

File No.: 6500-20 – Water  
Sustainability

DATE OF MEETING: February 18, 2020  
TO: Salt Spring Island Local Trust Committee  
FROM: Jason Youmans, Island Planner  
Salt Spring Island Team  
COPY: Gary Holman, SSIWPA Vice-Chair  
SUBJECT: SSIWPA Special Property Tax Requisition – Fiscal 2020/21

## RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse the attached Request for Decision and authorize staff to forward it for consideration to Islands Trust Council.

## 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). Trust Council Policy 6.3 ii requires the LTC to approve a Request for Decision (RFD) regarding the special property tax requisition.

Appendix 1 of this staff report contains a proposed RFD requesting a special tax requisition in the amount of \$75,500. This amount reflects the costed items in SSIWPA's fiscal 2020/21 work program. It does not include the approximately \$30,000 earmarked in SSIWPA's proposed budget for "SSIWPA Projects," as detailed plans for spending these funds have not been developed.

The LTC previously considered this matter at its January 21, 2020 meeting, but did not conclude discussions on the special tax requisition at that time. Instead, the LTC directed staff to provide clarity on how special tax requisition funds may be spent. The directors of Administrative Services and Local Planning Services have provided a separate memo included in the February 18, 2020 agenda package in response to that request.

Additionally, owing to SSIWPA's late start in fiscal year 2019/20 (see "Issues and Opportunities" below), the SSIWPA Steering Committee only finalized its 2020/21 work plan and associated budget at a January 17, 2020 meeting. As a result, previous LTC discussion on this matter took place without the benefit of the final SSIWPA Steering Committee work plan and proposed budget for fiscal 2020/21. Those documents are now available and are attached to the RFD in Appendix 1.

Following the February 18, 2020 LTC meeting, staff will forward the RFD to Islands Trust Financial Planning Committee as a late agenda for its February 19, 2020 meeting where the budget to be forwarded to Trust Council will be decided.

## 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 resolution<sup>1</sup>:

**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.

This request was reaffirmed at SSIWPA's January 21, 2020 meeting. See Appendix 3 for an excerpt of minutes from that meeting.

#### *Salt Spring Island Local Trust Committee (LTC)*

At its meeting of January 21, 2020, the LTC passed the following resolution concerning allocation of special property tax requisition funds:

#### **SS-2020-03**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to provide a report regarding how the Salt

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<sup>1</sup> See Appendix 2 for excerpt from draft minutes of October 22, 2019 SSIWPA Steering Committee meeting re. SSIWPA budget request.

Spring Island Watershed Protection Alliance (SSIWPA) unspent reserve funds can be allocated.

**CARRIED**

The Islands Trust directors of Administrative Services and Local Planning Services have provided a memo to response to this resolution. It is included in the agenda package for the February 18, 2020 regular LTC meeting.

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 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 of 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 the RFD in Appendix 1 is a work plan and budget for SSIWPA-coordinated initiatives 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;
- Costed items 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

The LTC will note that the SSIWPA budget contains a projected \$31,210 earmarked for "SSIWPA Projects." Staff understand that it is SSIWPA's intention that the LTC direct these funds to agency projects on the SSIWPA work plan. However, given the conclusions of the memo from Islands Trust directors of Administrative Services and Local Planning Services about how special property tax requisition funds may be allocated, and remaining uncertainty about what types of activities the LTC can undertake with funds secured under [Bylaw No. 154](#), staff believe it is prudent that the LTC remain conservative in its interpretation of how special tax requisition funds can be used.

In their recent memo to the LTC regarding special tax requisition funds, the directors of Local Planning Services and Administrative Services write:

" . . . the SSIWPA body is not an agency with inherent perpetual continuance. Budgeting for SSIWPA is undertaken on a year-by-year basis with no contemplated longer-term financial plan. In the absence of a longer-term financial plan, requisitioning funds that would generate more than is needed for the immediately upcoming fiscal year is to plan for a surplus for which there may be no necessitated spending. Public consultation regarding requisitioning for a surplus has not been undertaken which is also a requirement for special levy funding."

At the close of this fiscal year, the LTC will have a substantial reserve of unspent special tax requisition funds from previous fiscal years (see *Unspent Funds*, below). If, as the fiscal year progresses, the LTC determines that certain agency-led projects on the SSIWPA work program can be funded in a manner consistent with what [Bylaw No. 154](#) anticipates, the LTC can resolve to use unspent funds from previous fiscal years for that purpose.

### *Unspent Funds – Special Property Tax Requisition*

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

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 in accordance with Trust Council policy 6.3 ii which states<sup>2</sup>:

- 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.

