” on Salt Spring Island.

In 2016, SSIWPA expanded its focus from the St. Mary Lake Watershed to an island-wide effort called the Integrated Watershed Management Program (IWM) in order to coordinate efforts by member agencies to quantify water availability in select watersheds, and a mechanism to begin to estimate groundwater budgets through survey, modelling and monitoring, on an island scale. Member agencies developed collaborative projects to achieve the goals of this program.

The 2017 Annual Report documents progress on the many inter-related projects in the IWM.

In 2018, SSIWPA also developed the Salt Spring Island Water Sustainability Framework through a strategic planning process that included members of Steering Committee and Working Groups. The Framework replaces the IWM program charter. The Framework as guidance document serves as an iterative tool for focussing collaborative efforts by multiple government and non-government groups in order to achieve the purpose of SSIWPA, and for tracking progress and relationships between actions and results.

The Salt Spring Island Local Trust Committee is requesting a special tax requisition for a seventh year, in order to continue coordinating the work of SSIWPA.

SPECIAL PROPERTY TAX REQUISITION

Pursuant to Trust Council Policy 6.3.ii, an individual Local Trust Committee can request a special property tax requisition for additional operations that are not included within the general operations of all local trust committees. Special property tax requisitions are approved by Islands Trust Council and must be formally requested by resolution of the Local Trust Committee. Trust Council Policy 6.3.ii includes a checklist for LTCs to follow - attached as Appendix 1.

In accordance with *Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition*, the proposed special property tax requisition of \$98 500 for 2019/20 went through a public consultation stage, both locally, and along with the overall Trust Council budget of 2019/20. A FAQ information sheet features the

SSI LTC special tax requisition and has been featured across multiple media venues along with a background information sheet on the work.

As of publication of this staff report, the following local consultation plan has been implemented:

- Community Information Meeting on Salt Spring Island, January 26, 2019 advertised on multiple platforms, including *Gulf Islands Driftwood Newspaper* (January 21, 2019 edition), Salt Spring Exchange, Islands Trust website and both SSI LTC and SSIWPA e-mail subscriber lists.
- Updated FAQ and background documents posted to the SSI Water Sustainability project website.

Further Trust Council Special Property Tax Requisition consultation is anticipated as follows:

- Notice of the Salt Spring Island Special Property Tax Requisition will be included in the Trust Council 2018-19 Budget Consultation Package.
- A Trust Council Budget ad will be placed in at least two issues of the *Gulf Islands Driftwood*.
- Trust Council budget information will be posted Salt Spring Island Exchange website.
- A FAQ information sheet on the Salt Spring Island Property Tax Requisition will be linked in the Trust Council 2019/20 Budget Consultation Package.
- A News Update will be posted on Salt Spring web page seeking public input on tax requisition for watershed management.
- Invitations for feedback will be sent out using the Salt Spring Islands Trust Subscription Notice.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The Salt Spring Island Local Trust Committee (SSI LTC) intends to continue to use the requisitioned funds to support coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA) (formerly the Salt Spring Watershed Protection Authority) – a multi-agency body dedicated to watershed protection on Salt Spring Island through collaborative watershed management.

Inclusion of the funds enables the continuation of contract coordination services to administer and manage SSIWPA’s operations and projects on behalf of the SSI LTC. Some additional administrative work related to contract management, financial management, management of grant awards and related SSI LTC work is undertaken by Islands Trust staff.

FINANCIAL:

The taxation implications of this decision would relate only to the Salt Spring Island Local Trust Area. The funds requisitioned would be spent to fund the additional operations of the SSI LTC, pursuant to the additional powers that Trust Council has delegated to it (coordination of SSIWPA).

The proposed budget is:

| | |
|-------------------------|-----------------|
| Coordinator Contract(s) | \$ 83,700 |
| Meeting Costs: | \$ 5,500 |
| Events and Comm. | \$ 9,300 |
| Total | \$98,500 |

Please also see Appendix 2 for the proposed SSIWPA 2019-20 Operations Budget.

POLICY:

No implications for current policy.

