



File No.: SSI 6500-20
Watershed Management

DATE OF MEETING: October 18, 2018
TO: Salt Spring Island Local Trust Committee
FROM: Justine Starke, Island Planner
Local Planning Services
COPY: Salt Spring Island Watershed Protection Alliance
SUBJECT: Watershed Management

RECOMMENDATIONS

- 1. THAT the Salt Spring Island Local Trust Committee request a special property tax requisition for up to \$98,500 from the Salt Spring Island Local Trust Area in the 2019/2020 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.**

REPORT SUMMARY

The purpose of this report is for the Salt Spring Island Local Trust Committee (SSI LTC) to consider funding continued coordination of the Salt Spring Island Watershed Protection Alliance through a Salt Spring Island Property Tax Requisition request in the Islands Trust Budget for 2019-20.

BACKGROUND

The Salt Spring Island Local Trust Committee (LTC) has been coordinating the Salt Spring Island Watershed Protection Alliance (SSIWPA) since 2013 using delegated authority from the Islands Trust Council (*Islands Trust Act*, Section 8(2)b, via Trust Council [Bylaw No. 154](#)). The Salt Spring Island Watershed Protection Alliance 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 the Salt Spring Island Watershed Protection Alliance 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

In accordance with [Trust Council Policy 6.3.ii](#) an individual Local trust Committee can require 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.

At the September 21, 2018 SSIWPA meeting a motion for SSIWPA endorsement of the SSI LTC to pursue a tax requisition failed. There was not full attendance at the SSIWPA meeting and the vote resulted in a tie, which in accordance with Roberts Rules of Order, did not carry the motion. The rationale for those opposed was that the decision should wait for the newly elected SSIWPA representatives to be in place.

The SSI LTC could consider the following options:

1. Request a \$98 500 tax requisition as in previous years to provide resources sufficient for full time coordination.
2. Request a smaller tax requisition to enable administrative coordination of SSIWPA for less meetings (for example, 4 meetings/year).
3. Request Trust Council coordinate SSIWPA using Victoria staff from Trust Area Services (possible through the new service integration function being considered by Trust Council).
4. Request CRD coordinate SSIWPA.

Staff suggest the SSI LTC pursue option #1, and initiate the tax requisition process despite the lack of clear direction from SSIWPA. The 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. If the newly elected SSI LTC does want to continue SSIWPA coordination, it would be prudent to have a plan in place to support it. The new LTC/Trust Council can always backtrack by reducing the amount of the tax requisition later, or by eliminating it from the March 2019-20 budget and discontinuing coordination of SSIWPA all together.

SSIWPA is ready to adopt a healthy work program that has been developed through a fulsome strategic planning process. Work program implementation requires coordination and dedicated staff resources in order to scope and manage the major deliverables. See the Strategic Planning staff report that is also on the agenda for the October 18, 2018 SSI LTC meeting.

Should the SSI LTC want to continue coordinating SSIWPA, the budget timelines require the work be initiated now in order to support the process. A budget program request for preliminary consideration by Trust Council must be submitted to Financial Planning Committee in November of this year in order for consideration by Trust Council in January. Following that, the Local Trust Committee also has a responsibility for public consultation – it must solicit feedback from the public minimally through a mechanism of advertising and otherwise advising the public of the purpose and cost 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 (attached as Appendix 6).

Rationale for Recommendation

It is recommended that the SSI LTC to request a \$98 500 tax requisition as in previous years to provide resources sufficient for full time coordination of SSIWPA. This direction from the SSI LTC will allow the process to get underway and for staff to develop supporting materials in time for preliminary budget approvals by Islands Trust Council.

Should the new SSI LTC not want to continue coordinating SSIWPA, it will have until the March 2019 Trust Council meeting to request amendments to the budget. The LTC could request a reduced tax requisition or eliminate the request at that time, but it is much more difficult to make additional tax requisition requests once the draft budget has been through preliminary approvals.

ALTERNATIVES

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

1. Request a smaller tax requisition to enable administrative coordination of SSIWPA for less meetings (for example, 4 meetings/year).
2. Request Trust Council coordinate SSIWPA using Victoria staff from Trust Area Services (possible through the new service integration function being considered by Trust Council).
3. Request the Capital Regional District fund coordinate SSIWPA.

NEXT STEPS

Please see Appendix 1.

Submitted By:	Justine Starke, Island Planner	October 9, 2018
Concurrence:	Stefan Cermak, Regional Planning Manager	October 10, 2018

ATTACHMENTS

1. Special Property Tax Requisition Checklist

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