



Salt Spring Island Local Trust Committee

Regular Meeting Addendum

Date: May 25, 2021
Time: 9:30 a.m.
Location: Electronic Meeting

	Pages
9. LOCAL TRUST COMMITTEE PROJECTS	10:00 AM - 10:30 AM
9.1. <i>Water Sustainability Project</i>	2
Staff Report	



File No.: 6500-20
Water Sustainability / Coastal
Douglas-fir Zone and
Associated Ecosystem
Protection

DATE OF MEETING: May 25, 2021
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Island Planner
Salt Spring Island Team
SUBJECT: Options to coordinate Protection of Coastal Douglas-fir Zone and Associated Ecosystems
Project and Watershed Stewardship and Protection Strategic Plan Project

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse Salt Spring Island Watershed Stewardship and Protection Situation Analysis and Option Identification Project Charter v1.0 attached as Appendix 1 to the staff report of May 25, 2021.
2. That the Salt Spring Island Local Trust Committee endorse Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project Charter v1.2 attached as Appendix 2 to the staff report dated May 25, 2021.
3. That the Salt Spring Island Local Trust Committee endorse Coastal Douglas-fir Zone and Associated Ecosystems Protection Project Community Engagement Plan attached as Appendix 3 to the staff report dated May 25, 2021.
4. That the Salt Spring Island Local Trust Committee request that that the Salt Spring Island Watershed Protection Alliance add Coastal Douglas-fir Preservation/Watershed Protection Consultation to its 2021/22 work program and allocate up to \$6,000 to hire a facilitator undertake this work.

REPORT SUMMARY

This report provides the Salt Spring Island Local Trust Committee (SS LTC) with options for, and implications of, coordinating work and resources across the SS LTC's proposed Watershed Stewardship and Protection Strategic Plan and its Coastal Douglas-fir Zone and Associated Ecosystems (CDF) Protection Project.

Staff understand that the SS LTC is interested in opportunities to align the two projects in light of the acknowledged overlap between forest and watershed protection issues, as well as the fact there may be opportunities to leverage the larger watershed stewardship and protection strategic plan budget to carry out work applicable to the CDF protection project.

While staff recognize that forest ecosystem retention and restoration may emerge as key themes during development of a watershed plan, staff do not recommend making forests a discrete category of community engagement within the greater watershed protection stewardship and protection strategic plan.

Rather, if the LTC wants to carry out facilitated discussion/consultation around the intersection of Coastal Douglas-fir forests and watersheds, it could make this request to the Salt Spring Island Watershed Protection Alliance (SSIWPA), which is anticipated to have sufficient budget remaining for the fiscal year to undertake such work. A report deriving from such consultations could then be forwarded to the LTC to inform its CDF protection project.

Staff also recommend that the SS LTC endorse the project charter attached as Appendix 2 for Phase 2 of the CDF project, as well as the Engagement Plan attached as Appendix 3. If the SS LTC prefers, the project could be oriented away from an emphasis on contiguous forest protection, and toward protecting CDF forests and associated ecosystems in watersheds.

Additionally, staff recommend that rather than begin a comprehensive watershed strategic planning process at present that the SS LTC await completion of the greater Islands Trust Freshwater Sustainability Strategy and implement the policies or actions identified for local trust committees in that document to achieve the greater strategy's objectives.

In the meantime, and as a prelude to a more robust watershed planning process, the SS LTC could begin work on a "situation analysis" of the current status of watershed protection and policy on the island. This could include both problem identification and an external review of Salt Spring Watershed Protection Alliance (SSIWPA) and would inform next steps in the development of a watershed protection plan. A project charter for such a project is included as Appendix 1.

And while staff do not recommend its endorsement at present, staff have nonetheless provided a draft Watershed Stewardship and Protection Strategic Plan project charter for discussion as Appendix 4.

BACKGROUND

At its April 27, 2021 meeting the SS LTC passed the following resolution concerning its Water Sustainability Project

SS-2021-069

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee direct staff to report back with:

- a. Options for and implications of using Watershed Strategic Planning Project resources to support community and agency engagement around issues of forest preservation and stewardship in the context of watershed protection; and
- b. How this work could be coordinated with the Coastal Douglas-fir Protection Project.

CARRIED

This resolution followed on the SS LTC's review of potential project charters for both its [Watershed Stewardship and Protection Strategic Plan](#), as well as its [Coastal Douglas-fir Protection Project](#). It did not endorse either project charter at that meeting.

ANALYSIS

Policy/Regulatory

N/A

Issues and Opportunities

Project Coordination Options

Staff suggest the following 4 options are available pursuant to the SS LTC's April 27, 2021 resolution about aligning its CDF and watershed planning projects.

Option 1: Terminate CDF Protection Project, Focus on Watershed Stewardship and Protection Strategic Plan

Given the established connection between forests and watersheds, one can reasonably assume that the plan emerging from the watershed stewardship and protection planning process will contain objectives, policies or actions related to protecting the Island's forests.

The SS LTC could await development and receipt of this plan, and then implement the forest-related policies contained therein as a subsequent land-use planning project.

The \$5,000 budget earmarked for the CDF Protection Project for this fiscal year could be transferred to the watershed stewardship and protection strategic plan project to carry out education and communication initiatives around watersheds, or other elements not captured within the consultant contract to develop the plan.

Staff do not recommend this option as it would defer development CDF protection policy/regulation, which is a strategic priority of Islands Trust Council and a strategic priority for the SS LTC.

Strengths	Weaknesses
<ul style="list-style-type: none">• Simplifies staff responsibilities• Resolves potential issues of duplication or conflict across projects	<ul style="list-style-type: none">• Delays policy/regulatory development to protect CDF• Emphasises CDF protection for watershed protection purposes while recent SS LTC sponsored education materials identify numerous other reasons including biodiversity, wildfire hazard mitigation, GHG emission reduction and storage

Option 2: Include CDF Forest Engagement within Watershed Stewardship and Protection Strategic Plan Contract

(this is the option that was suggested at the SS LTC's April 27, 2021 regular meeting)

The SS LTC could amend the project charter for the Watershed Stewardship and Protection Strategic Plan in Appendix 4 to include a requirement that the consultant undertake stakeholder engagement specifically related to forests as part of the watershed plan development process.

The SS LTC has suggested that doing so could allow the CDF project to leverage the large budget available for watershed planning.

Staff do not recommend the SS LTC pursue this option for various reasons including that it conflates two different types of projects; the CDF project is anticipated to culminate in bylaw amendments to better

protect the subject ecosystems; the watershed plan project is anticipated to culminate in a document for consideration of implementation by agencies.