IMPLEMENTATION/COMMUNICATIONS:

If approved, the request for a special tax requisition within the Salt Spring Island Local Trust Area would be delivered to the Minister of Finance, along with the rest of the Islands Trust property tax requisition request.

RELEVANT POLICY

Islands Trust Council Bylaw 154
14(3)(iii) of the Islands Trust Act
Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition

ATTACHMENTS

Appendix 1.1 – Trust Council Policy 6.3.ii checklist.
Appendix 1.2 – SSIWPA Proposed Operations Budget – 2018/19
Appendix 1.3 – Advertisement – SSI Community Information Meeting

RESPONSE OPTIONS

Recommended:

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98 500 in its 2018/19 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

Alternatives:

1. That the Islands Trust Council include a special property tax requisition for the 2019/20 fiscal year for a lesser amount than requested by the SSILTC
 2. That the Islands Trust Council include a special property tax requisition for the 2019/20 fiscal year for a greater amount than requested by the SSILTC.
 3. That the Islands Trust Council does not include a special property tax requisition for the Salt Spring Island Local Trust Area for the 2018/19 fiscal year.
-

Prepared By:

Jason Youmans, Island Planner, Local Planning Services, January 21, 2019

Reviewed By/Date:

Salt Spring Island Local Trust Committee, January 29, 2019
Financial Planning Committee, DATE
Russ Hotsenpiller, CAO, DATE
David Marlor, DLPS, DATE

- a) approved.
- b) 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.
- c) Unspent funds can not be used to offset a general property tax requisition.

2. Special Property Tax Requisition Checklist

Budget Submission

| Description of Task | Deadline | Date Completed |
|--|--------------------------------|--|
| Local Planning Services Staff assigned to LTCs develop “additional operations” budget proposal on behalf of LTCs prior to December Trust Council meeting and submit them to FPC for review. | November FPC meeting | November 21, 2018 |
| Director of Local Planning Services presents “additional operations” budget proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed ‘additional operations’ are related to delegated powers and must be funded through a special property tax requisition. | December Trust Council meeting | November 21, 2018 |
| Financial Planning Committee makes recommendations to Trust Council regarding budget proposals made by LTCs, identifying <ul style="list-style-type: none"> • 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. | December Trust Council meeting | January 15 2019 |
| If December Trust Council does not approve the LTC “additional operations” budget proposal for inclusion in the general Islands Trust budget, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition: | | N/A |
| <ul style="list-style-type: none"> • LTC passes resolution to pursue special property tax requisition to fund the “additional operations” budget proposal: - copy of resolution attached | January | October 18, 2018 (potential further resolution January 29, 2019) In RFD |
| <ul style="list-style-type: none"> • LTC requests staff to conduct public consultation on the special tax requisition proposal: - copy of advertisement attached | Mid-February | Resolution December 6, 2018 (January-February consultation) Yes |
| - if public meeting held, minutes of the discussion attached | | To be provided to FPC when available |
| <ul style="list-style-type: none"> o written summary of public feedback attached | | To be provided to FPC when available |

ISLANDS TRUST POLICY MANUAL

| | | |
|---|----------------------|------------------|
| <ul style="list-style-type: none">• Staff prepare Request for Decision (RFD) proposed by LTC for March Trust Council binder, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, a completed copy of this checklist along with any attached documentation. | February FPC meeting | January 29, 2018 |
|---|----------------------|------------------|

SSIWPA Islands Trust 2019/20
Period: April 1, 2019 – March 31, 2020

| REVENUE | | | |
|-----------------------|---------------------------|------------------|-----------------|
| Item | Source | Cash | Matching |
| | Tax Requisition | 98,500.00 | |
| | Administrative Services | | 250.00 |
| Total Income | | 98,500.00 | 250.00 |
| EXPENSES | | | |
| | Coordination Contract(s) | 83,700.00 | - |
| | Events and Communications | 9,300.00 | - |
| | Meetings | 5,500 | - |
| | Administrative Services | | 250.00 |
| Total Expenses | | 98,500 | 250.00 |

