



File No.: SSI 6500-20  
Water Sustainability

DATE OF MEETING: January 19, 2021

TO: Salt Spring Island Local Trust Committee

FROM: Jason Youmans, Island Planner  
Local Planning Services

COPY: Salt Spring Island Watershed Protection Alliance (SSIWPA)

SUBJECT: Salt Spring Island Watershed Protection Alliance (SSIWPA) Special Property Tax Requisition

## RECOMMENDATIONS

1. **THAT the Salt Spring Island Local Trust Committee request a special property tax requisition for \$75,500 from the Salt Spring Island Local Trust Area in the 2021/2022 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.**
2. **THAT the Salt Spring Island Local Trust Committee endorse the special property tax requisition consultation/communications plan identified in the staff report dated January 19, 2021.**
3. **THAT the Salt Spring Island Local Trust Committee request that Islands Trust Council amend the 2021/22 draft budget to include a draw of \$14,097 from Salt Spring Island Local Trust Committee surplus funds – comprising the remainder of the constituency grant received by SSIWPA in 2017 – for the development of a Weston Lake Water Availability and Climate Change Assessment Study to be carried out by a contractor in cooperation with the Capital Regional District.**
4. **THAT the Salt Spring Island Local Trust Committee direct staff to develop a draft project charter and partnership agreement for a Weston Lake Water Availability and Climate Change Assessment Study to be carried out by a contractor in cooperation with the Capital Regional District.**

## REPORT SUMMARY

The purpose of this report is for the Salt Spring Island Local Trust Committee (LTC) to consider funding continued coordination of the Salt Spring Island Watershed Protection Alliance (SSIWPA) through a Salt Spring Island Local Trust Area special property tax requisition request in the Islands Trust Budget for 2021/22. This report recommends that the LTC request a special property tax requisition in the amount of \$75,500.

This report also recommends that, per SSIWPA steering committee recommendation, the remaining \$14,097 received by SSIWPA as a provincial constituency grant in 2017, but held in Islands Trust accounts, be allocated to support a Weston Lake Water Availability and Climate Change Assessment Study to be carried out in cooperation with the Capital Regional District.

## 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 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 member agencies collaborate and provides a framework for the scope of work undertaken.

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.

### SSIWPA Work Program and Budget

SSIWPA's work in fiscal 2020/21 has been guided by the work program attached as Appendix 1. It is important to note that excepting the outreach and education component of the work program, most other identified priority projects generally require an agency to lead them, rather than SSIWPA itself.

To date, the SSIWPA steering committee has met four times in fiscal 20/21. The SSIWPA technical working group has also met four times.

See Appendix 2 for a summary of work that has involved SSIWPA over the 2020/21 fiscal year as well as project updates, or visit the [SSIWPA webpage](#) to review recent agenda packages and minutes.

The SSIWPA Steering Committee debated a 2021/22 work plan and budget at a special meeting on December 17, 2020. A budget was approved and is attached as Appendix 3 of this staff report for the LTC's consideration. The SSIWPA steering committee debated, but did not finalize, a work plan for 2021/22 at that meeting and will consider the matter again at a meeting on January 21, 2021.

While the work plan was not ratified at the December 17, 2020 meeting, the following resolutions were passed:

***By general consent, the Salt Spring Island Watershed Protection Alliance recommends the Salt Spring Island Local Trust Committee allocate \$14,097 from the SSIWPA surplus (Constituency fund) to the Weston Lake Water Availability and Climate Change Assessment Study by the CRD.***

***By general consent, the Salt Spring Island Watershed Protection Alliance approved the draft SSIWPA Budget 2021-2022 as amended.***

## ANALYSIS

### Policy/Regulatory

Pursuant to [Trust Council Policy 6.3.ii](#), the 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 4).

## ISSUES AND OPPORUNITIES

### 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.

The LTC currently has \$85,255.79 in unspent SSIWPA coordination funds dating back to the 2016/17 fiscal year<sup>1</sup>. Staff anticipate that SSIWPA may underspend its 2020/21 special tax requisition by approximately \$3,500, owing principally to the cancellation of outreach events and the transition from in-person to online meetings, consistent with current public health protocols.

The SSIWPA budget attached as Appendix 3 presumes maintenance of the status quo from the previous year, recognizing at this point whether it is unclear whether in-person meetings and outreach events will resume.

Assuming that the LTC wishes to maintain SSIWPA in its current form, staff consider that the LTC has the following options:

1. Request a \$75,500 tax requisition as in previous fiscal year to fund SSIWPA coordination;
2. Request a lesser special property tax requisition to fund SSIWPA coordination in part through unspent funds from previous fiscal years and in part from new tax dollars; or
2. Request no special property tax requisition and fund SSIWPA entirely through unspent special property tax requisition funds from previous fiscal years.