Strengths	Weaknesses
<ul style="list-style-type: none"> Efficient use of existing budget 	<ul style="list-style-type: none"> Further community engagement on CDF project paused until consultation through watershed plan is complete May create ambiguity for both the consultant and public May contradict procurement policies unless such engagement is clearly for the purposes of watershed plan development, as opposed to the separate CDF project

Option 3: Hire an Outside Consultant to Undertake Forest-Related Engagement as Part of the CDF Project Charter

Conversation with the Director of Local Planning Services suggests that additional budget may be available beyond the \$5,000 currently earmarked for the CDF Protection Project in the 2021/22 Trust Council budget. Assuming this to be the case, the charter for the CDF project could be amended to include the hiring of a third-party facilitator to engage certain stakeholders in a manner to the SS LTC’s satisfaction.

Staff do not recommend this approach, as the available budget is not certain. However, this approach may be a viable path if SSIWPA does not want to take on such engagement as recommended below or if the SS LTC chooses to not request that SSIWPA do so.

Strengths	Weaknesses
<ul style="list-style-type: none"> Keeps CDF protection and watershed plan projects discrete Maintains current momentum of CDF protection project 	<ul style="list-style-type: none"> May not provide the level of coordination between the CDF and watershed projects that the SS LTC is seeking

Option 4: Request SSIWPA to Undertake CDF/Watershed Engagement

SSIPWA approved a budget of \$11,700 for communications and education in 2021/22 fiscal year. SSIWPA coordinator anticipates that between \$5,000 and \$6,000 has no potential projects currently attached to it, which could instead be used to undertake consultation around the intersection of CDF ecosystems and watershed protection. A report derived from this consultation could be forwarded to the LTC to inform its CDF protection project.

In order for SSIWPA to lead this work, the LTC would have to request that it be included in the SSIWPA work program.

This is the approach staff recommend if the SS LTC is seeking consultant-led stakeholder engagement as the budget is available provided SSIWPA supports its use for such.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Keeps CDF protection and watershed plan projects discrete • Builds on annual watershed protection education coordinated by SSIWPA Maintains current momentum of CDF protection project • May reduce tension by taking the conversation away from the LTC table • Would allow the SSIWPA chair to structure the engagement as desired 	<ul style="list-style-type: none"> • May not provide the level of coordination between the CDF and watershed projects that the SS LTC is seeking • SSIWPA may not agree to take on the task • SS LTC does not control the engagement process or outcomes

Watershed Stewardship and Protection Strategic Plan

A draft project charter for the SS LTC’s discussion is attached as Appendix 4. The project charter has been amended since it was last reviewed by the SS LTC at its April 27, 2021 meeting to incorporate recommendations made by trustee Patrick following that meeting and further refined by staff for clarity and following discussion with subject matter experts.

This version of the project charter *does not* contain specific reference to forest-related engagement in the context of watershed plan development. If the SS LTC wishes to see this provision included, it is provided as an option in the alternatives section below.

The CAO has provided preliminary approval that a contract to undertake watershed plan development on Salt Spring Island can likely be awarded to the firm currently developing the Islands Trust Freshwater Sustainability Strategy as an expansion of scope to the existing contract with Islands Trust (although this remains a matter of concerns for the Director of Administrative Services). The original Request for Proposals to which the contractor responded for the Freshwater Sustainability Strategy anticipated scope expansion to incorporate local “implementation projects.”

Before the SS LTC endorses the project charter in Appendix 4 it should consider the following questions and observations:

- Is now the appropriate time to develop its own watershed protection strategic plan when Islands Trust is developing a federation-wide freshwater sustainability strategy that will contain recommendations applicable to LTCs?;
- Should the SS LTC await the results of the ongoing discussion around CRD/NSSWD amalgamation options before undertaking a watershed protection strategic plan?
- Since the Islands Trust Freshwater Strategy will provide guiding policy, perhaps a more technical workplan (implementation plan) for Salt Spring Island’s watersheds is more appropriate.

Staff recommend that rather than endorse the project charter presented in Appendix 4 and begin work on a comprehensive watershed strategic plan, that it should await the adoption of the Islands Trust Freshwater Sustainability Strategy.

In the meantime, if it wishes to advance work on enhancing the coordination of freshwater policy on Salt Spring Island it could consider adopting the Situation Analysis and Option Identification Project Charter attached as Appendix 1. A similar review exercise is anticipated within the scope of the strategic plan envisioned by the project charter in Appendix 3, but could be broken out into a separate deliverable as shown in Appendix 1. Staff do not anticipate that managing the Situation Analysis and Option Identification project would require significant staff time thus allowing staff to focus on working toward implementing the tools identified in the Coastal Douglas-fir protection toolkit.

First Nations Engagement

The SS LTC has signalled that it wishes to see First Nations engaged in the development of a watershed stewardship and protection strategy. The SS LTC should be aware that in the development of the greater Islands Trust Freshwater Sustainability Strategy this work has been structured and undertaken by Islands Trust staff, not by the consultant.

Islands Trust Senior Intergovernmental Policy Advisor indicates that she would have limited capacity to undertake such work for Salt Spring Island at the present time. As such, this work would have to be undertaken by planning staff or an additional consulting firm. If the work must be done by an additional consulting firm this will have project budget implications. If it is done by staff it may be difficult to give it the robust attention it deserves.

The Islands Trust Freshwater Sustainability Strategy is being developed with the involvement of Indigenous Cultural Knowledge Holders, and as such, a project to implement the locally applicable recommendations of that strategy should be consistent with local Indigenous perspectives on freshwater protection.

Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project

Staff have provided a project charter for the Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project as Appendix 2 and an Engagement Plan as Appendix 3 for the SS LTC's consideration.

This project charter assumes that the CDF protection project remains discrete from the watershed stewardship and protection strategic plan project.

To date, staff have advanced this project with a primary orientation toward the protection of the remaining large tracts of CDF forest on Salt Spring Island. If the SS LTC wishes to re-orient the project to emphasize protection of CDF forests in the island's watersheds, the SS LTC could resolve to do so in accordance with the resolutions offered in the alternative resolutions section below.

Staff do not recommend merging the CDF and watershed strategic plan projects as it risks losing the momentum of the CDF project to date and conflates two distinct project types: The CDF project is structured to lead to policy of regulatory changes to better protect CDF forests and associated ecosystems on the Island through implementation of the [Islands Trust Toolkit for Protecting the Coastal Douglas-fir Zone and Associated Ecosystems](#). The Watershed Stewardship and Protection Strategic Plan process, on the other hand, will lead to the creation of a document which contains policies the SS LTC may wish to implement in the future.

