

# Regional Planning Committee

## Agenda

Date: Tuesday, December 22, 2020  
 Time: 10:00 am - 12:00 pm  
 Location: Electronic Zoom Meeting

### Pages

1. CALL TO ORDER 10:00 AM - 10:00 AM
2. APPROVAL OF AGENDA
  - 2.1. New Items and Re-Ordering of the Agenda
  - 2.2. Approval of the Agenda
3. TOWN HALL AND DELEGATIONS
4. ADOPTION OF MINUTES/COORDINATION
  - 4.1. Minutes of Meetings
    - 4.1.1. Regional Planning Committee Minutes of November 9, 2020 2 - 9
  - 4.2. Resolutions Without Meeting
    - 4.2.1. RPC RWM-2020-03 10 - 10
5. BUSINESS
  - 5.1. Watersheds BC Fund for Freshwater Sustainability Strategy and Implementation Projects - RFD 11 - 19
  - 5.2. Business Case for a temporary Watershed Ecosystems Technologist, university co-op student position in Summer 2021 - RFD 20 - 27
6. NEW BUSINESS
7. NEXT MEETING
 

Wednesday, February 10, 2021 at 10:00 a.m.
8. ADJOURNMENT 12:00 PM - 12:00 PM



## Regional Planning Committee

### Minutes of a Regular Meeting

**Date:** November 9, 2020  
**Location:** Electronic Meeting

**Members Present:** Laura Busheikin, Chair  
David Maude, Vice Chair  
Timothy Peterson, Local Trustee  
Laura Patrick, Executive Committee Representative  
Jeanine Dodds, Local Trustee  
Kees Langereis, Local Trustee  
Kate-Louise Stamford, Local Trustee  
Jane Wolverton, Local Trustee  
Peter Luckham, Ex Officio Member

**Staff Present:** David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Areas Services  
Narissa Chadwick, Island Planner  
Robert Barlow, Legislative Services Clerk/Recorder

#### 1. CALL TO ORDER

The meeting was called to order at 10:01 a.m. Chair Busheikin acknowledged that the participants were on numerous Coast Salish traditional and treaty territories.

#### 2. APPROVAL OF AGENDA

##### 2.1 New Items and Re-ordering of the Agenda

None

##### 2.2 Approval of Agenda

By general consent the Committee approved the agenda.

#### 3. TOWN HALL AND DELEGATIONS

None

#### 4. ADOPTION OF MINUTES/COORDINATION

##### 4.1 Minutes of Meetings

4.1.1 Local Planning Committee Minutes of October 8, 2020

**By general consent** the Local Planning Committee Minutes of October 8, 2020, were approved as presented.

**4.2 Resolutions Without Meeting**

None

**4.3 Follow-up Action List (FUAL)**

Director Marlor reviewed the FUAL, speaking to the items that were in progress.

**4.4 Regional Planning Committee Electronic Meetings**

**RPC-2020-072**

**It was MOVED and SECONDED,** that in order to meet the principles of openness, transparency, and accessibility, meetings of the Regional Planning Committee will be held electronically until Ministerial Orders under the *Emergency Program Act* and requirements or recommendations under the *Public Health Act* change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

**CARRIED**

**4.5 Regional Planning Committee Meeting Schedule for 2021**

Director Marlor presented the Request For Decision and outlined the implications of the options. Comments included:

- staff and budget implications of planning more than four meetings a year;
- trustee and public engagement;
- preferences in regards to length, frequency and type (virtual or in person) of meetings.

**RPC-2020-073**

**It was MOVED and SECONDED,** that Regional Planning Committee adopt option #1 (4 meetings) and ask staff to come forward with an additional two meetings to be resolved by a Resolution Without Meeting.

**CARRIED**

5. **CORRESPONDENCE**

5.1 **Correspondence referred from Denman Island LTC**

Received for information.

6. **WORK PROGRAM ITEMS**

6.1 **Fees Policy and Bylaw**

The Committee discussed the issues raised at Trust Council related to the Model Fees Bylaw revision. Comments included:

- By policy, each Local Trust Committee can reduce fees for their respective Local Trust Area by 20%.
- Director Marlor indicated that he will be providing to the Financial Planning Committee a briefing in regards to an audit of all the application processing that has occurred over the last four months and that he will provide the briefing to the Regional Planning Committee at the next scheduled meeting.
- Regarding reduced rates for projects with a social or community benefit, it was noted that the sponsorship policy includes non-profit organizations but not organizations that are not non-profit that provide a community benefit.
- Staff will be consulting with Young Anderson in regards to all aspects of the model fees bylaw and policy and will bring any concerns to the Committee.
- Staff will provide a recommendation regarding the criteria to use to identify if an application for a Temporary Use Permit would be for the standard rate or a reduced rate for residential uses that increase the availability of affordable housing or for commercial uses under X m2 that support or create employment or increase food security at the next scheduled meeting.
- Regarding development that has taken place prior to the application being received and for development that has triggered bylaw compliance and enforcement, it was noted that the public have a greater interest in these applications and more staff time is required to process them. It was also noted that waiving an increase in fees in these instances in relation to perceived or claimed intentions is not readily feasible.
- Including an option for reduced rates or waiving of fees on account of financial hardship is problematic in that it would require a complex set of criteria and an ability to measure that financial hardship.
- A need to clarify a process for Extraordinary Service Costs has been addressed in a previous version of the policy.

**RPC-2020-074**

**It was MOVED and SECONDED,**

that Regional Planning Committee request staff to set fees at 100% of the average cost of processing an application.

**CARRIED**

**RPC-2020-075**

**It was MOVED and SECONDED,**

that Regional Planning Committee add “community benefit” to the list of purposes that the fee could be reduced for Temporary Use Permits.