| EXPENSE ESTIMATED COST BREAKDOWN | |
|---|-----------------|
| Events and Communications | |
| Earth Day and Fall Fair | 400.00 |
| Rainwater Harvesting Tour | 1,000.00 |
| Community Presentation – Groundwater Monitoring Pilot Results | 1,000.00 |
| Annual Report | 300.00 |
| Website Maintenance | 3600.00 |
| Website Design Upgrade (optional) | 3,000.00 |
| Events and Communications Total | 9,300.00 |
| Meetings | |
| Steering Committee (venue rentals) | 380.00 |
| Technical Working Group (venue rentals) | 260.00 |
| Conservation Group (venue rentals) | 260.00 |
| Meeting Supplies (markers, flipcharts) | 100.00 |
| Minute Taker | 4,200.00 |
| Reserve | 300.00 |
| Meetings Total | 5,500.00 |



Islands Trust

Islands Trust Budget 2019/20

Special Property Tax Requisition

Community Information Meeting and Town Hall

SALT SPRING ISLAND LOCAL TRUST COMMITTEE

**Have
Your
Say**

Saturday,
January 26, 2019
1:00 p.m.



Harbour House
Hotel, Conference
Room, 121 Upper
Ganges Road



Who should attend?

Anyone affected by
the proposed
special tax
requisition



Enquires?

Jason Youmans,
Island Planner



ssiinfo@islandstrust.bc.ca

250-537-9144

What is this Special Property Tax Requisition about?

In support of collaborative watershed management on Salt Spring Island, the Salt Spring Island Local Trust Committee (LTC) funds coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA) through a special tax raised each year. Consistent with previous years, a \$98,500 Special Property Tax Requisition has been proposed for the 2019/20 fiscal year. This Special Property Tax Requisition will be considered by Islands Trust Council in March 2019.

What is this Community Information Meeting about?

The LTC has scheduled this Community Information Meeting to gather feedback on the proposed Special Property Tax Requisition in order to inform their recommendation to Islands Trust Council ahead of budget adoption for the coming fiscal year.

What will happen at this Community Information Meeting?

1 p.m. to 1:10 p.m.

LTC chair's welcome and opening remarks

1:10 p.m. to 1:30 p.m.

Staff presentation

1:35 p.m. to 2:15 p.m.

Q&A with SSIWPA co-chairs, LTC trustees, and Islands Trust staff

2:30 p.m. to 3:15 p.m.

Town Hall

How do I get more information?

For more information on the proposed Special Property Tax Requisition, SSIWPA, and the LTC's commitment to water sustainability, visit: <http://islandstrust.bc.ca/islands/local-trust-areas/salt-spring/projects-initiatives/water-sustainability/>

OPTIONAL BUDGET 1
SSIWPA Islands Trust 2019/20
Period: April 1, 2019 – March 31, 2020

| REVENUE | | | |
|-----------------------|---------------------------|------------------|-----------------|
| Item | Source | Cash | Matching |
| | Tax Requisition | 90,000.00 | |
| | Administrative Services | | 250.00 |
| Total Income | | 90,000.00 | 250.00 |
| EXPENSES | | | |
| | Coordination Contract(s) | 77,700.00 | - |
| | Events and Communications | 9,300.00 | - |
| | Meetings | 2,980.00 | - |
| | Administrative Services | | 250.00 |
| Total Expenses | | 89,980.00 | 250.00 |

| EXPENSE ESTIMATED COST BREAKDOWN | |
|---|-----------------|
| Events and Communications | |
| Earth Day and Fall Fair | 400.00 |
| Rainwater Harvesting Tour | 1,000.00 |
| Community Presentation – Groundwater Monitoring Pilot Results | 1,000.00 |
| Annual Report | 300.00 |
| Website Maintenance | 3600.00 |
| Website Design Upgrade (optional) | 3,000.00 |
| Events and Communications Total | 9,300.00 |
| Meetings | |
| Steering Committee (venue rentals) | 268.00 |
| Technical Working Group (venue rentals) | 196.00 |
| Conservation Group (venue rentals) | 196.00 |
| Meeting Supplies (markers, flipcharts) | 100.00 |
| Minute Taker | 1720.00 |
| Reserve | 500.00 |
| Meetings Total | 2,980.00 |