Staff understand that the SS LTC may be concerned that the methods of community consultation proposed in a draft CDF engagement plan presented to the SS LTC at its meeting of April 27, 2021 may be insufficient. In order

to address this, staff are seeking the SS LTC's guidance to identify what sort of consultation would satisfy the SS LTC. Is the SS LTC seeking:

- a) Collection, aggregation and presentation of the perspectives of stakeholders that may be concerned about the project and its implications; or

Facilitation of dialogue between stakeholders with diverse perspectives in an effort to arrive at some common understanding, shared principles, or agreed recommendations to the SS LTC. It is important that staff understand where the SS LTC perceives there to be shortcomings in order to address them in the project structure and future engagement plan.

Once satisfactory mapping is developed through the input of the LTC's Coastal Douglas-fir Science Working Group staff are eager to commence identifying general approaches to CDF protection that the LTC may wish to consider pursuing and providing the community with opportunities to comment on those approaches.

The CDF project charter attached as Appendix 2 assumes a \$5,000 project budget for this fiscal year.

If the LTC wishes to seek an additional \$5,000 to undertake facilitated engagement within the CDF project, it can request an amendment to the project charter as described in the alternative resolutions section below.

Rationale for Recommendation

- 1. That the Salt Spring Island Local Trust Committee endorse Salt Spring Island Watershed Stewardship and Protection Situation Analysis and Option Identification Project Charter v1.0 attached as Appendix 1 to the staff report of May 25, 2021.**

A situation analysis will be the first step of any greater strategic plan development. Staff recommend that this work be undertaken as a discrete project, as it may arrive at recommendations that are inconsistent with the Watershed Stewardship and Protection Strategic Plan project charter attached as Appendix 3. Undertaking the work as a discrete project enables the SS LTC to consider its conclusions with no predetermined expectations of next steps.

- 2. That the Salt Spring Island Local Trust Committee endorse Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project Charter v1.2 attached as Appendix 2 to the staff report dated May 25, 2021.**

Endorsement of this project charter will enable staff to advance the next steps of the CDF project.

- 3. That the Salt Spring Island Local Trust Committee endorse Coastal Douglas-fir Zone and Associated Ecosystems Protection Project Community Engagement Plan attached as Appendix 3 to the staff report dated May 25, 2021.**

Endorsement of this project charter will provide guidance for community consultation over the next phases of the CDF protection project.

- 4. That the Salt Spring Island Local Trust Committee request that that the Salt Spring Island Watershed Protection Alliance add Coastal Douglas-fir Preservation/Watershed Protection Consultation to its 2021/22 work program and allocate up to \$6,000 to hire a facilitator undertake this work.**

SSIWPA has unallocated education funds available. These funds can be used to hire a facilitator to explore how preserving and protecting the CDF ecosystem preserves and protects watersheds or how using watersheds as the base layer for land use planning could lead to better protection of the CDF ecosystem.

ALTERNATIVES

Salt Spring Island Watershed Stewardship and Protection Strategic Plan

1. Endorse Salt Spring Island Watershed Stewardship and Protection Strategic Plan Project Charter in Principle

If the SS LTC wishes to embark immediately on the commission of a robust watershed strategic plan for Salt Spring Island and is satisfied that the project charter attached as Appendix 4 will achieve its objectives, it could adopt the following resolution:

That the Salt Spring Island Local Trust Committee endorse in principle Salt Spring Island Watershed Stewardship and Protection Strategic Plan Project Charter v0.1 attached as Appendix 4 to the staff report dated May 25, 2021.

Implications of this resolution are that an endorsement of the charter in principle will confirm the general parameters of the project and enable staff to determine whether sufficient staff resources are available to manage the consultant and undertake ancillary tasks associated with the deliverables.

Staff would return to the SS LTC at a later date for formal endorsement once various remaining issues are resolved including staffing resources, upper management harmony on an approved procurement process and clarity on next steps such as development of MOU's, amendment to Trust Council Bylaw No. 154, and extent to which the SS LTC are permitted to expend resources on projects that may be outside their legislated authority.

2. Amend First, then endorse Salt Spring Island Watershed Stewardship and Protection Strategic Plan in Principle

The SS LTC has signalled that it may be interested in emphasizing stakeholder engagement around forest protection within the greater watershed protection planning process. If the SS LTC wishes to amend the watershed stewardship and protection strategic plan project charter accordingly, it could pass the following resolution:

That the Salt Spring Island Local Trust Committee amend Salt Spring Island Watershed Stewardship and Protection Strategic Plan Project Charter v0.1 attached as Appendix 4 to the staff report of May 25, 2021 as follows:

- 1) By adding, at the end of the third in-scope bullet point: "Engagement will include subject-specific stakeholder engagement on CDF and associated ecosystem protection in the context of watershed protection."*

The implication of this resolution is that the terms of reference for the hired consultant would include this requirement.

The SS LTC could then endorse the charter in principle with the following resolution:

That the Salt Spring Island Local Trust Committee endorse in principle Salt Spring Island Watershed Stewardship and Protection Strategic Plan Project Charter v0.1 attached as Appendix 4 to the staff report of May 25, 2021 as amended.

If the SS LTC wishes to undertake further amendments to the project charter presented, it could make the following resolution:

That the Salt Spring Island Local Trust Committee amend Salt Spring Island Watershed Stewardship and Protection Strategic Plan Project Charter v0.1 attached as Appendix 4 to the staff report of May 25, 2021 as follows:

- 1)
- 2)

And then endorse the project charter in principle as amended.

Staff would return to the SS LTC at a later date for formal endorsement once various remaining issues are resolved including staffing resources, upper management harmony on an approved procurement process and clarity on next steps such as development of MOU's, amendment to Trust Council Bylaw No. 154 amendment, and extent to which the SS LTC are permitted to expend resources on projects that may be outside their legislated authority.

Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project

3. Amend the Project Charter to Reflect Watershed Focus

Staff understand that the SS LTC may wish to orient its CDF protection project away from contiguous forest protection and toward watershed protection. If this is the case, staff suggest the SS LTC consider the following resolutions:

That the Salt Spring Island Local Trust Committee amend project amend Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project Charter v1.2 attached as Appendix 2 to the staff report dated May 25, 2021 as follows:

- 1) *By amending the purpose statement to read "Implement the 'Protecting the Coastal Douglas-fir Zone & Associated Ecosystems: An Islands Trust Toolkit' on Salt Spring Island with a watershed focus."*

An additional resolution that the SS LTC could consider to orient the project toward watersheds is as follows:

That the Salt Spring Island Local Trust Committee direct staff that mapping and communications concerning the Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project should reflect a watershed focus.

The implications of this amendment is a reconsideration of the purpose of this project.

4. Amend the CDF Community Engagement Plan

If the LTC feels that there are elements of the proposed CDF Community Engagement Plan that are not satisfactory, the LTC can amend it.