It is clear that the LTC could cover the projected costed items from the SSIWPA 2020/21 work plan entirely using unspent funds from previous fiscal years. However, conversations remain ongoing about potential opportunities to advance the preservation and protection of freshwater on Salt Spring Island that fall within the parameters of what [Bylaw No. 154](#) anticipates, though are not necessarily reflected within the SSIWPA work plan. These include "technical coordination" (hiring a technical expert to undertake data collection and data management) and supporting development of a Drinking Water and Watershed Protection Plan such as those currently under development in the [Cowichan Valley Regional District](#) and [Regional District of Nanaimo](#). However, these ideas are not so far developed at present as to actually earmark resources toward them. Nonetheless, they are of sufficient merit that staff are remiss to recommend depleting the LTC's reserve of unspent tax requisition funds on SSIWPA's operations when they could potentially be put toward these, or other, initiatives once such initiatives are further developed, supported and confirmed to be consistent with Bylaw No. 154.

### **Consultation and Communication**

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 for 2020/21.

Two questions about the proposed special property tax requisition were included in the 2020/21 Trust Council online budget consultation survey which was open until February 9, 2020.

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<sup>2</sup> See Memo from Islands Trust directors of Administrative Services and Local Planning Services included in LTC agenda package of February 18, 2020 for a discussion of good accounting principles regarding special property tax requisition funds.

These questions were as follows:

1) Salt Spring Island Special Property Tax Levy

A special property tax levy is a mechanism by which Islands Trust funds a special initiative taking place in a single local trust area through a tax levied on property owners only in that local trust area. The tax can be used when a local trust committee wishes to take on a large initiative with local significance or to take on additional operations. Since 2014, the Salt Spring Island Local Trust Committee has funded, through a special local tax requisition, the Salt Spring Island Water Protection Alliance to support work related to the preservation and protect of water resources in the Salt Spring Island Local Trust Area.

Do you support a special property tax requisition in the Salt Spring Island Local Trust Area to fund the coordination of initiatives to preserve and protect freshwater on Salt Spring Island?

Yes / No / I don't know / I don't have an opinion

2) The special property tax requisition to fund the coordination of initiatives to preserve and protect freshwater on Salt Spring Island in 2020/21 is proposed to be \$98,500.

Too much / Too little / Just right / I don't know / I don't have an opinion

There were 64 responses to question 1 as follows:

Yes: 41 (64.06%)

No: 19 (19%)

I don't know: 3 (4.69%)

I don't have an opinion: 1 (1.56%)

There were 65 responses to question 2 as follows:

Too much: 20 (30.77%)

Too little: 6 (9.23%)

Just right: 19 (29.23%)

I don't know: 13 (20%)

I don't have an opinion: 7 (10.77%)

Notice of the budget consultation was advertised in the *Gulf Islands Driftwood* newspaper, on the Salt Spring Exchange, and through various community Facebook pages. See summary in Appendix 1.

No further consultation on the proposed special property tax requisition is recommended at this time. However, interested community members may wish to submit comment directly to Trust Council [here](#).

## **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 endorse the attached Request for Decision 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. The RFD attached to this staff report recommending a special tax requisition of \$75,500 reflects the costed items in the SSIWPA 2020/21 work plan.

## **ALTERNATIVES**

- 1. Direct staff to amend the Request for Decision (RFD) for a different amount.**

The LTC may determine that the \$75,500 special property tax requisition included in the RFD is not appropriate for the 2020/21 fiscal year. If this is the case, the LTC can direct that the amount be amended.

A potential resolution to action this is as follows:

*That the Salt Spring Island Local Trust Committee direct staff to amend the attached Request for Decision to include a special property tax requisition of \$\_\_\_\_\_, and authorize staff to forward it for consideration to Islands Trust Council.*

## **NEXT STEPS**

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

Submitted By:	Jason Youmans, Island Planner	February 11, 2020
Concurrence:	Stefan Cermak, Regional Planning Manager	February 11, 2020

## **ATTACHMENTS**

1. Request for Decision – Trust Council
2. SSIWPA Minutes, October 22, 2019 (excerpt)
3. DRAFT SSIWPA Minutes, January 17, 2020 (excerpt)



## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of:** March 12, 2020

**From:** Salt Spring Island Local Trust  
Committee

**Date Prepared:** February 10, 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 \$75,500 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 \$75,500 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 \$75,500 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 February 18, 2020 meeting, Salt Spring Island Local Trust Committee passed the following resolution:

(To be updated pending outcome of February 18, 2020 LTC meeting)

In accordance with *Islands Trust Council Policy 6.3.ii -- Special Property Tax Requisition*, the proposed special property tax requisition of \$75,500 for 2020/21 went through a public consultation stage along with the overall Trust Council budget of 2020/21.

A summary of that consultation was provided by Trust Area Services and is attached as Appendix 3.

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## **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)	\$ 60,000
Meeting Costs:	\$ 2,290
Events and Comm.	\$ 12,800
<b>Total</b>	<b>\$ 75,090</b>

See Appendix 2 for the proposed SSIWPA Work Plan and Budget for 2020/21.

