



MEMORANDUM

File No.: SSI 6500-20
Water Sustainability

DATE OF MEETING: December 15, 2020
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Island Planner
Salt Spring Island Team
COPY: Salt Spring Island Watershed Protection Alliance
SUBJECT: Salt Spring Island Watershed Protection Alliance - Special Property Tax Requisition

PURPOSE

The purpose of this memo is to provide an update to the Salt Spring Island Local Trust Committee (LTC) on the special property tax requisition process for the ongoing coordination of watershed protection projects through the Salt Spring Island Watershed Protection Alliance (SSIWPA).

Salt Spring Island Watershed Protection Alliance

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 in 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.

See Appendix 2 for a summary of projects in which SSIWPA has played a coordinating role over the past calendar year.

LTC undertook a special property tax requisition of \$75,500 for fiscal year 2020/21 to fund SSIWPA's operations. This was down from the \$98,500 that the LTC sought in previous years on the basis of LTC direction that SSIWPA coordinator compensation be capped at \$60,000 per annum, and reducing the frequency of steering committee and technical working group meetings.

Special Property Tax Requisition

In accordance with [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 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 requires lead time to achieve the various levels of budget approvals (see policy 6.3ii), and the Islands Trust budget process is underway now. The preliminary Islands Trust budget considered by Trust Council at its [December 2020 meeting](#) included a placeholder special property tax requisition of \$75,500.

Unspent Special Property Tax Requisition Funds

The LTC currently has approximately \$85,000 in unspent special property tax requisition funds dating back to the 2016/17 fiscal year. Staff anticipate that SSIWPA may underspend its special property tax requisition for the current fiscal year by approximately \$10,000. If this is the case, the LTC can anticipate entering the 2021/22 fiscal year with unspent special property tax requisition funds of approximately \$95,000.

These funds can be used to coordinate SSIWPA, or, per Trust Council resolution TC-2020-086, the LTC can use these funds on LTC-directed water sustainability projects that do not necessarily require SSIWPA coordination.

THAT Trust Council authorize the Salt Spring Island Local Trust Committee to use unspent special property tax requisition funds from previous fiscal years to undertake water sustainability projects that do not require coordination through the local trust committee’s (LTC’s) delegated authority under Trust Council Bylaw No. 154.

CARRIED

At its October 22, 2020 meeting, the SSIWPA Steering Committee struck a sub-committee to develop a terms of reference for a consultant to help SSIWPA develop a high-level plan to guide agency action on watershed protection over the timeframe specified by the plan. This sub-committee’s work is ongoing, but development of such a plan is a project to which the LTC could consider allocating its unspent special property tax requisition funds. Alternatively, development of such a plan could be financed through current year special property tax requisition funds as it falls within the coordination function authorized by Bylaw No. 154.

The December 15, 2020 LTC agenda package contains correspondence from the Salt Spring Island electoral area director of the Capital Regional District (CRD) requesting the LTC’s assistance to advance a climate change and water availability study for Weston Lake, which supplies the Fulford Water System. This is another option the LTC could consider for allocating its unspent special property tax requisition funds from previous fiscal years.

NEXT STEPS

Next steps regarding the special property tax requisition process are as follows:

- 1) *SSIWPA Steering Committee to meet late December/early January*

Staff anticipate that SSIWPA steering committee will meet to:

- Approve budget and recommended special property tax requisition for 2021/22;

- Develop recommendations to LTC for allocation of unspent special property tax requisition funds; and
- Approve work plan for 2021/2022

2) *Staff report to LTC January 19, 2021*

In accordance with the Trust Council policy 6.3.ii checklist attached as Appendix 1, staff will provide a report to the LTC seeking a resolution concerning the amount of the special property tax requisition to be sought for the 2021/22 fiscal year. The amount determined by the LTC will inform subsequent community consultation about the tax requisition. This staff report and recommendations therein will be informed by resolutions emerging from SSIWPA’s December/January meeting.

Submitted By:	Jason Youmans, Island Planner	December 2, 2020
Concurrence:	Stefan Cermak, Regional Planning Manager	December 2, 2020

ATTACHMENTS

1. Trust Council Policy 6.3.ii – Special Property Tax Requisition Checklist
2. Summary of SSIWPA projects and topics for 2020

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

7. 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	
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	
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	
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: <ul style="list-style-type: none"> - copy of resolution attached 	January	
<ul style="list-style-type: none"> • LTC requests staff to conduct public consultation on the special tax requisition proposal: <ul style="list-style-type: none"> - copy of advertisement attached - if public meeting held, minutes of the discussion attached o written summary of public feedback attached 	Mid-February	
<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	

SSIWPA Coordination January 2020 - December 2020

Community Engagement and Outreach Work Products:

- [Rainwater Harvesting Brochure](#) (Distributed February – May including all NSSWD ratepayers)
- [Rainwater Harvesting Virtual Tour](#) (4 systems)
- [Salt Spring Island Non-Potable Rainwater Harvesting Best Practices Guide](#)
 - 2373 reactions and 97 engagements with Facebook Ad
- [Delivery of Rainwater Harvesting Webinar](#) in the Islands Trust Climate Action Series - video online in perpetuity
 - 200 webinar participants and local radio news spot
- [Annual Report 2018-2020](#)
- Five (5) [SSIWPA newsletters](#) sent to 250 readers
- Maintained positive relationships with 12 water monitoring project station property owners
- Responded to public inquiries – re: rainwater harvesting and groundwater resources
- Engaged with all small water system operators

Technical Review of Consulting Reports and Member Agency/Community Partner Projects:

- Salt Spring Island Targeted Groundwater Wells Monitoring Pilot Report to Funder (Islands Trust, 2020)
- [Salt Spring Island Groundwater Recharge Mapping Study Report](#) (GW Solutions, 2019)
- [Southern Gulf Islands Groundwater Sustainability Strategy](#) (Islands Trust, 2020)
- [Salt Spring Island Water Preservation Society's Freshwater Catalogue](#) Project Design and Data

Nascent/Ongoing Coordinated Projects:

- Weston Lake Water Availability and Climate Change Assessment Study (CRD)
- Cedar Lane Groundwater Availability and Hydrogeological Assessment Study Terms of Reference (CRD)
- Watershed Protection Plan for SSI (SSIWPA) – Exploratory phase
- Water System Data Management Assistance (SSIWPA) – Survey Results in development for SSIWPA use
- [Proof of Sufficient Water at Time of Subdivision \(Islands Trust\)](#) – Draft Bylaw in development
- [Community Groundwater Level and Lake Level Monitoring Network Project](#) (Islands Trust)
- Rainwater Rebate Incentives Program Development & Partnerships - Transition SS, CRD, I-SEA
- Rainwater Harvesting Public Outreach and Community Education
- (Pending new workplan approval) Potable RWH Best Practices and Professional Design Guide (Potential for Regional Partnerships)

Upcoming in January:

- SSIWPA Workplanning finalized for 2021-22
- Watershed Protection Plan - Draft Terms of Reference to SSIWPA
- Annual Reporting