That the Salt Spring Island Local Trust Committee amend project Protection of Coastal Douglas-fir Zones and Associated Ecosystems Community Engagement Plan attached as Appendix 3 to the staff report dated May 25, 2021 as follows:

- 1)
- 2)

And the LTC can then endorse the engagement plan as amended.

Other

5. Terminate CDF Protection Project, Focus on Watershed Stewardship and Protection Strategic Plan

If the SS LTC plans to pursue a comprehensive watershed strategic plan process and is confident that forest will emerge as a theme for policy and action development within that process, it could terminate its CDF project to focus on the watershed plan, determining once the plan is developed whether to implement the plan’s forest-related actions.

A resolution to do so is as follows:

That the Salt Spring Island Local Trust Committee proceed no further with its Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project.

The implications of this resolution is that the SS LTC would be terminating a project that has been identified as a Trust Council Strategic Priority and on which it spent \$5,000 in the previous fiscal year developing education and communications materials. Moreover, it is highly likely that whatever actions are developed in a Watershed Stewardship and Protection Strategic Plan are going to be the same or reasonably similar to the tools within the Islands Trust “Protecting the Coastal Douglas-fir Zone and Associated Ecosystems” toolkit in regards to protecting the CDF. Thus both time and expense may be wasted achieving the same likely deliverables.

NEXT STEPS

If the SS LTC adopts staff’s recommendations, staff will begin work arranging the contract, or procurement process to hire a consultant, to undertake a watershed stewardship and protection situation analysis and options identification. Staff will also continue work on the Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project in accordance with the project charter.

Staff will implement any alternative resolutions the SS LTC passes.

Submitted By:	Jason Youmans, Island Planner	May 19, 2021
Concurrence:	Stefan Cermak, Regional Planning Manager	May 19, 2021

ATTACHMENTS

1. Salt Spring Island Watershed Stewardship and Protection Situation Analysis and Option Identification v1.0
2. Protection of Coastal Douglas-fir Zones and Associated Ecosystems Project Charter v1.2
3. Community Engagement Plan – Protection of the Coastal Douglas-fir Zone and Associated Ecosystems
4. Salt Spring Island Watershed Stewardship and Protection Strategic Plan Project Charter v0.1

SALT SPRING ISLAND LOCAL TRUST COMMITTEE**PROJECT CHARTER v1.0****Salt Spring Island Watershed Stewardship and Protection Situation Analysis
and Option Identification**

May 25, 2021

Purpose

Improve the coordination of watershed protection policy on Salt Spring Island by hiring a qualified consultant to develop a report that:

- 1) Assesses the effectiveness of existing watershed protection programs and bodies on Salt Spring and provide options and alternatives for improvement; and
- 2) Identifies the challenges to watershed stewardship and protection on the Island and propose potential processes, guidance documents or other mechanisms to begin to address such.

Background

In 2013, Islands Trust Council adopted Bylaw No. 154 which delegated authority to the Salt Spring Island Local Trust Committee (LTC), for the purpose of preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area, the power to:

- Coordinate and assist in the determination of regional, improvement district and government of British Columbia policies;
- Coordinate the implementation of regional, improvement district and government of British Columbia policies; and
- Coordinate the carrying out of regional, improvement district and government of British Columbia policies

To date, the LTC has used this delegated authority to fund and coordinate the Salt Spring Island Watershed Protection Alliance (SSIWPA).

Since its formation, SSIWPA has advanced understanding, agency cooperation, and community engagement on watershed issues. However, after eight years, it is appropriate that a review should be undertaken to reflect on whether improvements could be made to the how watershed protection policy is coordinated.

As the LTC is also considering undertaking a larger Watershed Stewardship and Protection Strategic Plan with an eye to improving watershed stewardship and protection on the Island, analysis of the types of processes, guidance documents or other mechanisms that could be pursued is warranted.

Objectives

Improve the coordination of watershed stewardship and protection policy on Salt Spring Island through:

- 1) An external review of current approaches to watershed stewardship protection policy; and
- 2) Analysis of, and recommendations for, the types of planning processes, policy/guidance documents, or mechanisms that will improve watershed stewardship and protection.

In Scope

- Review current approaches to watershed stewardship and protection policy coordination;
- Review documented watershed protection issues facing salt Spring Island;
- Stakeholder interviews w/in and outside of SSIWPA about SSIWPA and watershed protection issues generally;
- Engage First Nations in discussion about how they could be involved in water policy coordination;
- Assess the performance of current watershed stewardship and protection bodies on Salt Spring Island;
- Recommendations to improve watershed protection policy coordination based on best practices in other jurisdictions, in order to implement future watershed protection plans
- Recommendations to appropriately fund coordination of watershed protection policy on Salt Spring Island.
- Recommendations about appropriate planning processes, policy/guidance documents, or mechanisms to improve watershed stewardship and protection.

Out of Scope

- Watershed Assessments
- Implementation of strategic plan
- Development of new tools

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Work Plan Overview

Deliverable/Milestone	Date
LTC endorse project charter and direct staff to proceed with procurement	TBD
Procurement process	TBD
Situation Analysis and Option Identification process	
Situation Analysis and Option Identification report received	October 5 , 2021

Project Team		Budget		
Jason Youmans	Project Manager	Salt Spring Island Water Sustainability Top Priority Project		
Shannon Cowan	Project Support	Fiscal	Item	Cost
William Shulba	Project Support	21/22	Consulting Services	\$10,000
	Project Sponsor			
RPM Approval:	LTC Endorsement:			
Date: DD, MM, YYYY	Resolution #:			
	Date: DD, MM, YYYY	21/22	Total	\$10,000

DRAFT

Protection of Coastal Douglas-fir Zones and Associated Ecosystems

Phase 1 – Information Gathering, Education, and Consultation

Phase 2 – Policy and Regulation Development, Consultation and Education

Salt Spring Island Local Trust Committee

Date: May 25, 2021

Purpose: *Implement the ‘Protecting the Coastal Douglas-fir Zone & Associated Ecosystems: An Islands Trust Toolkit’ on Salt Spring Island.*

Background: *In 2018, the Islands Trust developed a Toolkit that outlined methods for protecting the Coastal Douglas-fir zone and associated ecosystems. In 2019, the Salt Spring Island Local Trust Committee (LTC) identified ‘Protection of the Coastal Douglas Fir Ecosystem’ as a Strategic Priority item for the 2018-2022 term. This project will implement the LTC’s Strategic Priority and the Islands Trust’s Toolkit.*

From project launch, this project is anticipated to take place over two years in three phases:

- Phase 1: Information Gathering and Analyzing, Consultation and Education*
- Phase 2: Policy and Regulation Development, Consultation and Education*
- Phase 3: Implementation and Education*

The detailed workplan in this project charter addresses Project Phases 1 and 2 in detail. Greater detail for Phase3 will be developed following Phase 1 and 2 deliverables and determination of appropriate next steps.