Trust Council will note that the SSIWPA budget contains a projected \$31,210 earmarked for "SSIWPA Projects." Staff understand that it is SSIWPA's intention that the LTC direct these funds to agency projects on the SSIWPA work plan. However, given the conclusions of the memo from Islands Trust directors of Administrative Services and Local Planning Services about how special property tax requisition funds may be allocated included in the February 18, 2020 LTC meeting agenda, and remaining uncertainty about what types of activities the LTC can undertake with funds secured under Bylaw No. 154, staff believe it is prudent that the LTC remain conservative in its interpretation of how special tax requisition funds can be used and not factor this item into the special property tax requisition.

**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.

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**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*

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**ATTACHMENTS**

Appendix 1 – Trust Council Policy 6.3.ii checklist  
Appendix 2 – SSIWPA Proposed Work Plan and Operations Budget  
Appendix 3 – Special Property Tax Requisition – Consultation Summary

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**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 \$75,500 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, February 11, 2020

**Reviewed By/Date:**

Salt Spring Island Local Trust Committee, February 18, 2020  
Financial Planning Committee, **DATE**  
Russ Hotsenpiller, CAO, **DATE**  
David Marlor, DLPS, **DATE**

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- 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"> <li>Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154).</li> <li>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.</li> </ul> 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"> <li>LTC passes resolution to pursue special property tax requisition to fund the "additional operations" budget proposal:</li> </ul>	January	February 18, 2020
- copy of resolution attached		In RFD
<ul style="list-style-type: none"> <li>LTC requests staff to conduct public consultation on the special tax requisition proposal:</li> </ul>	Mid-February	No resolution – undertaken through Trust Council budget consultation
- copy of advertisement attached		Attached
- if public meeting held, minutes of the discussion attached		N/A
o written summary of public feedback attached		Attached
<ul style="list-style-type: none"> <li>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.</li> </ul>	February FPC meeting	February 18, 2020

## ISLANDS TRUST POLICY MANUAL

				Year:		2019				2020				2021					
	Area or Watershed	Lead Agency		Quarter:		1	2	3	4	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 Assessment	Weston	CRD														FLNR, Fulford Commission	Not started		
Monitoring																			
Groundwater Well Level Monitoring - Pilot	Island	IT + FLNR															31-Mar		
Groundwater Well Monitoring Network	Island	IT+FLNR															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		
Water System Data Management Assistance																	Not started		
Policy and Planning																			
Policy Review - Rainwater Guides	Island	SSIWPA														CRD, FLNR	Not started		
Definition of 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		
Communications: 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**

<b>INCOME</b>	<b>CASH</b>	<b>IN KIND</b>
Tax Requisition (Proposed)	98,500.00	
Province of BC Grant	7,800.00	
Administrative Services		250.00
<b>TOTAL INCOME</b>	<b>106,300.00</b>	<b>250.00</b>
<b>EXPENSES</b>		
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
SSIWPA Projects	31,210.00	
<b>TOTAL EXPENSES</b>	<b>106,300.00</b>	<b>250.00</b>

<b>Budget Surplus/Deficit (Income - Expenses)</b>
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### **How was the budget survey process advertised on Salt Spring Island Local Trust Area?**

This year we intended to put \$500 into advertising on Facebook. Unfortunately, our advertising was blocked due to a new Facebook initiative.

The Facebook platform is working to verify Facebook users who are advertising about social issues or politics. We have started the verification process and are currently waiting for a letter from Facebook, which will provide us with a confirmation code that we need to have in order to move forward in the verification process.

Despite the inability to advertise on Facebook, through relationship building with our supporters, such as Island conservancy, nature and climate change groups, the survey posts were organically shared through the Islands Trust area. In addition, we shared our survey to some Island discussion groups, which likely accounted for half of our survey respondents.

#### **Trustees**

- TBD

#### **Social Media**

- Islands Trust Facebook group page
- Salt Spring Island Forum (a place to discuss Salt Spring Island topics) Facebook group page
- Salt Spring Island Conservancy Facebook group page
- Gulf Island Driftwood Facebook group page

#### **Print Ads**

- Gulf Island Driftwood
- Salt Spring Island Exchange

#### **Email**

- Emailed Piers Island residents through their social email list

## **2020/21 Trust Council Budget Survey – SSI Special Property Tax Requisition**

Two questions about the proposed special property tax requisition were included in the 2020/21 Trust Council online budget consultation survey which closed on February 9, 2020.