OPTIONAL BUDGET 2
SSIWPA Islands Trust 2019/20
Period: April 1, 2019 – March 31, 2020

| REVENUE | | | |
|-----------------------|---------------------------|------------------|-----------------|
| Item | Source | Cash | Matching |
| | Tax Requisition | 85,600.00 | |
| | Administrative Services | | 250.00 |
| Total Income | | 85,600.00 | 250.00 |
| EXPENSES | | | |
| | Coordination Contract(s) | 73,515.00 | - |
| | Events and Communications | 9,300.00 | - |
| | Meetings | 2,784.00 | - |
| | Administrative Services | | 250.00 |
| Total Expenses | | 85,600.00 | 250.00 |

| EXPENSE ESTIMATED COST BREAKDOWN | |
|---|-----------------|
| Events and Communications | |
| Earth Day and Fall Fair | 400.00 |
| Rainwater Harvesting Tour | 1,000.00 |
| Community Presentation – Groundwater Monitoring Pilot Results | 1,000.00 |
| Annual Report | 300.00 |
| Website Maintenance | 3600.00 |
| Website Design Upgrade (optional) | 3,000.00 |
| Events and Communications Total | 9,300.00 |
| Meetings | |
| Steering Committee (venue rentals) | 268.00 |
| Technical Working Group (venue rentals) | 196.00 |
| Conservation Group (venue rentals) | 0 |
| Meeting Supplies (markers, flipcharts) | 100.00 |
| Minute Taker | 1720.00 |
| Reserve | 500.00 |
| Meetings Total | 2,784.00 |

OPTIONAL BUDGET 3
SSIWPA Islands Trust 2019/20
Period: April 1, 2019 – March 31, 2020

| REVENUE | | | |
|-----------------------|---------------------------|------------------|-----------------|
| Item | Source | Cash | Matching |
| | Tax Requisition | 87,500.00 | |
| | Administrative Services | | 250.00 |
| Total Income | | 87,500.00 | 250.00 |
| EXPENSES | | | |
| | Coordination Contract(s) | 75,366.00 | - |
| | Events and Communications | 9,300.00 | - |
| | Meetings | 2,476.00 | - |
| | Administrative Services | | 250.00 |
| Total Expenses | | 87,142.00 | 250.00 |

| EXPENSE ESTIMATED COST BREAKDOWN | |
|---|-----------------|
| Events and Communications | |
| Earth Day and Fall Fair | 400.00 |
| Rainwater Harvesting Tour | 1,000.00 |
| Community Presentation – Groundwater Monitoring Pilot Results | 1,000.00 |
| Annual Report | 300.00 |
| Website Maintenance | 3600.00 |
| Website Design Upgrade (optional) | 3,000.00 |
| Events and Communications Total | 9,300.00 |
| Meetings | |
| Steering Committee (venue rentals) | 204.00 |
| Technical Working Group (venue rentals) | 196.00 |
| Conservation Group (venue rentals) | 196.00 |
| Meeting Supplies (markers, flipcharts) | 100.00 |
| Minute Taker | 1280.00 |
| Reserve | 500.00 |
| Meetings Total | 2,476.00 |