Objectives

Per the Toolkit, the objectives of this project are:

- maintain contiguous forest cover;*
- protect and restore functioning ecosystems;*
- protect watershed ecology; and*
- honour Coast Salish cultural heritage.*

An additional objective, not included in the Toolkit, is as follows:

- Minimize wildfire risk*

This project aims to educate the public about the importance of CDF protection, to protect the Coastal Douglas-Fir zone and associated ecosystems on Salt Spring Island, and to develop policies for future CDF ecosystem advocacy.

In Scope

- Collaborate with Ecological Research Network and IT Conservancy staff developing and distributing educational materials*
- Collaborate with community groups, conservation groups, and individuals to advance a broad set of tools for protection of the Coastal Douglas-fir zone*
- Public participation level to be “Involve” on the IAP2 Spectrum (work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered)*
- Consider incentive/reward options to protect CDF on private land (eg. density-bonus zoning)*
- Collaborate with LPC planner to develop a model CDF Protection DPA*
- Consider new Coastal Douglas-Fir ecosystem Development Permit Area*
- Consider additional policies and resolutions to advocate to other agencies and Islands Trust bodies for the protection of the Coastal Douglas-Fir ecosystem*
- Consider stronger OCP policy to support CDF protection*
- Consider LUB amendments to help reduce impacts of development on CDF ecosystems*
- Develop suitable project performance measures and monitor outcomes*

Out of Scope

- Protection of all SSI Coastal Douglas fir*
- -OCP amendments not identified in Toolkit*
- LUB amendments not identified in Toolkit*
- Ongoing future advocacy*
- Ongoing education*

Workplan Overview – Phase 1

Deliverable/Milestone	Projected Completion Date
<i>Development and Promotion of Educational Materials</i>	March 31, April 30 2021/ Distribution Ongoing
<i>CDF Data Gap and Criteria Science Working Group</i>	March 31, 2021-June 30, 2021
<i>CDF Data and Target Area Mapping (based on Data Gap and Criteria Working Group)</i>	March 31, 2021-June 30, 2021
<i>First Nations, Stakeholder and Public Consultation - Round 1</i>	Ongoing
<i>Work with LPC to develop DPA or other bylaw templates</i>	TBD

Workplan Overview – Phase 2

Deliverable/Milestone	Projected Completion Date
<i>Work with RPC to Develop DPA or other bylaw templates</i>	TBD
<i>First Nations, Stakeholder and Public Consultation - Round 1 cont.</i>	May-July/August 2021
<i>Development of policy and regulation (draft bylaws)</i>	August-October 2021
<i>First Nations, Stakeholder and Public Consultation – Round 2</i>	October-December 2021
<i>Education and Communications (cont.)</i>	Ongoing
<i>Development of policy and regulation (bylaw readings)</i>	March 31-June 2022
<i>First Nations, Stakeholder and Public Consultation – Round 3</i>	March 31-June 2022

Workplan Overview – Phase 3

Deliverable/Milestone	Projected Completion Date
<i>Bylaw adoption</i>	2022
<i>First Nations, Stakeholder and Public Consultation – Round 4</i>	2022
<i>Education and Communications (cont.)</i>	2022

Budget – Project Phase 1

Budget Sources: LTC Project Budget and LTC Communications Budget		
Fiscal	Item	Cost
2020/21	Education and Communication Materials	\$4,000 \$5,000
2020/21	Data gap identification and Priority Setting; Analysis and Mapping	\$2,500 \$1,600
2020/21	First Nations, Stakeholder and Public Consultation – Round 1	\$2,500 \$500
Total		\$7,100

Project Team

Jason Youmans, Island Planner	<i>Project Manager</i>
Stefan Cermak, RPM Planner 1	<i>Oversight & Support</i>
	<i>Planning and Technical Support</i>

Budget – Project Phase 2

Budget Sources: LTC Project Budget and LTC Communications Budget		
Fiscal	Item	Cost
2021/22	First Nations, Stakeholder and Public Consultation – Rounds 2 and 3	\$3,000
2021/22	Data gap identification and Priority Setting; Analysis and Mapping	\$1,000
2021/22	Education and Communication Materials	\$1,000
2021/22	Amenity Zoning Appraisal (subject to available funds from RPT budget)	\$3,000
Total		\$8,000

LPC Planner	<i>Coordinate SSI and Trust-wide CDF protection work</i>
Senior Freshwater Specialist	<i>Watershed Ecology Support</i>
Senior Intergovernmental Policy Advisor	<i>First Nations Consultation Support</i>
ITC Ecosystem Protection Specialist	<i>Private land ecosystem protection support</i>
Jackie O'Neal	<i>GIS Tech and Mapping Support</i>
OAA/PTA RPM Approval: <i>Stefan Cermak</i> Date: <i>May 25, 2021</i>	<i>Administrative Support</i> LTC Endorsement: Resolution #: Date:

PROJECT CHARTER PHASE 1 - WORK PLAN DETAIL			
Meeting	Deliverable/Milestone	Target Duration	Cost
LTC	Review of Toolkit and options for the SSI LTC	February 18, 2020	\$0
LTC	LTC endorse revised project charter	July 28, 2020	\$0
LTC	Project kick-off event (special meeting webinar) <ul style="list-style-type: none"> Open to the public Guest presenters (biodiversity, water, fire, First Nations) Q&A with project manager 	September 2020 (date TBD) November 5, 2020	\$1,000 Cost anticipates advertising and honoraria if necessary \$225
	Development and promotion of CDF Information/Education Materials (produced by external parties)	Rolling, over 6 months	\$1,500 (LTC Communications budget) \$2,500 \$3,500 (LTC project budget) \$4,000 \$2,000 (SSIWPA)
	First Nation Consultation – Round 1 <ul style="list-style-type: none"> Direct contact with band/nation staff to gauge level of interest and options for participation Involve First Nations in their preferred way 	6 months	TBD based on level of interest \$270
	Data Gap and Criteria Development Working Group <ul style="list-style-type: none"> Scientists and policy makers, by invitation of staff 	October 2020 to March 2021	\$2,500 (if in-person – room rental, catering, etc) Less if online Cost anticipates honoraria if necessary anticipate \$1,600 by end of fiscal 20/21
LTC	Report to LTC on data gap working group/workshop, request direction to fill data gaps and apply criteria <ul style="list-style-type: none"> Anticipate UBC Conservation Decision Lab to provide pro-bono analysis and mapping services 	November 10, 2020 January 19, 2021	\$0
	Receipt of mapping reflecting application of criteria developed above	January 2021 June 2021	
LTC	Report to LTC on mapping and implications for project direction	June 2021	\$0
	Public Consultation Round 1: Education and information Gathering (Why is the CDF zone important, what are the tools we have to protect it, and how should these tools be deployed?)	January to March 2021	\$1,500