**CARRIED**

**RPC-2020-076**

**It was MOVED and SECONDED,**

that Regional Planning Committee include a 20% increase in application fees for development already taken place or triggered by bylaw enforcement in the Policy and Model Fees Bylaw.

**CARRIED**

**7. BUSINESS**

**7.1 Local Planning Services Renewal**

Director Marlor provided a presentation in regards to the status of the project. He will incorporate input from the Committee and will provide the presentation to Trust Council in December.

Discussion included the following comments:

- What opportunities are there for regional responses to regional issues such as short-term vacation rentals, shoreline protection, housing and cannabis regulation?
- Can a Community Information Meeting be done for multiple islands?
- Can we organize Trustee meetings or a breakout session at a Trust Council meeting related to common issues?

Director Marlor will send the presentation to the Committee and members will provide their comments and questions directly to Director Marlor.

The Regional Planning Committee recessed at 12:10 p.m. and resumed at 12:33 p.m.

**7.2 Community Amenity Contributions Briefing – Referral from Financial Planning Committee**

Received for information. The Committee may develop a project in this regard in the future.

**7.3 Housing Options**

Discussion centred around the question of how to prioritize housing projects. It was noted that the project to develop model density bonus bylaws is planned for 2021 and that various Local Trust Committees are exploring housing options.

**RPC-2020-077**

**It was MOVED and SECONDED,**

that Regional Planning Committee request staff to report on the Trust Programs Committee affordable housing discussions on the next Regional Planning Committee agenda.

**CARRIED**

**7.4 Regulation of Cannabis Production**

The discussion was a continuation of the topic from the October 8, 2020 Regional Planning Committee meeting.

Comments included:

- Gabriola Island Local Trust Committee (LTC) has developed a draft bylaw to regulate Cannabis production.
- Federal and provincial regulations in regards to Cannabis production are complex and requires a thorough understanding in order for LTCs to be able to develop appropriate land use bylaws, including what aspects are being mandated and what issues arise as a result.
- Cannabis production often polarizes the community into opposing positions.
- Some of the issues relate to type, size and location of buildings, amount of water used, run-off, smells, use of Agricultural Land Reserve lands and forested lands, and other environmental and neighbourhood issues.
- As this issue is not in the Strategic Plan, there are no staff resources assigned to working on this topic.
- Potential actions include informal Trustee conversations, research other jurisdiction responses, cost/benefit analysis, educational presentations from experts, and identifying what regulatory tools are available.

**RPC-2020-078**

**It was MOVED and SECONDED,**

that Regional Planning Committee request that Trust Council add a training session on cannabis production issues and regulation to its continuous learning program.

**CARRIED**

**7.5 Budget Reduction Exercise**

Director Marlor advised that the Financial Planning Committee (FPC) has requested staff to provide to the FPC options for a budget that is approximately \$150K less than the initial proposed draft budget. Consequently, staff are asking Council Committees if any proposed projects could be deferred to the following fiscal year. The FPC would like to know what the options are and what the potential consequences would be.

Comments and questions included:

- The Trust Council has assigned the responsibility to the RPC a number of items from the Strategic Plan.
- How is this reduction organized? Are each of the three Council committees to reduce their projects by \$50K? Are other areas reducing?
- How would any delays impact partners?
- The eelgrass mapping project is unlikely to be achieved this fiscal year.
- If funds for a project are deferred, those funds go into the Surplus Fund account. Trust Council decides how to use that Surplus Fund, and there is not necessarily an automatic roll-over to next year.

Trustee Patrick left the meeting at 1:40 p.m.

- Is a delay of a project equivalent to a budget reduction?
- If funds for a project are deferred, those funds go into the Surplus Fund account. Trust Council decides how to use that Surplus Fund, and there is not necessarily an automatic roll-over to next year.

**RPC-2020-079**

**It was MOVED and SECONDED,**

that Regional Planning Committee remove eelgrass mapping as a project for the 2020/21 fiscal year.

**CARRIED**

- Does this resolution address FPC's request?
- Any potential reduction will be decided at Trust Council.
- Trust Programs Committee members have been asked to provide their comments directly to staff in relation to this exercise.

The Committee returned to agenda item #7.3.

### **7.3 Housing Options**

Director Frater indicated that TPC has struck an Affordable Housing working group to discuss this topic. Staff will be consolidating the ideas and conclusions from the working group into the "What We Learned" report that will be presented at the Executive Committee meeting of December 16. Staff will conduct public engagement in regards to housing and policy options within the Policy Statement Amendment Project. Director Frater expects further discussion at Trust Council.

It was suggested that a member of the TPC Affordable Housing working group could attend an RPC meeting to speak to any questions that RPC members might have in regards to the two projects that RPC are conducting in relation to supporting housing (floor area ratios and density bonus model bylaws). It was also noted that in February or March, 2021, materials could be presented at both Committees and/or a joint RPC/TPC meeting.

Director Frater also indicated that a recommendation will be going forward to the Executive Committee to invite members of the TPC to attend the EC meeting of December 16. Some Trustees stated a wish to be invited to that meeting as well.

**8. NEW BUSINESS**

None

**9. WORK PROGRAM**

**9.1 Regional Planning Committee Work Program**

Director Marlor reviewed the Work Program and commented that as RPC resolution 2020-79 removes eelgrass mapping as a project for the 2020/21 fiscal year, Top Priority #2 of the Work Plan, Manage Trust Council Strategic Plan Action Items, will be amended to delete Strategic Plan item #5 – Eelgrass Mapping. He also noted that Top Priority #3 has been completed.

**RPC-2020-080**

**It was MOVED and SECONDED,**  
that Regional Planning Committee request staff to remove item #3, Develop Business Cases for 2021/22 Strategic Plan Items, from the Top Priorities list.

