



File No.: 6500-20 – Water
Sustainability

DATE OF MEETING: January 21, 2020
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 2020/21

RECOMMENDATION

- 1. That the Salt Spring Island Local Trust Committee direct staff to update the attached Request for Decision to include a special property tax requisition of \$_____, append SSIWPA’s approved work plan and budget for fiscal year 2020/21, and authorize staff to forward it for consideration to Islands Trust Council.**
- 2. That the Salt Spring Island Local Trust Committee endorse the consultation/communications plan identified in the staff report dated January 21, 2020.**

REPORT SUMMARY

This report concerns a Special Property Tax requisition for Salt Spring Island Local Trust Committee (LTC) to continue funding the coordination of watershed protection and planning initiatives through the Salt Spring Island Watershed Protection Alliance (SSIWPA).

Owing to SSIWPA’s late start in fiscal year 2019/20 (see “Issues and Opportunities” below), the SSIWPA Steering Committee was only able to finalize its 2020/21 work plan and associated budget at a January 17, 2020 meeting – after this staff report was published. As a result, staff are unable to use this staff report to provide a clear recommendation to the LTC on the appropriate special property tax requisition, and will have to provide a verbal update on the outcome of SSIWPA’s January 17 meeting at the LTC’s January 21 meeting, which can then inform the LTC’s discussion on the appropriate amount for the special tax requisition for the coming fiscal year. The LTC’s next meeting, February 18, 2020, is too late to meet the agenda deadline for the February 19, 2020 Financial Planning Committee meeting where the budget to be forwarded to Trust Council will be decided.

Nonetheless, Trust Council Policy 6.3 ii requires the LTC to approve a Request for Decision (RFD) regarding the special property tax requisition. This report provides such a framework, absent the amount of the proposed tax requisition. Following staff’s update on SSIWPA’s January 17 meeting, and subsequent LTC deliberation, the RFD can be updated with the LTC’s requested special property tax requisition.

BACKGROUND

Salt Spring Island Watershed Protection Alliance (SSIWPA)

The LTC has been coordinating SSIWPA since 2013 using delegated authority from the Islands Trust Council (*Islands Trust Act*, Section 8(2)b), via Trust Council [Bylaw No. 154](#). SSIWPA provides a forum within which to engage multi-jurisdictional planning for the sustainability and protection of freshwater resources on Salt Spring Island. 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; and
- Coordinate the implementation of those policies.

The SSIWPA [Terms of Reference \(ToR\)](#) provides guidance for how the member agencies collaborate and provide a framework for the scope of work undertaken.

Special Property Tax Requisition

Salt Spring Island Watershed Protection Alliance (SSIWPA)

At its October 22, 2019 meeting the SSIWPA Steering Committee considered its funding needs for the 2020/21 fiscal year and passed the following resolution¹:

By general consent, the Salt Spring Island Watershed Protection Alliance requests Salt Spring Island Local Trust Committee to request a special property tax requisition for \$98,500 from the Salt Spring Island Local Trust Area in the 2020/2021 fiscal year, subject to Trust Council Policy 6.3.ii, in order to fund coordination of watershed management on Salt Spring Island using the powers delegated to the Salt Spring Island Local Trust Committee by Trust Council Bylaw No. 154.

Salt Spring Island Local Trust Committee (LTC)

At its November 26, 2019 meeting the LTC considered a motion regarding the dollar value of the special tax requisition that should be requested for the 2020/21 fiscal year 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. Ultimately, the LTC voted to defer decision on the matter until its January meeting once SSIWPA had confirmed its work plan and proposed budget for the 2020/21 fiscal year.

SS-2019-250

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request staff to bring back an amended report regarding

¹ See Appendix 3 for excerpt from draft minutes of October 22, 2019 SSIWPA Steering Committee meeting re. SSIWPA budget request.

the Salt Spring Island Watershed Protection Alliance Special Tax Requisition in January 2020.

CARRIED

Islands Trust Council

At its November 12, 2019 meeting, the Islands Trust Council Financial Planning Committee (FPC) considered a draft Islands Trust Council budget for fiscal year 2020/21 that included an assumed special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$98,500. This preliminary budget was approved by FPC and endorsed by Trust Council at its December 2019 meeting. A final decision about the special tax requisition will be made by Trust Council at the March 2020 meeting of Islands Trust Council.

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 value 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. 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 2020/21 SSIWPA Budget and Work Plan

The 2019/20 fiscal year has been a period of reflection and revitalization for SSIWPA. The local government elections of October 2018 brought new leadership to the SSIWPA steering committee, and with that a period of learning about SSIWPA's background, potential, and limitations. The LTC also took the 2019/20 fiscal year as an opportunity to review the SSIWPA coordination function to ensure the community was being well served by SSIWPA. The LTC hosted a Community Information Meeting about the 2019/20 fiscal budget in January 2019. SSIWPA and members of the broader water-interested community took part in a work program planning workshop in early April 2019 and SSIWPA is now moving forward on the priorities identified at that time.