OPTIONAL BUDGET 4
SSIWPA Islands Trust 2019/20
Period: April 1, 2019 – March 31, 2020

| REVENUE | | | |
|-----------------------|---------------------------|------------------|-----------------|
| Item | Source | Cash | Matching |
| | Tax Requisition | 84,000.00 | |
| | Administrative Services | | 250.00 |
| Total Income | | 84,000.00 | 250.00 |
| EXPENSES | | | |
| | Coordination Contract(s) | 72,000.00 | - |
| | Events and Communications | 9,300.00 | - |
| | Meetings | 2,280.00 | - |
| | Administrative Services | | 250.00 |
| Total Expenses | | 83,580.00 | 250.00 |

| EXPENSE ESTIMATED COST BREAKDOWN | |
|---|-----------------|
| Events and Communications | |
| Earth Day and Fall Fair | 400.00 |
| Rainwater Harvesting Tour | 1,000.00 |
| Community Presentation – Groundwater Monitoring Pilot Results | 1,000.00 |
| Annual Report | 300.00 |
| Website Maintenance | 3600.00 |
| Website Design Upgrade (optional) | 3,000.00 |
| Events and Communications Total | 9,300.00 |
| Meetings | |
| Steering Committee (venue rentals) | 204.00 |
| Technical Working Group (venue rentals) | 196.00 |
| Conservation Group (venue rentals) | 0 |
| Meeting Supplies (markers, flipcharts) | 100.00 |
| Minute Taker | 1280.00 |
| Reserve | 500.00 |
| Meetings Total | 2,280.00 |

SSIWPA Coordination Responsibilities That May Remain Constant

Administrative Responsibilities:

- Manage SSIWPA membership lists and coordinate the application process to fill vacancies.
- Use file naming conventions as required by Islands Trust Electronic Document Management procedures.
- Manage the SSIWPA website, as follows:
 - 1) Issue and manage third party contract for ongoing web maintenance.
 - 2) Upload and organize website content, as directed by steering committee.
 - 3) Create e-news posts and newsletter content, and manage subscriptions and distribution of newsletters.
 - 4) Upload and organize SSIWPA reports and project-related public documents accessible digitally via the website.
 - 5) Upload and organize technical publications related to SSIWPA project work in committee access only shared drive location (e.g. Google Drive, Dropbox, other).
- Draft and distribute mail-outs to a list of community groups, and other stakeholders, as directed by Steering Committee.
- Answering and redirecting inquiries from the public or others, as needed.
- Managing correspondence by acknowledging receipt and submitting to the Steering Committee for consideration of response. Correspondence is usually included in an upcoming agenda for consideration but may be distributed by way of RWM if the subject matter is time sensitive and in need of political response.
- Oversee and engage sub-contractors to carry out coordinator administrative duties as required.
- Familiarity with Islands Trust policies and procedures, including minute-taking guidelines, purchasing policies, grant administration policy, and communications policies.

Coordination of Working Groups/Advisory Committees:

- Assist with meeting scheduling, agenda preparation, and minute taking for working group/advisory committees.
- Manage SSIWPA Working Group membership lists and coordinate the application process to fill vacancies.
- Records management of working group minutes and work products.
- Maintain follow up action lists and decision logs of the working groups.

Finance Management:

- Prepare annual work plans and associated program budgets for SSIWPA approval.
- Prepare financial reporting that meet Islands Trust procedural requirements and fiscal year deadlines.
- Coordinate contributions by member agencies to program budgets and liaise with Islands Trust staff to administer funding as needed.
- Assist with writing grant and funding applications.

Coordination and Facilitation:

- Facilitate SSIWPA Steering Committee meetings in consultation with the Chair and in accordance with the SSIWPA Terms of Reference.
- Coordinate SSIWPA work programs as directed by Steering Committee and guided by the SSIWPA Terms of Reference. This does not entail project management of the SSIWPA work program but involves tracking and reporting on the progress of projects which each are managed by SSIWPA member agencies, working groups, or third party contractors under scopes of work that have been endorsed by the SSIWPA Steering Committee.
- Project management of SSIWPA work program tasks, subject to time and resources, and as directed by the SSIWPA steering committee.
- Develop the SSIWPA Annual Report for endorsement by Steering Committee. The Annual Report should include a summary and background to SSIWPA, a statement from the Chair, a summary of the year's accomplishments, current work program/strategic planning priorities, and financial statements.
- Develop annual SSIWPA community engagement plans, which will include a plan for outreach and educational events.
- Organize and facilitate community engagement in accordance with the annual engagement plan, including creating content and advertising, with direction from the Steering Committee.