**CARRIED**

**10. NEXT MEETING**

Wednesday, February 10, 2021

**11. ADJOURNMENT**

**By general consent** the meeting adjourned at 2:06 p.m.

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Laura Busheikin, Chair



DRAFT

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder

DRAFT

**REGIONAL PLANNING COMMITTEE**  
**RESOLUTION WITHOUT MEETING**

RESOLUTION WITHOUT MEETING NO. RWM-2020-03

The following matter is considered urgent and necessary in order for the Regional Planning Committee to provide direction to staff in regards to a grant funding opportunity to fund the Freshwater Strategy. Staff have recently learned that Islands Trust is likely eligible for a grant funding opportunity of up to \$180,000. The deadline to sign the funding agreement is January 15, 2021, and the funds must be used by December 15, 2021. Staff require direction from the Regional Planning Committee in regards to scope, funding and timeline amendments to accommodate the funding.

It was Moved by Trustee Langereis and Seconded by Trustee Patrick:

**that the Regional Planning Committee hold a special electronic meeting on Tuesday,  
December 22, 2020 starting at 10:00 a.m.**

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Laura Busheikin	December 14, 2020	In Favour
Jeanine Dodds	December 14, 2020	In Favour
Kees Langereis	December 14, 2020	In Favour
David Maude	December 14, 2020	In Favour
Laura Patrick	December 14, 2020	In Favour
Timothy Peterson	December 15, 2020	In Favour
Kate-Louis Stamford	December 14, 2020	In Favour
Jane Wolverton	December 14, 2020	In Favour

<b>FINAL VOTE COUNT</b>	<b>8</b>	<u>IN FAVOUR</u>
	<b>0</b>	<u>OPPOSED</u>

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON December 15, 2020.

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CHAIR'S SIGNATURE

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RECORDER'S SIGNATURE

## REQUEST FOR DECISION

**To:** Regional Planning Committee      **For the Meeting of:** December 22, 2020

**From:** David Marlor, Director,  
Local Planning Services      **Date Prepared:** December 18, 2020

**SUBJECT:** Watersheds BC Fund for Freshwater Sustainability Strategy and Implementation Projects

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### RECOMMENDATIONS:

1. That Regional Planning Committee approve the allocation of \$90,000 of funding from Healthy Watersheds Initiative to support the development of a Freshwater Sustainability Strategy.
2. That Regional Planning Committee approve the allocation of \$90,000 of funding from the Healthy Watershed Initiative to support implementation demonstration projects as identified in the December 22, 2020 request for decision.
3. That Regional Planning Committee endorses the revised Freshwater Sustainability Strategy Project Charter to include Phase 2.
4. That Regional Planning Committee request staff to advise the Financial Planning Committee of the budget adjustment for this project, removing the request of \$30,000 and replacing with a grant of \$180,000 for FY2021/22 budget.

### DIRECTOR COMMENTS:

The Healthy Watersheds Initiative grant opportunity became known to staff within the last month, and the opportunity was made public in early December. Given the tight timelines for the grant, and the opportunities the grant provides for advancing the Strategic Plan freshwater water initiatives, as well as reconciliation, Staff is recommending changes to the project charter to accommodate the grant funding.

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### 1 PURPOSE:

The purpose of the report is to provide background on the Healthy Watersheds Initiative (HWI) funding of \$180,000 that the Islands Trust is currently eligible to receive and the options provided to the HWI for the use of the funding.

### 2 BACKGROUND:

The Regional Planning Committee (RPC) is asked to consider the allocation of HWI funding now, ahead of the budget draft decision in March 2021, as the funding agreement with HWI needs to be signed by January 15, 2021. Projects must be completed by December 15, 2021.

## **The Healthy Watersheds Initiative**

The Healthy Watersheds Initiative is a program created by the Province of BC intended to improve the health of watersheds, create economic and skills development opportunities, generate new learning, and strengthen relationships with First Nations and Indigenous-led organizations in ways that support reconciliation. The program is managed by the Real Estate Foundation in partnership with Watersheds BC. The initial process to identify projects was informal and under tight timelines, mostly due to the 2020 provincial election. The turn-around for project confirmation after the announcement of funding eligibility was very tight, about two weeks.

In late 2020, Islands Trust Staff retained a consultant to undertake the first phase of the Freshwater Sustainability Strategy (FWSS). The FWSS, along with a number of related “shovel ready” projects available to fund, places the Islands Trust in a position to be able to take advantage of this funding and meet the grantor deadlines and deliverable requirements.

### **Timeline**

- **September 17, 2020:** Provincial Governments Announces \$27 million investment in watershed security post-election.
- **October 2020:** Islands Trust staff was approached by Watersheds BC to identify “shovel ready” projects that would meet the criteria for a potential funding program focused on supporting watershed protection and freshwater sustainability. Staff provided options and budget estimates.
- **November 2020:** The HWI funding program officially announced.
- **December 3, 2020:** Islands Trust was identified as eligible for \$180,000 in funding from the HWI.
- **December 18, 2020:** Islands Trust Staff were required to provide project work plans to include allocation of funding to encourage advancement of employment opportunities to create inclusive work experience, specifically for equity seeking group such as Indigenous and racialized people, women, youth, LGBTQ2S+ communities, and persons with disability.
- **January 15, 2021:** HWI funding agreement signing deadline.
- **December 15, 2021:** All work must be completed

### **Islands Trust “Shovel Ready” Project Options**

As a result of the early development of the Freshwater Sustainability Strategy, a number of related potential implementation projects that can benefit from appropriate funding have been identified. Islands Trust staff were able to provide Watersheds BC with budget estimates of these implementation projects that would meet the tight timelines of the HWI funding in addition to content criteria and the interests of economic recovery and employment creation.