For recent SSIWPA activities, see the SSIWPA coordinator's report in the [December 17, 2019](#) and [November 26, 2019](#) LTC agenda packages, or visit the [SSIWPA webpage](#) to review recent agenda packages and minutes.

Currently SSIWPA is focussed on developing Salt Spring-centric rainwater harvesting guidance. A subcommittee established for this purposes has met several times and is anticipated to report back to the SSIWPA steering committee with a proposed scope of work at its January 2017 meeting.

Attached to this staff report as Appendix 2 is a draft work plan and budget presented to the SSIWPA steering committee at its January 17, 2020 meeting that describes the ranges of SSIWPA-coordinated projects proposed for 2020/21.

The draft budget contains the following assumptions:

- Special tax requisition will be for \$98,500, in line with previous fiscal, SSIWPA steering committee's October request, and placeholder in Trust Council budget;
- Total spending anticipated to be approximately \$75,000
- Annual coordinator compensation will be capped at \$60,000;
- Annual number of meetings is assumed as follows:
 - Up to 6 Steering Committee meetings
 - Up to 6 Technical Working Group meetings

Unspent Funds – Special Property Tax Requisition

The LTC currently has \$24,340 in unspent SSIWPA coordination funds dating back to the 2016/17 fiscal year².

2016/17 - \$7,105.99
2017/18 - \$6,976.20
2018/19 - \$10,258.39

Because of SSIWPA's late start this year, SSIWPA's present initiatives suggest that it will underspend its 2019/20 special tax requisition by almost \$55,000.

If staff's projections for unspent SSIWPA funds for 2019/20 are correct, this will create a reserve of unspent special property tax requisition funds of approximately \$79,000.

The LTC has two options available for spending these reserve funds:

- 1) They can be allocated to funding SSIWPA coordination for the coming fiscal year; or
- 2) They can be reallocated for another project per Trust Council policy 6.3 ii which states³:
 - c) 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.

Consultation and Communication Plan

In accordance with *Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition*, any proposed special property tax requisition for fiscal 2020/21 requires public consultation along with the overall Trust Council budget

³ As of publication of this staff report, planning staff remain in discussions with Islands Trust finance department about any limitations to how unspent special property tax requisition funds can be deployed.

for 2020/21. As of the date of publication of this staff report, Trust Council’s budget consultation window has not yet officially opened. Presently, staff propose that consultation and communications concerning the proposed special tax requisition be conducted primarily at the Trust Council level.

Staff recommend the following consultation and communications plan:

- 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*. Planning staff will work with Trust Area Services (TAS) staff to ensure advertising includes specific reference to the special property tax requisition.
- Trust Council budget information will be posted Salt Spring Island Exchange website. Planning staff will work with TAS staff to ensure advertising includes specific reference to the special property tax requisition.
- Updated FAQ and background documents posted to the SSI Water Sustainability project 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.

If the LTC wishes to explore consultation initiatives additional to those listed above, those can be discussed at the January 21, 2019 LTC meeting.

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.

Rationale for Recommendation

- 1) That the Salt Spring Island Local Trust Committee direct staff to update the attached Request for Decision to include a special property tax requisition of \$_____, append SSIWPA’s approved work plan and budget for fiscal year 2020/21, and authorize staff to forward it for consideration to Islands Trust Council.**

Initiating a special property tax requisition to fund the coordination of freshwater initiatives on Salt Spring Island requires submission of a Request for Decision (RFD) to Islands Trust Council. However, as noted, SSIWPA has not determined a final work and spending plan for fiscal 2020/21 in advance of publication of this staff report. This report contains a framework RFD that can be finalized at the LTC’s January 21, 2020 meeting based, in part, on the outcomes of the SSIWPA Steering Committee’s January 17, 2020 meeting.

- 2) That the Salt Spring Island Local Trust Committee endorse the consultation/communications plan identified in the staff report dated January 21, 2020.**

Trust Council Policy 6.3 ii requires some element of public consultation ahead of a final Trust Council decision on any special property tax requisition. The “Consultation and Communication” plan described above fulfils this requirement.

ALTERNATIVES

1. Direct staff to update Request for Decision (RFD) in accordance with LTC direction and seek approval to forward to Trust Council via Resolution Without Meeting.

The LTC may wish to see the updated RFD before it is forwarded to Trust Council to ensure that it accurately reflects the LTC’s discussion and direction. If this is the case, the LTC can direct amendment to the RFD at its January 21 meeting, and staff will provide the amended RFD to the LTC for approval in the following week.

