



Islands Trust

# STAFF REPORT

January 27, 2015

File No.: 6500-20 Watershed Management

**To:** Salt Spring Island Local Trust Committee: For the meeting of February 5, 2015  
**From:** Stefan Cermak, Island Planner, Local Planning Services

**Re:** Watershed Management

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## PURPOSE

The Salt Spring Island Local Trust Committee (LTC) identified watershed management on Salt Spring Island as one of its top priorities in order to address raw water quality and water quantity issues. The Watershed Management program involves a multi-jurisdictional approach to the protection and management of freshwater resources on Salt Spring Island.

The purpose of this report is to update the LTC on the Salt Spring Island Watershed Protection Authority (SSIWPA)'s response to the LTC's recent referral and to update the LTC on the consultation program for a 2015/16 special property tax requisition.

## BACKGROUND

The Salt Spring Island Local Trust Committee (LTC) passed the following resolutions at their January 8, 2015 regular business meeting:

SS-2015-07

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request further information from staff on options for allocation of funds and updated two year budget request, following consultation with the Salt Spring Island Watershed Protection Authority. **CARRIED**

SS-2015-08

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee refer the Project Charter for Watershed Management version 6.0, last updated November 22, 2014 to the Salt Spring Island Watershed Protection Authority for comment. **CARRIED**

The Salt Spring Island Watershed Protection Authority (SSIWPA) received the Project Charter for Watershed Management (version 6) at their January 16, 2015 meeting but did not carry a motion for comment.

SSIWPA considered options for allocation of funds and the two year budget request. SSIWPA discussion centered around use of the deferred expenditures for support advancing work in watershed management with an emphasis on addressing water quantity issues. After discussion, SSIWPA carried the following motion:

“By general consent the Salt Spring Island Watershed Protection Authority request that deferred expenditures be used for the Salt Spring Island Local Trust Committee to undertake a new program” (in watershed management).

**OPTIONS FOR ALLOCATION OF REMAINING FUNDS**

As per Islands Trust [Special Property Tax Requisition Policy 6.3.ii](#), any funds, generated through a special requisition, which are remaining 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:

1. Complete the previously approved initiative or program; or
2. Undertake a new program, subject to a further resolution of the Local Trust Committee to do so.

The two options have been further broken down into potential options as per the table below.

**Table 1 Potential Options for Allocation of Remaining Funds**

Option	Comments	Follow Up Action
1	Complete the previously approved initiative or program	
1.a	Decrease the requested 2015-16 special property tax requisition  2015-16 requested requisition \$119,500 <sup>3</sup> Subtract remaining 2014-15 funds -\$30,000 <hr/> Amended 2015-16 request \$89,500* *includes Admin. Surcharge	LTC motion amending request to Trust Council for special property tax requisition from \$119,500 to \$89,500 (assuming inclusion of administrative surcharge remains)
1.b	Supplement the requested 2015-16 special property tax requisition  2015-16 requested requisition \$119,500 <sup>3</sup> Supplement with 2014-15 remaining funds +\$30,000 <hr/> Amended 2015-16 Coordination Budget \$149,500* *includes Admin. surcharge  A SSIWPA work program amendment would detail how the supplement would be used in coordination services	LTC motion requesting Trust Council to allocate remaining funds to SSIWPA Coordination in order to complete or supplement the previously approved initiative (Coordinating and assisting in the determination of policies...)  LTC Program Charter amendment  SSIWPA Work Program amendment

Option	Comments	Follow Up Action
2	Undertake a new program, subject to a further resolution of the Local Trust Committee to do so.	
2.a	<p>Resources for a Water Quantity Committee Coordinator</p> <p>Quantity Coordinator could be: a) included in increased scope of work for next SSIWPA Coordinator Service Contract, or b) be a separate service contract</p> <p>Conversely, discussion of quantity issues could be arranged to coincide with SSIWPA steering committee meetings to reduce resource requirements</p>	<p>LTC motion requesting Trust Council to allocate remaining funds to new program</p> <p>Prepare 2015/16 SSIWPA Coordinator Service Contract Terms of Agreement before reposting for next fiscal period, OR</p> <p>Draft Water Quantity Coordinator Request for Proposal</p>
2.b	<p>Resources for a Planning Consultant to create a Salt Spring Island Local Trust Area water conservation / water demand management bylaw, feasibly in coordination with, but not subject to, a NSSWD Conservation Bylaw and updated CRD Building Code</p> <p>Key deliverable is for consultant to draft SSILTC bylaw implementing water conservation / water demand management</p> <p>Both CRD and NSSWD have indicated working on respective draft bylaws in 2015</p> <p>Note abundant Islands Trust resources on water conservation best practices. For example, Trust Council's Local Planning Committee Report "<a href="#">Gulf Island Groundwater Protection Regulatory Toolkit</a>" (Jan. 2014)</p>	<p>LTC motion requesting Trust Council to allocate remaining funds to new program</p> <p>Draft Planning Consultant Request For Proposal (Terms of Reference, Scope of Work, and Qualifications)</p> <p>Update LTC Program Charter</p>

Discussions by both the Local Trust Committee and Salt Spring Island Watershed Protection Authority indicate interest in using the remaining special property tax requisition funds for a new program related to or within the watershed management program. Both options presented for a new program involve contracting services related to addressing water quantity issues.