#### **Freshwater Sustainability Strategy - \$20,000 (IT) + \$90,000 (HWI)**

At the May 20, 2020 RPC meeting, the Committee endorsed a project charter to undertake Phase 1 of the Freshwater Sustainability Strategy. The FWSS is comprised of two development phases (Phase 1 and Phase 2), an implementation phase (Phase 3) and an evaluation and update phase (Phase 4). At the time, only \$20,000 was available to the project. A consultant was retained through a Request For Proposal (RFP) process in October 2020.

The consultant identified cost estimates for Phase 1 and 2 based on similar work for other jurisdictions:

Phase 1 (Scoping and Situation Analysis) - \$50,000

Phase 2 (Strategy Development and Options) - \$60,000

The existing funding available to the project from the Islands Trust 2020/21 budget (\$20,000) is being used to initiate Phase 1. It was anticipated Phase 1 would be funded with an additional \$30,000 out of its 2021/22 budget.

The HWI funding will cover the additional \$30,000 needed to complete Phase 1 as well as the \$60,000 needed for the completion of Phase 2. The intention of increased funding is to enable Phase 1 and Phase 2 strategy to be completed by June 2021 providing time for Phase 3 and prioritization of implementation projects and next step options in the 2022/23 fiscal year.

### **Implementation Demonstration Projects - \$90,000 (HWI)**

When Islands Trust Staff was initially asked by Watersheds BC to provide budget estimates for the Healthy Watersheds opportunity, staff was working with original estimates provided in the proposal by the successful consultant of the FWSS procurement process. Staff included additional funding for communications and implementation of demonstration projects in the estimate.

Islands Trust received confirmation from Watersheds BC of the potential to receive the \$180,000 just two weeks before requiring detailed project plans. Discussions with Trust Area Services, the Senior Freshwater Specialist, the Senior Intergovernmental Policy Advisor and the Local Planning Services management team were had to determine possible options.

The criteria used to identify options were:

- Ability to support HWI criteria to encourage advancement of employment opportunities to create inclusive work experience, specifically for equity seeking group such as Indigenous and racialized people, women, youth, LGBTQ2S+ communities, and persons with disability.
- Economic recovery for BC communities and possible creation of jobs for residents of the Islands Trust Area.
- How “shovel ready” potential implementation projects are. Is the project already underway? Does it have a project charter? Is it on an LTC top priority list? Has it been introduced to Trust Council? Are the projects funded? Do they need more funding?
- First Nations reconciliation and engagement.
- Opportunity to support of climate adaptation.
- The ability of the potential implementation project to leverage future funding for those projects or similar projects within the Islands Trust.
- If the project can be complete by December 15<sup>th</sup>, 2021.

The projects identified are as follows:

#### ***Heritage Preservation Overlay Mapping (HPOM) Phase 1 (HWI Fund \$25,000)***

This project was introduced to Trust Council on December 1, 2020, with a proposal for \$30,000 to support the project. Phase 1 of the project focuses on data collection and research. With the HWI funding going to Phase 1, the project will be able to move into Phase 2 (the methodology and mapping implementation) before the end of the 2021/22 fiscal year. Supporting this project with HWI funding will enable a holistic focus on the significance of watershed ecosystems to First Nations heritage and culture. This project will be undertaken by an indigenous owned business by indigenous employees which

satisfies the HWI funder's interest and criteria. The Senior Intergovernmental Policy Advisor suggested that connecting the HPOM project to the FWSS will help facilitate more meaningful engagement in the FWSS process and ensure that the projects meet reconciliation goals set out within the Islands Trust.

***Hornby Island Drinking Water and Watershed Protection Project (HWI Fund \$25,000)***

This project will provide essential funding to an on-island drinking water quality monitoring program under the auspices of the Hornby Water Stewardship Project. The Hornby Water Stewardship Project produced a water plan in 2016 and the Hornby Island Local Trust Committee has a top priority of Watershed Protection since 2017 enabling the Senior Freshwater Specialist to provide an advisory role in their projects. In 2018 an on-island pilot testing project was undertaken to collect groundwater quality samples from ten volunteers from across the island to test for coliform bacteria and E.coli using an affordable methodology for on-island testing. The sampling service is now located in the Hornby Spark, a community driven makerspace.

***Lasqueti Island Drinking Water and Watershed Protection Project (HWI Fund \$25,000)***

This project will provide essential funding to an on-island drinking water quality monitoring program under the auspices of the Pete's Lake Water Users Society. The Society holds a water license to provide water distribution to many domestic households and essential community infrastructure. Pete's Lake is currently on a permanent boil water advisory from Vancouver Island Health Authority. In response to this advisory, the society undertook an on-island pilot water quality testing project in 2019 to collect samples from several locations on the water distribution testing for coliform bacteria and E.coli using an affordable methodology. The sampling service is similar to the Hornby Water Stewardship pilot project. Since 2018, Lasqueti Island Local Trust Committee has maintained a top priority of water sustainability enabling the Senior Freshwater Specialist to provide an advisory role to the Pete's Lake Water Society.

***Salt Spring Island Stream Restoration (\$5,000)***

The Islands Trust Conservancy (ITC) stewards several streams as they pass through protected areas on Salt Spring Island. \$5,000 will be allocated to restoration work along two streams: Mawhinna Creek and McFadden Creek. ITC will work with a Salt Spring Island-based restoration professional to assemble a local work team to remove English Ivy that has invaded the riparian area and plant native species. The project will restore a biodiverse riparian area that will improve habitat and water quality both in-stream and in Walter Bay downstream. ITC will work with a local environmental professional to assess the health of the riparian area including water quality testing. This assessment will determine whether further intervention is necessary to protect water quality and habitat for Threespine Stickleback (*Gasterosteus aculeatus*) and Coastal Cutthroat Trout (*Oncorhynchus clarkii clarkii*), which are present in the creek.