	<ul style="list-style-type: none"> ● Stakeholder Meetings <ul style="list-style-type: none"> ○ Direct contact and preliminary discussions with potentially affected land owners ○ Online meetings with development industry groups (real estate, trades, etc) and environment oriented groups (SSI Conservancy, Water Preservation Society, etc) ● Online Education and Information Sharing ● Online Survey: concerns, aspirations, did you know, etc. <ul style="list-style-type: none"> ○ For general public ● APC Meeting ● Regular notification when new information is posted to project webpage ● Open house (online?) updating project progress 		
LTC	<p>Summarize all information to LTC about:</p> <ul style="list-style-type: none"> ● Stakeholder and public feedback ● Target areas for protection through regulation, incentive, or compensation <p>And recommendations for next steps in Phase 2</p>	March 2021	\$0

PROJECT CHARTER PHASE 2 - WORK PLAN DETAIL			
Meeting	Deliverable/Milestone	Target Duration	Cost
	CDF Science Working Group	July 2021	\$1,000
	Release of CDF infographics, launch of interactive infographics website, and video launch	June 2021	Dependent on promotion channels and available budget
LTC (Special)	Land-Owner Mapping Meeting (See Project Engagement Plan)	August 2021	\$200
	Online Survey I: concerns, aspirations, did you know, etc (see Project Engagement Plan) <ul style="list-style-type: none"> ● For general public 	September 2021	\$250
	Agriculture Online Survey <ul style="list-style-type: none"> ● For local farming community 		
LTC (Special)	Public Mapping Meeting (see Project Engagement Plan)	September 2021	\$150
LTC	Summarize options (education, advocacy, incentives, policy, regulation) based on feedback received through survey, land owner meetings, and general info meetings	October 2021	
	APC Meeting – Prioritize Options (see Project Engagement Plan)	November 2021	

LTC	Direct staff to pursue bylaw drafting and commission density bonusing report	December 2021	\$3,000 (Subject to available funds from RPT budget)
	Staff draft bylaws, contractor undertakes density bonusing report		
LTC	LTC receives draft bylaws, density bonusing report	February 2022	
	APC Meeting – Review Draft Bylaws (see Project Engagement Plan)	March 2022	
	Online Survey II: Review draft bylaws (see Project Engagement Plan) <ul style="list-style-type: none"> For general public 	March 2022	\$250
	Promotion of CDF Information/Education Materials (produced by Ecological Research Network)	Throughout 2021/22	\$1000
	First Nation Consultation – Round 2 <ul style="list-style-type: none"> Direct contact with band/nation staff to gauge level of interest and options for participation Involve First Nations in their preferred way 	Ongoing	\$2000
TOTAL		12 months	\$8,000

Community Engagement Plan

Coastal Douglas-fir Zone and Associated Ecosystems Protection Project

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WHY WE ARE ENGAGING?

CONTEXT

In December 2019 the Salt Spring Island Local Trust Committee elevated protecting the Coastal Douglas-fir zone and associated ecosystems (CDF) on Salt Spring Island to a priority land use planning project. This decision by the Salt Spring Island Local Trust Committee was made in response to the clear community feedback received by the LTC as part of its 2018 strategic planning process and community concern about deforestation through residential property development. It also followed on Islands Trust Council's inclusion of CDF protection as a strategic priority across the whole Islands Trust in 2019, and the publication in 2018 of "[Protecting the Coastal Douglas-fir Zone and Associated Ecosystems - Islands Trust Toolkit.](#)"

Currently there is limited protection of the terrestrial ecosystems on Salt Spring Island that are characteristic of the lands within Salish Sea. Providing better protection of these unique ecosystems will help achieve the Islands Trust object 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 . . ."

The need to better protect the island's Coastal Douglas-fir forests and associated ecosystems is driven by science based on the established role that forest ecosystems play in:

- Protecting groundwater;
- Sequestering carbon and helping mitigate climate change;
- Preserving biodiversity; and
- Reducing wildfire risk

However, the LTC also recognizes that increasing forest protection through regulation or policy could be perceived to have negative impacts on some island land owners.

Therefore, the LTC is seeking a land use planning process and corresponding community engagement that explores the whole range of options available to better protect the island's forest ecosystems – education, advocacy, incentives, policy and regulation.

KEY INSIGHTS FOR ENGAGEMENT

Based on discussions with the LTC, which were subsequently incorporated into the adopted [project charter](#), staff are operating under the following understandings:

- Strive for “involve” on the IAP2 engagement spectrum.
- Recognize that potential regulatory or policy options may impact land owners. Engage those who may be directly affected by policy or regulatory changes;
- Develop education and communications materials to build understanding of the importance of CDF forests and associated ecosystems;
- Collaborate with community groups, conservation groups and individuals to advance a broad set of tools for the protection of the Coastal Douglas-fir zone;
- Emphasize that project outcomes are not predetermined; and
- Emphasize that project will not result in an absolute prohibition on tree removal on Salt Spring Island.

PURPOSE & OBJECTIVES OF ENGAGEMENT

The Salt Spring Island Local Trust Committee would like to better protect Coastal Douglas-fir forests and associated ecosystems. They would like to explore the full range of available options to do so. Public engagement is important for the LTC to understand how the community perceives available options to protect the island’s unique ecosystems.

OBJECTIVES

Awareness and Understanding

- **Raise awareness** about the Coastal Douglas-fir zone, its associated ecosystems, and their benefits to the community;
- **Provide clear information** about key issues and opportunities; and
- **Build a shared understanding** of the protection options available to the LTC

Opportunity and Input

- **Provide engagement opportunities** for the public to learn about the project, share input, and dialogue around key issues; and
- **Gather meaningful ideas and input** from a diverse range of community members and stakeholders to inform the project’s direction.

Process and Accountability

- **Document our process** with clear and transparent information about what we did, who participated, what we heard through engagement activities and how input was used to influence the CDF protection project.

OUTPUTS

- **Engagement summaries** included in end-of-phase update reports to the LTC;
- **Summary Report** to be developed as part of public hearing materials.

WHAT ARE WE ENGAGING ON?

LEVEL OF ENGAGEMENT

To ensure an authentic and transparent process it is important to be clear about our ‘promise to the public’ about what we are engaging on, how we are engaging, and how people’s input will be used to influence the process.

The LTC has previously determined that it wishes to pursue engagement at the “involve” level on the IAP2 spectrum.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

While the overall project engagement levels is “involve,” the engagement process will utilize approaches from across the spectrum, allowing for broad or deep engagement depending on the needs of each stage of the project and participants’ desires for involvement. Online surveys, for example, provide the chance to gather broad perspectives across a large cross-section of the community. On the other hand, if this project advances to the point of drafting regulation, direct engagement with land owners potentially affected will be necessary. In some cases, we will simply inform participants about the opportunities available, while at other times we will offer opportunities to be more deeply involved, provide feedback and get involved in discussions.