At the January 16, 2015 SSIWPA meeting, the SSIWPA Chair reported that the Capital Regional District has initiated a building code review for Salt Spring Island and the Southern Gulf Islands. At the same meeting, the North Salt Spring Water District announced the intention to draft a water conservation bylaw later this year. If the LTC allocates resources to drafting a bylaw to implement water conservation measures, it would provide a timely and coordinated approach to current and future water demand management issues on Salt Spring Island. Such a work program would be able to utilize the recent work completed by the Trust Council's Local Planning Committee including an inventory of local water conservation resources and the "[Gulf Island Groundwater Protection Regulatory Toolkit](#)" dated January 2014. In contrast, contracting a water quantity coordinator would in staff's opinion, complicate current SSIWPA coordination.

## **SALT SPRING ISLAND SPECIAL PROPERTY TAX REQUISITION CONSULTATION PROGRAM UPDATE**

As outlined in the January 8, 2015 staff report, the proposed special property tax requisition of \$119,500 for 2015-16 has begun proceeding through a public consultation process. The feedback, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition. The consultation program has thus far included:

- Notice of the Salt Spring Island Special Property Tax Requisition was included in the Trust Council 2015-16 Budget Consultation Package
- Trustee Grams / SSIWPA Chair Grams published an Op-Ed in the January 14, 2015 Driftwood Newspaper explaining the project and inviting feedback
- A Q&A information sheet on the Salt Spring Island Property Tax Requisition has been linked in the Trust Council 2015-16 Budget Consultation Package
- The Q&A information sheet has been posted prominently on the Salt Spring Local Trust Committee web page as well as the Salt Spring Island Watershed Protection Authority Website
- An ad has been circulated on the Salt Spring Island Exchange List Serve inviting community input. Posted January 16<sup>th</sup> and reposted January 23<sup>rd</sup>, 2015
- A News Update has been posted on Salt Spring Local Trust Committee web page seeking public input on tax requisition for watershed management
- Invitations for feedback to be sent out in early January using the Salt Spring Island Subscription Notice
- A display ad depicting a cartoon and a caption explaining the project and inviting public input has been submitted to the Gulf Islands Driftwood News Paper for publishing in the January 28, 2015 edition
- Display ads with cartoons on the website are used for visual appeal and to capture interest.

To date, there have been no written comments submitted to the Islands Trust regarding the proposed special property tax requisition. Results of consultation, if any, will be summarized for Financial Planning Committee consideration on February 18, 2015.

As per Islands Trust [Special Property Tax Requisition Policy 6.3.ii](#), staff must prepare a request for decision (RFD) proposed by the LTC for the 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 the budget submission task list, along with any documentation including copies of advertisements and a summary of public feedback. Staff recommend LTC direct staff to draft a RFD.

### **NEXT STEPS**

The LTC should make a resolution requesting a special property tax requisition for 2015/16 and a resolution requesting allocation of remaining special property tax requisition funds from 2014/15. These resolutions will be forwarded to the Financial Planning Committee for consideration on February 18, 2015.

The LTC should direct staff to draft a Trust Council Request for Decision for consideration at its February 27, 2015 regular business meeting. Staff will follow up with new program details based on LTC direction.

**RECOMMENDATIONS:**

Based on the above discussion, staff recommend:

1. That the Salt Spring Island Local Trust Committee REQUEST a special property tax requisition for up to \$119,500 from the Salt Spring Island Local Trust Area in the 2015/16 fiscal year, subject to Trust Council Policy 6.3.ii, in order to resource coordination of watershed management on Salt Spring Island consistent with Trust Council’s delegated powers.
2. THAT the Salt Spring Island Local Trust Committee REQUEST an allocation of the remaining funds from the 2014/15 Special Property Tax Requisition in the Salt Spring Island Local Trust Area to the Watershed Program in accordance with Islands Trust Council Special Property Tax Requisition Policy 6.3.ii and that this request be forwarded to the Financial Planning Committee for consideration within the 2015/16 fiscal budget.
3. THAT the Salt Spring Island Local Trust Committee DIRECT staff to prepare terms of reference, scope of work, and qualifications for services relating to water conservation and water demand management measures.
4. THAT the Salt Spring Island Local Trust Committee DIRECT staff to update the Watershed Management Program Charter to include the amendments detailed in the above resolutions.
5. THAT the Salt Spring Island Local Trust Committee DIRECT staff to prepare a draft Trust Council Request for Decision requesting a bylaw to authorize a special property tax requisition.

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Respectfully Submitted:

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Stefan Cermak, Island Planner

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Date

Concurred by:

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Leah Hartley, Regional Planning Manager

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Date