***Water licensing and water related development approvals processes communications (\$10,000)***

In response to interest from the K'òmoks First Nation, Trust Area Services would like to develop a graphic and video storyboard outlining water licensing requirements and water related development approvals processes to better inform First Nations and newcomers to the islands as well as current residents.

## Summary of Project Funding

Project	Grant Funding HWI	Islands Trust Funding	Start	Finish
<b>Grant Funding Start:</b>	-	-	<b>Jan 15, 2021</b>	-
Freshwater Strategy Phase 1	\$30,000	\$20,000	Nov 2020	Mar 2021
Freshwater Strategy Phase 2	\$60,000	-	April 1, 2021	Sep 2021
Heritage Mapping Phase 1	\$25,000	-	Feb 2021	Nov 2021
Heritage Mapping Phase 2	-	\$30,000	Nov 2021	Mar 31, 2022
Hornby Watershed protection	\$25,000	-	Feb 2021	Dec 15, 2021
Lasqueti Watershed Protection	\$25,000	-	Feb 2021	Dec 15, 2021
SSI Stream Restoration	\$5,000	-	Feb 2021	Dec 15, 2021
Communications	\$10,000	-	Feb 2021	Dec 15, 2021
<b>HWI Final Report:</b>	-	-	-	<b>Jan 15, 2022</b>
<b>Total</b>	<b>\$180,000</b>	<b>\$50,000</b>	-	-

### 3 IMPLICATIONS OF RECOMMENDATION

#### ORGANIZATIONAL:

A consultant is already in place for working on all elements of the FWSS. The implementation demonstration projects are a combination of projects with consultants identified, local organizations taking the lead, or already part of IT staff work program. Staff will be required to report out to the grantor in June and a final report in July.

As the Senior Freshwater Specialist will be providing technical support to the Hornby and Lasqueti projects in addition to current and accumulating workload, an RDF is being put forward to the RPC to support the hiring of a University of Victoria co-op student to provide support.

#### FINANCIAL:

The funding agreement based on detailed work plans provided on December 18, 2020, need to be signed by January 15, 2021, to meet the grant requirements. Work must be completed by December 15, 2021. There will be opportunity for minor adjustments to work plans once the agreement is signed.

As identified, the \$30,000 for Part 1 of Phase 1 of the FWSS can now be covered by the HWI funding.

Demonstrating the value of implementation projects and having a strategy in place to identifying future priorities may lead to additional funding opportunities from a variety of sources, including the potential extension of the HWI program.

#### POLICY:

The development of the FWSS is supported by the Strategic Plan goals to *“Develop a regional freshwater management strategy that addresses responsibilities under the Water Sustainability Act, identifies water resources throughout the Trust Area, integrates water resource management into land use decision-making, and accounts for the impacts of climate change on island water resources”*.

#### IMPLEMENTATION/COMMUNICATIONS:

The tight timeline of the HWI funding does not allow for time to effectively execute communications and engagement on the strategy. This will have to be considered in the allocation

for funding for its 2021/22 or 2022/23 budget year. The FWSS will identify communications options.

**FIRST NATIONS:**

First Nations engagement will be a key component of the development of the FWSS strategy. Being able to integrate with the Heritage Preservation Overlay Mapping project will provide the opportunity for more meaningful engagement as well as education for staff, trustees and Island residents of the interconnected nature of water and Indigenous cultural heritage.

**OTHER:**

By participating in the HWI, the Islands Trust becomes part of a cohort of 60 organizations. In addition to funding projects, the HWI endeavors to help facilitate peer learning and assist with First Nations engagement.

**4 RELEVANT POLICIES:**

Identified above.

**5 ATTACHMENT:**

1. Revised Project Charter

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**RESPONSE OPTIONS**

**Recommendations:**

1. That Regional Planning Committee approve the allocation of \$90,000 of funding from Healthy Watersheds Initiative to support the development of a Freshwater Sustainability Strategy.
2. That Regional Planning Committee approve the allocation of \$90,000 of funding from the Health Watershed Initiative to support implementation demonstration projects as identified in the December 22 request for decision.
3. That Regional Planning Committee endorses the revised Freshwater Sustainability Strategy Project Charter to include Phase 2
4. That Regional Planning Committee request staff to advise the financial Planning Committee of the budget adjustment for this project, removing the request for \$30,000 and replacing it with a grant of \$180,000 for FY2021/22 budget.

**Alternative:**

1. That Regional Planning Committee not approve the allocation of \$90,000 of funding from Healthy Watersheds Initiative to support the development of a Freshwater Sustainability Strategy.

The RPC may decide not to receive funding for the FWSS. This will extend the timeline of the completion of the FWSS, and require future budget commitments of Trust Council to complete beyond the 2021/22 fiscal year. It will likely extend the completion of the Heritage Preservation Overlay Mapping project and the timing of the other projects would be uncertain. If this option is chosen, staff will continue with the ask for \$30,000



for Fiscal Year 2021/22 to complete Phase 1 of the FWSS, and subsequently, provide options to the RPC for scope and funding of Phase 2 in Fiscal Year 2022/23.

2. That Regional Planning Committee not approve the allocation of \$90,000 of funding from the Healthy Watershed Initiative to support implementation demonstration projects as identified in the December 22, 2020 Request For Decision.

The RPC could choose not to approve the allocation of funding to the implementation projects that have been proposed. If the RPC chooses to do this they may consider alternative projects in-lieu of the recommended projects. If the RPC does not include some implementation demonstration projects, it could lose a portion, or all, of the funding as one of the grant requirements is economic stimulus. It is recommended to meet that requirement, and the requirements are achievable during the grantor time constraints. Only minor alterations to the project proposed can be made once the grant is approved.