A potential resolution to affect this action is as follows:

That the Salt Spring Island Local Trust Committee direct staff to update the attached Request for Decision to include a special property tax requisition of \$_____, append SSIWPA’s approved work plan and budget for fiscal year 2020/21, and to provide the amended RFD to the LTC for approval to forward to Trust Council via Resolution Without Meeting.

2. Additional Local Consultation and Communications

Further to the consultation and communications plan outlined above, the LTC could direct staff to undertake additional local consultations. This could take the form of, for example, an online survey or a Community Information Meeting (CIM).

Funding for such additional consultation can be paid for from the 2019/20 special tax requisition for watershed protection.

If the LTC wishes to direct this additional consultation, it could pass the following resolution:

That the Salt Spring Island Local Trust Committee direct staff to undertake the following consultation and communication initiatives in addition to those identified in the January 21, 2020 staff report:

- 1)
- 2)

The results of such additional consultation would be forwarded to the LTC and Islands Trust Council in advance of Trust Council’s budget deliberations at its March 2019 meeting.

The implication of additional consultation is staff time diverted from other planning projects and development applications.

NEXT STEPS

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

Submitted By:	Jason Youmans, Island Planner	January 14, 2019
Concurrence:	Stefan Cermak, Regional Planning Manager	January 14, 2019

ATTACHMENTS

1. Request for Decision – Trust Council
2. DRAFT – SSIWPA Work Plan and Budget, 2020/21
3. DRAFT – SSIWPA Minutes, October 22, 2019 (excerpt)



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** March 12, 2020

From: Salt Spring Island Local Trust Committee **Date Prepared:** January XX, 2020

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 \$TBD in its 2020/21 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) 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 \$TBD 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 \$TBD in its 2020/21 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; and

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 \$5,000 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.

See Appendix 2 for SSIWPA’s proposed work plan and budget for fiscal 2020/21 as agreed by the SSIWPA Steering Committee at its January 17, 2020 meeting.

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.

At its January 21, 2020 meeting, Salt Spring Island Local Trust Committee passed the following resolution:

(To be filled in pending outcome of January 21, 2020 LTC meeting)

In accordance with *Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition*, the proposed special property tax requisition of \$TBD for 2020/21 went through a public consultation stage along with the overall Trust Council budget of 2020/21. See Appendix 3 for Consultation and Communications plan concerning the proposed special property tax requisition (to be updated pending January 21, 2020 LTC meeting). A [FAQ information sheet](#) features the SSI LTC special tax requisition and has been posted on the Salt Spring Island Local Trust Committee website along with a [background information sheet](#) on the work. (Both documents to be updated before RFD submission)

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)	\$ TBD
Meeting Costs:	\$ TBD
Events and Comm.	\$ TBD
Total	\$ TBD

Please also see Appendix 2 for the proposed SSIWPA Work Plan and Budget for 2020/21.

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 – Trust Council Policy 6.3.ii checklist
Appendix 2 – SSIWPA Proposed Work Plan and Operations Budget (To be included pending outcomes of January 21, 2020 LTC meeting)
Appendix 3 – Special Property Tax Requisition – Proposed Consultation and Communications Plan (to be included pending outcomes of January 21, 2020 LTC 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 \$TBD in its 2020/21 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 2020/21 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 2020/21 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 2020/21 fiscal year.
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Prepared By:

Jason Youmans, Island Planner, Local Planning Services, January TBD, 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 12, 2019
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 12, 2019
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	December 12, 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:		
<ul style="list-style-type: none"> • LTC passes resolution to pursue special property tax requisition to fund the "additional operations" budget proposal: 	January	January 21, 2020 (anticipated)
- copy of resolution attached		In RFD (anticipated)
<ul style="list-style-type: none"> • LTC requests staff to conduct public consultation on the special tax requisition proposal: 	Mid-February	January 21, 2020 (anticipated)
- copy of advertisement attached		(to be attached once available)
- if public meeting held, minutes of the discussion attached		N/A (anticipated)
o written summary of public feedback attached		(to be attached once available)
<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 21, 2020 (anticipated)