It is also important to recognize that public and stakeholder engagement is only one stream of influence on the project. This project should also be influenced by science, as well as LTC direction and staff advice.

It’s important for the public and stakeholders to be aware of the various channels through which feedback is collected and how that feedback works within the context of a broader process.

Weaving the inputs together and finding consensus across the diversity of ideas and comments, planning staff will directly reflect these concerns and aspirations in reports to the LTC and

recommendations, which will also include a summary of how public input influenced the plan and decisions.

WHO ARE WE ENGAGING WITH?

The LTC has signalled that it wishes to engage a broad range of community members and stakeholders to ensure a diversity of views and interests representing the diversity of the community are represented.

Due to the ongoing COVID-19 global pandemic, staff anticipate that the majority of community engagement opportunities will have to occur electronically, either on the Zoom platform or through online surveys or other means of electronic participation. Staff will recalibrate this engagement plan if, and as, guidance for provincial government staff changes.

EXTERNAL TARGET AUDIENCES

Phase 1

Primary

Subject Matter Experts: To help establish a baseline understanding of the CDF zone and associated ecosystems on Salt Spring Island

Secondary

General Public: To build awareness of, and support for, the CDF protection project and gather views on values and perceptions around forest protection

Land owners whose interests may be affected: To provide early notice of the project to those who may be impacted

Phase 2

Primary

Land owners whose interests may be affected: These individuals will perceive themselves as having the most at stake from policy or regulatory changes.

Secondary

Interest Groups: Eg. local agricultural advocacy groups, conservation groups, property development interests (real estate, construction, etc). These interests groups may have an interest in project outcomes

Tertiary

General Public: To build awareness of, and support for, the CDF protection project and gather views on specific approaches to protection the LTC may consider

Phase 3

Primary

Land owners whose interests may be affected: These individuals will perceive themselves as having the most at stake from policy or regulatory changes.

Secondary

General Public: To build awareness of, and support for, the CDF protection project and gather views on specific approaches to protection the LTC may consider

INTERNAL AUDIENCES

As protection of the Coastal Douglas-fir zone is a federation-wide priority, staff will engage internally within Islands Trust staff to ensure that activities undertaken by the SSI LTC are complementary to other initiatives within the organization. Depending on the timing of this project, and others within the organization, there may be times that SSI LTC is leading the way, and others when SSI LTC applies work or approaches developed elsewhere within the Islands Trust.

HOW ARE WE ENGAGING?

Communications and engagement activities will be led primarily by Islands Trust staff. However, there may be opportunities to leverage communications and education activities being undertaken on similar themes, such as Transition Salt Spring's work on the island's Climate Action Plan 2.0.

Because of the ongoing global COVID-19 pandemic, opportunities for in-person engagement and consultation have been significantly curtailed. Therefore, staff anticipate that project engagement and consultation will be largely through electronic media. This will have an impact on the perceived intimacy or even legitimacy of consultation efforts among some community members.

PHASE 1 – INFORMATION GATHERING AND ANALYZING, EDUCATION, AND CONSULTATION (TO MARCH 31, 2021)

ENGAGEMENT ACTIVITIES BY ISLANDS TRUST STAFF/LTC: PHASE 1

Infographics and Video

Status: Ongoing

Summary: The LTC has commissioned the Ecological Research Network to develop infographics and video products across a range of topics that intersect with CDF protection: freshwater; biodiversity; wildfire; and carbon sequestration.

Date: Products completed by May 31, 2021. Distribution March 2021 onward.

Level of Engagement: “Inform” level associated with the IAP2 Spectrum engagement scale.

Outputs: 2 summary infographics, 4 topic-specific infographics in static and interactive forms, 1 video. To be posted to website adjacent to Transition Salt Spring, Islands Trust website where possible, and disseminated via social media.

Outcomes: General awareness in the community about the value that CDF forests and their associated ecosystems provide will lead to a more informed public and hopefully greater support for protection initiatives.

Success Target: 500 visits to CDF interactive website, 500 video views

Advertising and Media Coverage

Status: Ongoing

Summary: We will use local media, both in the form of paid and earned media. For example, op-ed by LTC chair published in December 30, 2020 edition of Gulf Islands Driftwood.

Date: Ongoing through project phases 1, 2 and 3.

Level of Engagement: “Inform” level associated with the IAP2 Spectrum engagement scale.

Outputs: Occasional submissions when there are project milestones or other information to convey.

Outcomes: General awareness about the proposed project will reduce misunderstanding and hopefully inspire greater support for protection initiatives. .

Success Target: Public responses to media coverage, either in same media or online fora. Incorporating feedback to media coverage into project outcomes.

Project Kick-Off Meeting

Status: Complete

Summary: The LTC hosted a project kick-off meeting on Zoom. Islands Trust Conservancy staff provided an overview of the Coastal Douglas-fir zone generally and on Salt Spring Island specifically. Islands Trust planning staff provided a summary of the proposed project. Then there was a town hall with a question and answer session.

Date: November 5, 2020

Invited Stakeholders: General public

Level of Engagement: "Inform"/"Consult" level associated with the IAP2 Spectrum engagement scale.

Outputs: The event itself plus meeting minutes. [Event Video](#) and [powerpoint slides](#) are posted to the [project website](#).

Outcomes: Community education about Coastal Douglas-fir ecosystems and community understanding about the project trajectory.

Success Target: Approximately 40 members of the public attended via Zoom. Unknown number also tuned in via livestream.

Community Survey 1

Status: Not Started

Summary: We will undertake a survey to gather perceptions about how the island's forests are valued and used by the community and perspectives on different approaches to protection.

Date: March 2021

Invited Stakeholders: General public

Level of Engagement: "Consult" level associated with the IAP2 Spectrum engagement scale.

Outputs: Report to LTC summarizing the findings of the survey.

Outcomes: Opportunity for community to share basic values before LTC begins discussion of policy/regulatory options.

Success Target: 500 survey participants

Agricultural Survey

Status: Not Started

Summary: We will undertake a survey to gather perceptions about how the island's forests are valued and used by local farmers and perspectives on different approaches to protection.

Date: March 2021

Invited Stakeholders: Survey disseminated via Salt Spring Island Agricultural Alliance and Salt Spring Island Farmers Institute

Level of Engagement: “Consult” level associated with the IAP2 Spectrum engagement scale.

Outputs: Report to LTC summarizing the findings of the survey.

Outcomes: Opportunity for farming community to share basic values before LTC begins discussion of policy/regulatory options.