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**Prepared By:** Narissa Chadwick, Island Planner

**Reviewed By/Date:** David Marlor, Director, Local Planning Services/December 18, 2020

# Trust Council Freshwater Sustainability Strategy (TC-FWSS)- Phase 1 & 2: Scoping, Situation Analysis, Development and Evaluation of Strategy Options

Regional Planning Committee

REVISION Date: December 22, 2020

**Purpose:** The Trust Council Freshwater Sustainability Strategy Development Process (Phase 1 and 2) will facilitate the identification and evaluation of options and opportunities to support existing Islands Trust initiatives and implement new approaches to supporting the long-term sustainability of freshwater in the Islands Trust Area.

**Background:** Islands Trust policy states that islands should be self-sufficient in their supply of freshwater. Freshwater sustainability has been a concern of the Islands Trust for decades. It is further threatened by climate change. In order to strengthen commitment to freshwater sustainability the 2018-2022 Strategic Plan identified freshwater stewardship as a top priority. \$90,000 of provincial funding from the Healthy Watersheds Initiative has been designated to support the development of a freshwater sustainability strategy.

## Objectives

- Complete a situation analysis of previous freshwater resource planning, data availability/ management and stakeholder perspectives
- Comprehensive engagement process to inform development of a draft FWSS
- Identification of FWSS options and opportunities

## In Scope

- identifying/clarifying goals and targets
- identify IT jurisdiction with respect to FWSS
- situation analysis
- identifying knowledge and data gaps
- identifying policy gaps
- identifying best practices in other jurisdictions
- identifying and evaluating options and opportunities (to include estimating costs of next stages including webpage development)
- provision of budget estimates for implementation

## Out of Scope

- Detailed technical work

## Workplan Overview

Deliverable/Milestone	Date
Project Charter endorsed by Local Planning Committee	May 20, 2020
Initial scoping analysis with Islands Trust Staff	June, 2020
Terms of Reference and Request for Expressions of Interest created	July, 2020
Hiring Consultant	Oct, 2020
Completion of Situation Analysis	Jan-Feb 2021
Stakeholder Consultation	Feb – April 2021
Finalize Draft FWSS	April -June, 2021
Trust Council Approval of FWSS	Sept. 2021

## Project Team

Narissa Chadwick, Island Planner	Project Manager
William Shulba, Freshwater Specialist	Technical Advisor
David Marlor, Director LPS	Project Sponsor
ECONICS/Compass	Consultant

## Budget

Budget Sources: LPC \$20,000 Grant: \$90,000		
Fiscal	Item	Cost
20/21	Consultant Work – initial work on Phase 1	\$50,000
21/22	Consultant – finish Phase 1 and Phase 2	\$60,000

Change Sheet:

Date	Amendment
Sept. 30	Phase 1 broken into two parts to address funding availability limit of \$20,000 for 2020/21
Dec.17	Full Phase 1 and 2 added to be supported by Healthy Watershed Initiative funding, budget amended to include \$90,000 grant from WatershedBC. Total budget including the \$20,000 already allocated is \$110,000.

## REQUEST FOR DECISION

**To:** Regional Planning Committee      **For the Meeting of:** December 22, 2020

**From:** William Shulba, P.Geo  
Senior Freshwater Specialist      **Date Prepared:** December 16, 2020

**Subject:** Business Case for a temporary Watershed Ecosystems Technologist, university co-op student position in Summer 2021

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### RECOMMENDATION:

1. **THAT the Regional Planning Committee endorse the business case for a Watershed Ecosystems Technologist co-op student position for the summer 2021 term.**
2. **THAT the Regional Planning Committee request staff to advise the Financial Planning Committee to adjust the budget by \$18,000 to accommodate Watershed Ecosystems Technologist co-op student position for the summer 2021 term.**

### DIRECTOR OF LOCAL PLANNING SERVICES COMMENTS:

Due to the tight deadlines imposed by the Healthy Watershed Initiatives grant, this co-op position will provide capacity for the Senior Freshwater Specialist to manage the various projects and deliverables subject of the grantor.

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#### 1 PURPOSE

The purpose of the request for decision is to provide background on the proposed Watershed Ecosystems Technologist co-op student position for summer 2021. The intention of the position is to support the Senior Freshwater Specialist in the delivery of the implementation projects of the Freshwater Sustainability Strategy as well as local trust committee top priorities relating to freshwater.

#### 2 BACKGROUND

The Regional Planning Committee considered the allocation of budget and staff time to the Freshwater Sustainability Strategy (FWSS) under an expanded scope to engage in the Healthy Watersheds Initiative grant from WatershedsBC. Staff has identified the need for a Watershed Ecosystems Technologist to assist the Senior Freshwater Specialist to undertake data management services and other technical deliverables in anticipation of the amount of staff time needed for the successful carrying out of the FWSS and HWI implementation projects. In addition to the existing *Southern Gulf Islands Groundwater Sustainability Strategy* and the *Islands Trust Groundwater Recharge Mapping* projects, currently applications, and inquiries Senior Freshwater Specialist could focus more on strategic goals if a Watershed Ecosystems Technologist is retained through a university co-op program in the summer of 2021. A promising goal of this position is to continue to engage in the University of Victoria Department of Geography student co-op program, which over the years has provided excellent exposure of Islands Trust project to academic and ultimately provides an exceptional opportunity for a student.