ISLANDS TRUST POLICY MANUAL

Appendix 2

			Year:	2019	2020				2021			
	Area or Watershed	Lead Agency	Quarter:		1	2	3	4	1	2	Partner Agencies	Status
Water Availability Analysis												
Groundwater Availability	Cedar Lane	CRD									FLNR, IT, Cedar Lane Commission	Not started
Water Availability and Climate Change	Weston	CRD									FLNR, Fulford Commission	Not started
Monitoring												
GW Well Level Monitoring - Pilot	Island	IT + FLNR										31-Mar
GW Well Monitoring Network	Island	IT										In process
Lake Level Monitoring	Bullock	IT										In process
	Cusheon	IT										In process
	Weston	IT										In process
	Stowell	IT										In process
	Ford	IT										Not started
Policy and Planning												
Policy Review - Rainwater Guides	Island	SSIWPA									CRD, FLNR	Not started
Proof of Sufficient Water	Island	SSIWPA									CRD, FLNR	Not started
Events and Communications - Rainwater Best Practices												
Brochure	Island	SSIWPA									CRD, FLNR	In process
Non-Potable Rainwater Harvesting Best Practices Guide	Island	SSIWPA									CRD, FLNR	In process
Rebate Program	Island	pending									IT, FLNR	Not started
Professional Design Guide for Potable Rainwater Systems	Regional	Pending if regional									CRD, FLNR	Not started
Communciations: Events, Online, Community	Island	SSIWPA									CRD, FLNR	In process

First Quarter April - Jun = Q1

Second Quarter July - Sept = Q2

Third Quarter Oct - Dec = Q3

Fourth Quarter Jan-Mar = Q4

Islands Trust
SSIWPA Coordination Budget 2020-2021 - DRAFT FOR DISCUSSION

INCOME	CASH	IN KIND
Tax Requisition (Proposed)	98,500.00	
Province of BC Grant	7,800.00	
Administrative Services		250.00
TOTAL INCOME	106,300.00	250.00
EXPENSES		
Coordination		
Coordinator Contract	60,000.00	
Coordination Subtotal	60,000.00	
Events and Communications		
Communications Materials	6,500.00	
Events	2,700.00	
Website	3,600.00	
Events and Communications Subtotal	12,800.00	
Meetings		
Steering Committee	550.00	
Technical Working Group	260.00	
Rainwater Subcommittee	160.00	
Minute-taker	1,320.00	
Administrative Services		250.00
Meetings Subtotal	2,290.00	250.00
Unspent Reserve	31,210.00	
TOTAL EXPENSES	106,300.00	250.00

Budget Surplus/Deficit (Income - Expenses)	-
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Unspent Funding from SSIWPA is For Local Trust Committee Allocation. Note: The use of unspent funds from previous SSIWPA Special Property Tax Requisition Carryover Amounts could be allocated to 2020-21 Coordination of SSIWPA. The use of these funds for project areas is to be determined by Islands Trust.

Unspent Funds 2016-2019	24,340.00
Unspent Funds 2019-20 (estimated)	54,990.00
Total Unspent Funds:	79,330.00

4.3 Budget

4.3.1 SSIWPA Islands Trust Working Budget for the period April 1, 2020 - March 31, 2021

Chair Patrick reported the SSILTC is preparing the draft 2020 budget. A SSIWPA recommendation regarding SSIWPA budget for 2020-2021 could serve as a placeholder until the budget is finalized in March 2020 and allow time for SSIWPA to consider a budget. The Coordinator also presented an option to reduce the annual tax requisition to \$39,500 by recommending that SSILTC allocate unspent funds.

By general consent, the Salt Spring Island Watershed Protection Alliance requests Salt Spring Island Local Trust Committee to request a special property tax requisition for \$98,500 from the Salt Spring Island Local Trust Area in the 2020/2021 fiscal year, subject to Trust Council Policy 6.3.ii, in order to fund coordination of watershed management on Salt Spring Island using the powers delegated to the Salt Spring Island Local Trust Committee by Trust Council Bylaw No. 154.

In discussion the following comments were noted:

- Support was expressed for allocating unspent funds to reduce the tax requisition.
- Support was expressed for maintaining the current tax requisition as it will be difficult to ask for a budget increase next year.
- There was a question regarding whether unspent funds from previous years can be used for projects and are not restricted to being used for coordination only. Planner Youmans reported the SSILTC can allocate unspent SSIWPA funds for water related planning purposes.
- Support was expressed for SSIWPA to have less restricted funding such as a CRD Service and that process could take several years.
- Support was expressed for the unspent funds to be used for a critical need in the community such as water for affordable housing in Ganges or Cedar Lane water availability study.
- Concern was expressed that the funds that are supposed to be used for coordination might be allocated for purposes other than coordination, or for non-SSIWPA projects.
- Vice Chair Holman reported the CRD is coordinating a study with North Salt Spring Waterworks District regarding service delivery and it may be possible to increase the CRD stormwater budget for water availability projects.
- Concern was expressed that Beddis Water Commission was advised (in the past) that SSIWPA could not address the District's identified need for enhanced water quality testing due to tax requisition funds being restricted to coordination purposes.