Staff suggest the SSI LTC pursue Option No. 1 and initiate the tax requisition process for \$75,500. The unspent special property tax requisition funds that have accumulated over previous fiscal years, while unintentional, now provide the LTC with the opportunity to fund valuable freshwater planning and protection work that might not otherwise be considered.

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<sup>1</sup> 2016/17 - \$7,105.99; 2017/18 - \$6,976.20; 2018/19 - \$10,258.39; 2019/20 - \$60,915.21

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. However, a resolution of the LTC is required to formalize the budget request.

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

The LTC currently has \$85,255.79 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 \$3,500. If this is the case, the LTC can anticipate entering the 2021/22 fiscal year with unspent special property tax requisition funds of approximately \$89,000.

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**

Some options to deploy these unspent funds to advance the cause of watershed protection on the Island were discussed at SSIWPA's December 17, 2020 meeting. These included:

- 1) *Hiring a consultant to assist in the development of a watershed protection strategic plan or other form of freshwater plan for Salt Spring Island.*

At its October 22, 2020 meeting, the SSIWPA steering committee agreed to the formation of an ad hoc working group to develop a terms of reference for such an initiative. It is hoped that development of such a plan can guide the actions of SSIWPA member agencies over the length of that plan (5 years, 10 years, etc).

Trustee Patrick provided a draft project charter for the development of such a plan to the SSIWPA steering committee for its consideration at its December 17, 2020 meeting.

Following lengthy debate about whether to include this item in the SSIWPA 2021/22 work plan and recommending to the LTC that it be the lead agency for such an initiative, SSIWPA passed the following resolution:

***By general consent, the Salt Spring Island Watershed Protection Alliance deferred consideration of the "Watershed Protection Alignment and Opportunities" – Islands Trust Project Charter.***

While SSIWPA did not endorse this project at its December 17, 2020 meeting, Trustee Patrick, who also serves as the SSIWPA chair, has submitted a separate Request for Decision to advance this project for as part of the LTC's January 19, 2021 agenda package. If unspent coordination funds from previous years are to be used to advance this initiative, a resolution of the LTC is required now to ensure that the proposed draw from surplus appears as a line item in the 2021/22 Trust Council budget.

2) *Hiring a consultant to undertake a climate change and water availability study for Weston Lake*

At its December 15, 2020 meeting, the LTC received [correspondence](#) from CRD electoral area director Gary Holman requesting that the LTC fund a Weston Lake Water Availability and Climate Change Assessment Study in the amount of \$30,000.

The desire for such a study was identified in SSIWPA's 2020/21 work plan and investigation and planning within the Weston Lake watershed is also referenced in the Salt Spring Island Official Community Plan (see Policy B.5.3.2.17 [here](#)).

At its December 17, 2020 meeting SSIWPA resolved to recommend to the LTC that the remaining portion of the SSIWPA constituency grant be allocated to supporting such a project.

However, the LTC is reminded that when it considered Director Holman's request at its December 15, 2020 meeting it passed the following resolution:

***SS-2020-180***

***It was MOVED and SECONDED,***

*that Director Holman's request for funding of a Weston Lake Sustainability study be deferred until the Salt Spring Island Watershed Protection Alliance prepares a high level watershed protection plan which will advise the Local Trust Committee on the highest and best use of surplus funds as well as special tax requisition funds.*

**CARRIED**

While the LTC has resolved that consideration of this item be deferred pending development of a strategic plan, staff nonetheless encourage funding the work from the remaining SSIWPA constituency grant as recommended by the SSIWPA steering committee. The reason for this recommendation is that the constituency grant was provided to SSIWPA in 2017 to carry out work that it otherwise cannot do under the terms of the LTC's delegated authority through [Bylaw No. 154](#). Because SSIWPA is not a legal entity, however, it does not have its own bank account and the money lives within Islands Trust accounts and is subject to LTC oversight. Given the spirit in which the constituency grant was made – namely to enable SSIWPA to advance scientific work related to water supply and watershed protection on the island – staff recommend that the LTC spend it in accordance with SSIWPA's wishes. In this case, SSIWPA has recommended that it be directed toward development of a Weston Lake Sustainability study.

The LTC may also wish to consider whether to top up funding of the Weston Lake Sustainability study to the full \$30,000 requested by the CRD electoral area director from the LTC's unspent special property tax requisition funds.

Staff note that the CRD have already developed a terms of reference for a Weston Lake Sustainability study thus the LTC may be able to enter into a partnership agreement to share the cost and receive the deliverable. Staff would have to report back to the LTC in order to provide more clarity on the partnership agreement process.