### **3 IMPLICATIONS OF RECOMMENDATION**

#### **ORGANIZATIONAL:**

The Watershed Ecosystems Technologist funding will enable the Senior Freshwater Specialist to dedicate more time resources to the FWSS under the expanded scope of the Healthy Watersheds Fund in the summer of 2021. A Watershed Ecosystems Technologist can undertake data management and other technical tasks that can consume a considerable amount of the Senior Freshwater Specialist's time.

#### **FINANCIAL:**

The Regional Planning Committee was presented with a business case for the Freshwater Sustainability Strategy for \$30,000, however with the influx of the Healthy Watersheds Initiative funds, the FWSS is not fully funded. Therefore a Co-Op opportunity would intend to pivot that business case to a lesser amount by providing essential support to the Senior Freshwater Specialist.

#### **POLICY:**

There are no policy implications of the recommendation.

#### **IMPLEMENTATION/COMMUNICATIONS:**

Implementation and communications will be through the regular Trust Council budgetary process.

#### **FIRST NATIONS:**

The University of Victoria states a responsibility and a role to play in creating an equitable, diverse and inclusive community. They state that embedding equity is not only the right thing to do but essential for attracting and retaining people with the knowledge, perspectives and skills that they need to achieve excellence. The University of Victoria focuses on an equitable employment process that intends to support and engage women, Indigenous peoples, persons with disabilities and members of visible minorities. Islands Trust will coordinate with the University of Victoria co-op program to support these initiatives if available for this opportunity.

Further, if the recommendations of this request for decision are endorsed, Senior Freshwater Specialist resources are may become available to engage in First Nation initiatives as they relate to freshwater sustainably, groundwater licensing, and other similar projects. The K'òmok's First Nation has expressed interest to engage on water concerns, as did the W̱SÁNEĆ Leadership Council.

### **4 RELEVANT POLICY(S):**

Trust Council policy 6.3.1 budget Process

### **5 ATTACHMENT(S):**

1. Watershed Ecosystems Technologist Co-Op Student Business Case.
2. Watershed Ecosystems Technologist Co-Op Student Job Profile.

## **RESPONSE OPTIONS**

### **Recommendation:**

1. THAT the Regional Planning Committee endorse the business case for a Watershed Ecosystems Technologist co-op student position for the summer 2021 term.
2. THAT the Regional Planning Committee request staff to advise the Financial Planning Committee to adjust the budget by \$18,000 to accommodate Watershed Ecosystems Technologist co-op student position for the summer 2021 term.

### **Alternative:**

1. THAT the Regional Planning Committee not endorse the business case for a Watershed Ecosystems Technologist co-op student position for summer 2021, and request the Director of Local Planning Services to limit the amount of time the Senior Freshwater Specialist allocates to current planning applications, public inquiries, coordination with Islands Trust Conservancy, Trust Area Services, and coordination with other agencies/governments to allow for appropriate amount of time for existing strategic programs and local trust committee top priorities.

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**Prepared By:** William Shulba, P.Geo, Senior Freshwater Specialist

**Reviewed By/Date:** David Marlor, Director Local Planning Services / December 17, 2020



## SHORT-FORM BUSINESS CASE

### Budget Requests \$18,000

Completion of this form initiates a request to the management team for allocation of budget funds. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

#### TO BE COMPLETED BY INITIATOR

<b>Initiated by:</b> William Shulba, P. Geo Senior Freshwater Specialist	<b>Budget Source:</b> <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> <b>Staff</b> Local Planning Service Staff Budget Amount: \$18,000 <input type="checkbox"/> Other – please describe
<b>Operational Unit:</b> Regional Planning Team	
<b>Name of Request:</b>  Watershed Ecosystems Technologist Co-op Student for term summer 2021	
<b>Date initiated:</b> December 16, 2020	<b>Date required:</b> May 1, 2021

#### 1. BACKGROUND

The Regional Planning Committee considered the allocation of budget and staff time to the Freshwater Sustainability Strategy (FWSS) under an expanded scope to engage in the Healthy Watersheds Initiative grant from WatershedsBC.

Staff has identified the need for a Watershed Ecosystems Technologist to assist the Senior Freshwater Specialist to undertake data management services and other technical deliverables in anticipation of the amount of staff time needed for the successful carrying out of the FWSS and HWI implementation projects.

In addition to the existing *Southern Gulf Islands Groundwater Sustainability Strategy* and the *Islands Trust Groundwater Recharge Mapping* projects, currently applications, and inquiries Senior Freshwater Specialist could focus more on strategic goals if a Watershed Ecosystems Technologist is retained through a university co-op program in the summer of 2021.

A promising goal of this position is to continue to engage in the University of Victoria Department of Geography department student co-op program, which over the years has provided excellent exposure of Islands Trust project to academic and ultimately provides an exceptional opportunity for a student.