These questions were as follows:

1) Salt Spring Island Special Property Tax Levy

A special property tax levy is a mechanism by which Islands Trust funds a special initiative taking place in a single local trust area through a tax levied on property owners only in that local trust area. The tax can be used when a local trust committee wishes to take on a large initiative with local significance or to take on additional operations. Since 2014, the Salt Spring Island Local Trust Committee has funded, through a special local tax requisition, the Salt Spring Island Water Protection Alliance to support work related to the preservation and protect of water resources in the Salt Spring Island Local Trust Area.

Do you support a special property tax requisition in the Salt Spring Island Local Trust Area to fund the coordination of initiatives to preserve and protect freshwater on Salt Spring Island?

Yes / No / I don't know / I don't have an opinion

2) The special property tax requisition to fund the coordination of initiatives to preserve and protect freshwater on Salt Spring Island in 2020/21 is proposed to be \$98,500.

Too much / Too little / Just right / I don't know / I don't have an opinion

There were 64 responses to question 1 as follows:

Yes: 41 (64.06%)

No: 19 (19%)

I don't know: 3 (4.69%)

I don't have an opinion: 1 (1.56%)

There were 65 responses to question 2 as follows:

Too much: 20 (30.77%)

Too little: 6 (9.23%)

Just right: 19 (29.23%)

I don't know: 13 (20%)

I don't have an opinion: 7 (10.77%)



# Have Your Say!

## 2020/21 Islands Trust Budget

We're putting together the Islands Trust budget 2020/21 with a climate action focus. We want your input!

Please complete our survey and tell us what you think.

[islandstrust.bc.ca/budget](https://islandstrust.bc.ca/budget)

The deadline for survey completion is February 9, 2020

E: [budget@islandstrust.bc.ca](mailto:budget@islandstrust.bc.ca)

T: 250.405.5151



Islands Trust

*Preserving and protecting the islands in the Salish Sea. Learn more about what we do at [islandstrust.bc.ca](https://islandstrust.bc.ca)*



## BUDGETING FOR THE FUTURE

Our draft 2020/21 budget is focused on climate action. Before we finalize the budget we want your input.

Please tell us what you think by doing our survey at:

[https://www.surveymonkey.com/r/IslandsTrust\\_Budget2020\\_21](https://www.surveymonkey.com/r/IslandsTrust_Budget2020_21)

The deadline for comments is February 9, 2020

#ClimateActionBudget

#IslandsTrust

#PreserveAndProtect

#ClimateAction

#ClimateChange

A photograph of a forest landscape. In the foreground, there are several tall, slender trees with green needles. The ground is covered in dry, yellowish grass. In the background, a blue lake is visible, surrounded by more trees and mountains under a clear blue sky.

Budgeting. It's in our nature.







WE WANT YOUR INPUT!

Our proposed 2020/21 budget has a focus on climate action and we'd like you to tell us what you think.

Please do our survey at:

[https://www.surveymonkey.com/r/IslandsTrust\\_Budget2020\\_21...](https://www.surveymonkey.com/r/IslandsTrust_Budget2020_21...) See More

A graphic featuring two speech bubbles. The larger, dark blue bubble on the right contains the text 'Have Your Say! 2020/21 Islands Trust Budget'. The smaller, light blue bubble on the left is empty.

**Have Your Say!**  
2020/21 Islands Trust Budget



We're putting together the Islands Trust budget 2020/21 with a climate action focus, and we want your input. Learn about the budget and how to express your opinions at:

[islandstrust.bc.ca/budget](https://islandstrust.bc.ca/budget)

E: [budget@islandstrust.bc.ca](mailto:budget@islandstrust.bc.ca)

T: 250.405.5151

The deadline for survey completion is February 9, 2020



### 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.

EXCERPT – Draft Minutes, SSIWPA Steering Committee, regular meeting of January 17, 20120

#### Budget

**By general consent**, the Salt Spring Island Watershed Protection Alliance Steering Committee approved the budget with the following amendment: replace “Unspent Reserve” with “SSIWPA Projects”.

- It was noted SSIWPA recommended the Salt Spring Island Local Trust Committee approve the \$98,500 special property tax requisition at the October 22, 2019 meeting.
- It was noted the unspent reserve funds could fund projects such as technical coordination to facilitate data collection and collation for the Weston Lake study, create data monitoring guidelines for water area services and a water availability study.

#### Workplan

**By general consent**, the Salt Spring Island Watershed Protection Alliance Steering Committee agreed further investigation is needed to consider the best approach for island-wide water availability and sustainability.

**By general consent**, the Salt Spring Island Watershed Protection Alliance Steering Committee agreed to amend the draft SSIWPA Workplan 2020-2021 as follows:

- Add assist water systems to conduct data monitoring on an ongoing basis to the Lake Level Monitoring item; and
- Add FLNRO to the GW Well Monitoring Network item as a partner agency.

**By general consent**, the Salt Spring Island Watershed Protection Alliance Steering Committee approved the draft SSIWPA Workplan 2020-2021 as amended.