## Staff Resources

As Trustees are aware, Local Planning Services is implementing the Local Planning Services Renewal. The renewal is an exciting opportunity to focus more Island Planner time exclusively on long range and proactive planning Trust wide. The implementation of the LPS renewal is happening in an iterative process with processes and procedures being worked out while resources are being reallocated. The key immediate deliverable is to have Island Planners advancing projects throughout the Trust Area which have languished for various reasons. As part of this process Salt Spring Island Island planners may be tasked with other Trust area projects. This has not yet occurred aside from Island Planner staff helping develop some of the framework for implementing the LPS Renewal. However, staff remind the LTC that the one Salt Spring Island project that may lose Island Planner time is the Water Sustainability project. Therefore, staff caution that while fiscal resources may be made available, staff resource may not be.

## Consultation and Communication Plan

In accordance with *Islands Trust Council Policy 6.3.ii*, any proposed special property tax requisition for fiscal 2021/22 requires public consultation along with the overall Trust Council budget for 2021/22. Trust Council's budget consultation window will open on January 22, 2021. 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 2021/22 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 2021/22 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 19, 2021 LTC meeting.

## Rationale for Recommendations

1. **THAT the Salt Spring Island Local Trust Committee request a special property tax requisition for \$75,500 from the Salt Spring Island Local Trust Area in the 2021/2022 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.**

By reducing the special property tax requisition to \$75,500 from \$98,500 as the LTC did in fiscal 2020/21 it has reduced the likelihood of generating the surpluses that occurred in previous fiscal years. For the closing fiscal year, and from a simple perspective of revenues to expenses, \$75,500 appears an appropriate budget to fund SSIWPA's operations.

Additionally, it is staff's opinion that, while accumulated unintentionally, the more than \$85,000 in unspent funds from previous fiscal years currently held in surplus presents the LTC with a unique opportunity to fund watershed protection and planning initiatives identified by SSIWPA as they arise and for which there may not otherwise be available project budgets.

Nonetheless, staff do remind the LTC that Islands Trust director of administrative services has [previously identified](#) that the SSIWPA annual budget should not result in a surplus, as SSIWPA is not an agency with inherent perpetual continuance, and therefore it should not carry funds forward into future fiscal years when the organization may cease to exist.

Should the LTC no longer wish to fund SSIWPA's coordination or fund it at a lesser amount, it will have until the March 2021 Trust Council meeting to request amendments to the budget. The LTC could request an amended tax requisition or eliminate the request at that time. However, the LTC should note that it is more difficult to make additional tax requisition requests once the draft budget has been through preliminary approvals.

- 2. That the Salt Spring Island Local Trust Committee endorse the consultation/communications plan identified in the staff report dated December 15, 2020.**

Implementing the communications plan described in this staff report will fulfil the LTC's consultation obligations under Trust Council Policy 6.3.ii.

- 3. THAT the Salt Spring Island Local Trust Committee request that Islands Trust Council amend the 2021/22 draft budget to include a draw of \$14,097 from Salt Spring Island Local Trust Committee surplus funds – comprising the remainder of the constituency grant received by SSIWPA in 2017 – for the development of a Weston Lake Water Availability and Climate Change Assessment Study to be carried out by a contractor in cooperation with the Capital Regional District.**

See discussion above under "Unspent Special Property Tax Requisition Funds."

- 4. THAT the Salt Spring Island Local Trust Committee direct staff to develop a draft project charter and partnership agreement for a Weston Lake Water Availability and Climate Change Assessment Study to be carried out by a contractor in cooperation with the Capital Regional District.**

If the LTC wishes to allocated funds to this initiative it should do so under the terms of an Islands Trust project charter describing the project, its objectives, and Islands Trust staff roles and responsibilities. Providing funding to assist what is principally a CRD project will require development of a cooperation agreement between the two agencies to ensure the deliverables are of mutual benefit.

## ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

**1. Request a \$37,750 tax requisition to fund SSIWPA coordination and fund the remaining \$37,750 from surplus unspent funds.**

The LTC may determine that it wishes to fund SSIWPA coordination in part from a special property tax requisition and in part from surplus funds. If such is the case, the following resolution would serve the purpose:

*THAT the Salt Spring Island Local Trust Committee request a special property tax requisition for \$37,750 from the Salt Spring Island Local Trust Area in the 2021/2022 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.*

*and*

*THAT the Salt Spring Island Local Trust Committee direct staff to allocate \$37,750 of unspent SSIWPA coordination funds, up to the 2020/21 fiscal year inclusive, to SSIWPA coordination in the 2021/22 fiscal year.*

**2. Request no special property tax requisition and fund SSIWPA coordination entirely from unspent funds from previous years.**