<p><b>2. PROBLEM STATEMENT/OBJECTIVES</b> <i>(What is the problem you are trying to solve? What strategic item is this addressing? What are the future needs? What personal or organizational objectives are being addressed?)</i></p> <p>The Watershed Ecosystems Technologist funding will enable the Senior Freshwater Specialist to dedicate more time resources to the FWSS under the expanded scope of the Healthy Watersheds Fund in the summer of 2021. A Watershed Ecosystems Technologist can undertake data management and other technical tasks that can consume a considerable amount of the Senior Freshwater Specialist's time.</p>
<p><b>3. PROJECTED RESULTS/DELIVERABLES</b> <i>(How does this address the objectives described above?)</i></p> <p>The Watershed Ecosystems Technologist Co-Op student will provide data management services, mapping deliverables, and technical reporting as directed by the Senior Freshwater Specialist. Ability for the Senior Freshwater Specialist to manage substantial projects funded through a grant opportunity with very tight timelines.</p>
<p><b>4. ALTERNATIVES CONSIDERED</b> <i>(What other options/alternative courses of action were considered? Each option must be supported by a succinct and realistic presentation of the benefits, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo – ie. do nothing – and the anticipated results of that action.)</i></p> <ol style="list-style-type: none"> <li>1. Not approve funding = lost opportunity to attract and retain qualified and trained staff in the future</li> <li>2. Limit the amount of time the Senior Freshwater Specialist allocates to current planning applications, public inquiries, coordination with Islands Trust Conservancy, Trust Area Services, and coordination with other agencies/governments to allow for appropriate amount of time for existing strategic programs and local trust committee top priorities.</li> </ol>
<p><b>5. CRITICAL SUCCESS FACTORS</b> <i>(What related factors have been identified? What risks are involved?)</i></p> <p>Co-op students tend to bring new ideas, new technologies, and other emerging knowledge from academia. They tend to be very receptive to handling a wide range of tasks; they may be unfamiliar with the complex organizational structure of the Islands Trust and detailed hydrogeology of the current projects. However, the co-op placement is an excellent learning opportunity, especially in this time of need of economic drivers and creative ways of undertaking Islands Trust strategic projects.</p>
<p><b>6. CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION</b> <i>(Are there any concerns and how will they be addressed? Have other stakeholders been identified?)</i></p> <p>None.</p>
<p><b>7. BENEFIT/COST ANALYSIS SUMMARY</b> <i>(Summarize the benefits and costs included. Identify capital and operational needs. Are there one-time or start-up costs? Are there impacts in future years? )</i></p> <p>Time and resources are required for the first week(s) to training the employee. After, the amount of support for the employee decreases as they begin to work independently.</p>



<p><b>8. RECOMMENDED DECISION</b> <i>(Clearly outline the decision being sought and why this particular decision is being recommended)</i></p> <p>Approve the funding as requested.</p>
<p><b>9. PURCHASING PROCEDURE</b> <i>(describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor)</i></p> <p>Establishment of a new Co-op Watershed Ecosystems Technologist position for Summer 2021.</p>

William Shulba, P.Geo  
Initiator

December 16, 2020  
Date

David Marlor  
Director

December 17, 2020  
Date

REVIEWED BY MANAGEMENT TEAM:	
Date received: December 2020	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>Islands Trust management has received this business case and recommends inclusion of this item in a request for decision from the Regional Planning Committee to include in the 2021/22 fiscal year budget at the stated amount.</li> <li>Financial Planning Committee will review this business case at their January XX, 2021 meeting and support or deny this budget request. Supported budget requests will be included in the draft 2021/22 budget as FPC-recommended budget items. This draft budget will be forwarded to Trust Council for review at their March 2021 meeting.</li> </ul>	

**DRAFT JOB PROFILE**

Proposed Position # \_\_\_\_\_

**TITLE: WATERSHED ECOSYSTEMS TECHNOLOGIST****ISLANDS TRUST, MINISTRY OF MUNICIPAL AFFAIRS****SUPERVISOR TITLE: SENIOR FRESHWATER SPECIALIST****WORK UNIT: LOCAL PLANNING SERVICES****CLASSIFICATION: LICENSED SCIENCE OFFICER 2****SCIENTIFIC TECHNICAL OFFICER 24****OR UNIVERSITY CO-OP STUDENT****JOB OVERVIEW**

The Islands Trust mandate is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally. Islands Trust guiding principles commit that freshwater wetlands, bodies of surface water, natural drainage patterns, water courses, fish-bearing streams, watershed and groundwater recharge areas of the Islands Trust Area be identified, protected and, where possible, restored or rehabilitated. In official community plans and regulatory bylaws, Islands Trust address measures that ensure; neither the density nor intensity of land use is increased in areas, which are known to have a problem with the quality or quantity of the supply of freshwater; water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.

The Watershed Ecosystems Technologist will contribute to watershed protection and freshwater sustainability initiatives to help achieve these commitments, specifically relating to watershed ecosystems data and information services. The focus of the position will be to provide scientific and technical support in collating geographical information systems data, processing monitoring data, assisting in the development of three-dimensional island geovisualizations, creating maps, and drafting technical reports under the direct and indirect supervision of the Islands Trust Senior Freshwater Specialist and Director of Local Planning Services.

**KEY ACCOUNTABILITIES**

- Assisting in developing watershed ecosystem protection strategies for the Islands Trust.
- Assisting in freshwater management programs and projects.
- Implementing scientific components of the Freshwater Sustainability Strategy.
- Working with other provincial agencies to integrate data into Freshwater Sustainability Strategy.
- Assisting in the creation of a freshwater GIS atlas.
- Compiling, estimating and analyzing watershed ecosystems data.
- Assisting in the development of complex hydrologic computer design models,
- Coordinate with research agencies, geomorphologists, hydrogeologists, geotechnical engineers and other specialists.
- Developing solutions and writing and presenting technical reports.
- Writing procedural manuals and handbooks
- Assist in the development and management of watershed ecosystems databases

## EDUCATION AND SKILLS

- A undergraduate or graduate student eligible for a University of Victoria Cooperative Program in watershed science or a related field in physical geography, earth sciences, or environmental studies or geographical information systems.
- Experience in one or more related watershed ecosystem sciences including but not limited to hydrology, geomorphology, water resource engineering, and/or hydrogeology.
- Experience interpreting and analyzing maps and data related to resource and water management.
- Experience coordinating large data sets in watershed hydrology or water resource management.
- Experience in complex scientific studies.
- Experience in a geospatial information software (ArcGIS or QGIS) with a focus on watershed or landscape assessments.
- Experience producing technical reports.

## BEHAVIOURAL COMPETENCIES

**Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

**Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning.

**Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

**Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

**Information seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include digging or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental scanning for potential opportunities or miscellaneous information that may be of future use.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.