The LTC may determine that it wishes to fund SSIWPA coordination entirely from its unspent surplus funds from previous fiscal years. If such is the case, the following resolution would serve the purpose:

*THAT the Salt Spring Island Local Trust Committee direct staff to allocate \$75,500 of unspent SSIWPA coordination funds, up to the 2020/21 fiscal year inclusive, to SSIWPA coordination in the 2021/22 fiscal year.*

## **NEXT STEPS**

If the LTC accepts staff's recommendations:

- Staff will notify Islands Trust Director of Administrative Services that LTC intends to pursue a special property tax requisition in the amount of \$75,500;
- Staff will undertake the communications plan outlined in this staff report in coordination with the greater Trust Council budget process;
- Staff will notify Islands Trust Director of Administrative Services that LTC intends to draw \$14,097 from its surplus to help fund a Weston Lake Climate Change and Water Availability Study;
- Staff will return to the LTC at its February 16, 2021 meeting with a Request for Decision to be forwarded to Trust Council following public consultation on the proposed special property tax requisition; and
- Pending available staff resources, staff will return to the LTC at a future date with a draft project charter and cooperation agreement for the Weston Lake Climate Change and Water Availability Study.



Staff will carry out any alternative actions directed by the LTC.

Submitted By:	Jason Youmans, Island Planner	January 7, 2021
Concurrence:	Stefan Cermak, Regional Planning Manager	January 7, 2021

**ATTACHMENTS**

1. SSIWPA Work Plan – Fiscal 2020/21
2. SSIWPA Actions and Activities – Year-to-Date
3. SSIWPA Approved Budget – Fiscal 2021/22
4. Policy 6.3.ii - Special Property Tax Requisition Checklist

SSIWPA Workplan April 1, 2020 - March 31, 2021 - Amended June 10, 2020

Appendix 1

			Year:	2019				2020				2021			
	Area or Watershed	Lead Agency	Quarter:		1	2	3	4	1	2	Partner Agencies	Status			
<b>Water Availability Analysis</b>															
Groundwater Availability	Cedar Lane	CRD									FLNR, IT, Cedar Lane Commission	In process			
Water Availability and Climate Change Assessment	Weston	CRD									FLNR, Fulford Commission	In process			
<b>Monitoring</b>															
Groundwater Well Level Monitoring - Pilot	Island	IT + FLNR										31 May COMPLETED			
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		SSIWPA										Started			
<b>Policy and Planning</b>															
Policy Review - Rainwater Guides	Island	IT									CRD, FLNR	Not started			
Definition of Proof of Sufficient Water	Island	IT									CRD, FLNR	In process			
<b>Events and Communications - Rainwater Best Practices</b>															
Brochure	Island	SSIWPA									CRD, FLNR	In process			
Non-Potable Rainwater Harvesting Best Practices Guide	Island	SSIWPA									CRD, FLNR	In process			
Rebate Program	Island	Funding Partner CRD									I-SEA, SSIWPA to coordinate	In process			
Professional Design Guide for Potable Rainwater Systems	Regional	Pending									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

## 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

**ISLANDS TRUST**  
**SSIWPA Coordination DRAFT Budget 2021-22**  
 Adopted December 17, 2020

	<b>Draft Budget 2021-22</b>	<b>In-Kind</b>
<b>REVENUES</b>		
SSI LTC Tax Requisition	75,500	
In-Kind Staff Time	-	1,000
Draw from SSIWPA Surplus (previously recognised Constituency Grant funds)	14,097	
<b>Total Revenues</b>	<b>89,597</b>	<b>1,000</b>
<b>EXPENSES</b>		
<u>Coordination</u>		
Coordinator Contract	60,000	
	60,000	
<u>Events and Communications</u>		
Communications Materials	11,740	
Events	-	
Website Hosting	2,000	
	13,740	
<u>Meetings</u>		
Steering Committee	280	
Technical Working Group	280	
Rainwater Subcommittee	280	
Minute-taker	800	
Meeting Software Licensing Fees (Zoom)	120	
In-Kind Staff Time	-	1,000
	1,760	1,000
<b>Total Expenses</b>	<b>75,500</b>	<b>1,000</b>
<b>Annual Surplus (Deficit)</b>	<b>14,097</b>	<b>-</b>
Transfer (t CRD) from SSI LTC for Project [Weston Lake Water Availability and Climate Change Study]	(14,097)	
<b>NET ANNUAL SURPLUS (DEFICIT) after transfers</b>	<b>-</b>	<b>-</b>
Accumulated Surplus, opening balance (March 31, 2021 est)	109,796	
Accumulated Surplus, closing balance (March 31, 2022)	95,699	

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