Success Target: 25 survey participants

Stakeholder Conversations

Status: Ongoing

Summary: Staff will meet and talk with individuals or groups interested in, or affected by, the project.

Date: Ongoing throughout project

Invited Stakeholders: General public

Level of Engagement: “Inform”/“Consult” level associated with the IAP2 Spectrum engagement scale.

Outputs: N/A

Outcomes: Staff better informed about community perspectives. Residents better informed about the project.

Success Target: Broad spectrum of conversations (income, age, interests)

Coastal Douglas-fir Science Working Group

Status: Ongoing

Summary: Staff, with the LTC’s direction, has established a working group to help inform mapping that supports the LTC’s project objectives. Staff anticipate this group may also provide the LTC with recommendations vis-à-vis potential paths forward.

Date: October 2021 to June 30Incr, 2021 (LTC to determine if additional meetings are necessary)

Invited Stakeholders: The science working group has representatives from within Islands Trust (including Islands Trust Conservancy and senior freshwater specialist), Salt Spring Island Conservancy, Martin Conservation Decision Lab (UBC), Salt Spring Ecological Research Network, and a handful of other Salt Spring scientists.

Level of Engagement: “Involve” level associated with the IAP2 Spectrum engagement scale.

Outputs: Draft mapping products to identify areas to target for LTC project objectives; recommendations for how to achieve those objectives.

Outcomes: The CDF Science Working Group will help ground the LTC’s project in Island-developed science and achieve the LTC project “in-scope” of collaborating with community groups.

Success Target: Evidence-based mapping linked to project objectives. Associated recommendations to the LTC.

Other

Status: Ongoing

Summary: Trustees will receive input into their decisions through their interactions with constituents.

Date: Ongoing throughout project

Invited Stakeholders: General public

Level of Engagement: “Consult” level associated with the IAP2 Spectrum engagement scale

Outputs: Letters to the LTC, letters to the editor, community petitions

Outcomes: LTC receives a wide variety of community perspectives through different media

Success Target: Clear community interest in the project

ENGAGEMENT ACTIVITIES BY OTHERS: PHASE 1

Islands Trust Conservancy Land Owner Mail-Out

Status: Complete

Summary: Islands Trust Conservancy mailed the owners of 44 Salt Spring Islands properties with large areas of Coastal Douglas-fir Forest providing them ecosystem information and an invitation to explore long term conservation options.

Date: August 2020

Invited Stakeholders: Owners of properties with more than five hectares of mature forest.

Level of Engagement: “Inform” level associated with the IAP2 Spectrum engagement scale.

Outputs: Landowner mail-out.

Outcomes: As a result of this mailout, several landowners have made inquiries about long term protection options. Others are now better informed about the ecological values on their properties and options for long-term protection.

Success Target: Increased inquiries to ITC about conservation options.

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Climate Action Plan 2.0

Status: Ongoing

Summary: Transition Salt Spring has been working for the past two years on the development of a new Climate Action Plan for Salt Spring Island. The Climate Action Plan was developed in consultation with a wide range of stakeholders and contains a number of recommendations concerning forest preservation.

Date: Ongoing through 2021

Invited Stakeholders: General public and special interests

Level of Engagement: “Involve/ Collaborate” level associated with the IAP2 Spectrum engagement scale.

Outputs: CAP 2.0 Document.

Outcomes: Community better engaged on local climate change issues and connections strengthened between LTC and community organizations.

Success Target: CDF project implements CAP 2.0 actions/achieves CAP 2.0 objectives; LTC and project staff participate in relevant CAP 2.0 events.

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INTERNAL ENGAGEMENT: PHASE 1

Status: Ongoing

Summary: Project staff are in regular contact with staff elsewhere in the organization to stay apprised of opportunities for resource efficiencies and collaboration with regards to CDF protection in the Trust Area.

Date: Ongoing throughout project

Invited Stakeholders: RPC planner/Policy Statement team/Island Planners

Level of Engagement: Consult/Involve/Collaborate

Outputs: Jointly developed implementation tools (DPA, density-bonus policy/zoning, conservation subdivision).

Outcomes: Consistency across organization in achieving IT strategic plan objectives. Resource efficiencies.

Success Target: Use of SSI-designed infographics and video in CDF protection projects across Trust Area. Use of SSI-designed mapping process in CDF protection projects across Trust Area. Cross-organizational sharing.

PHASE 2 – POLICY AND REGULATION DEVELOPMENT, CONSULTATION AND EDUCATION (TO MARCH 31, 2022)

Land Owner Mail-Out 1 and Land Owner Project Mapping Meeting (Zoom)

Status: **Not Started**

Summary: Once staff have developed public-facing mapping that identifies the areas that should be targeted to achieve the LTC’s objectives, staff will host a meeting for land owners whose land is in the mapped area.

Date: June 2021

Invited Stakeholders: Land owners within mapped area

Level of Engagement: “Inform”/“Consult” level associated with the IAP2 Spectrum engagement scale.

Outputs: The event itself plus meeting minutes. Event video and PowerPoint slides to be posted to the project website.

Outcomes: Reduced concern among land owners when mapping is made public that shows their properties.

Success Target: Meeting participation contingent on number of land owners affected

General Project Mapping Meeting (Zoom)

Status: **Not Started**

Summary: Once staff have developed public-facing mapping that identifies the areas that should be targeted to achieve the LTC’s objectives, staff will convene a meeting for the general community.

Date: April 2021

Invited Stakeholders: General public

Level of Engagement: “Inform”/“Consult” level associated with the IAP2 Spectrum engagement scale.

Outputs: The event itself plus meeting minutes. Event Video and PowerPoint slides to be posted to the project website.

Outcomes: Community education that project does not apply to every tree across the whole Island.

Success Target: 50 meeting participants

Density Bonus Working Group (Zoom)

Status: **Not Started**

Summary: If the LTC decides to pursue a density bonus scheme that trades additional development potential for forest protection, staff recommend a short-term working group be formed to workshop the

Date: August 2021

Invited Stakeholders: Land owners in target areas, participants with experience in real estate economics, and environmental conservation

Level of Engagement: "Inform"/"Consult" level associated with the IAP2 Spectrum engagement scale.

Outputs: Recommendations to the LTC.

Outcomes: Community participation in the development of recommendations.

Success Target: Practical and implementable recommendations to the LTC

Advisory Planning Commission x 2 (Zoom)

Status: **Not Started**

Summary: Staff recommend that the LTC use its established Advisory Planning Commission over two meetings to:

- 1) Rank recommended approaches to CDF zone protection; and
- 2) Advise on policy/regulatory approaches once drafted

Date: September 2021, January 20201

Invited Stakeholders: Current APC Members.

Level of Engagement: "Involve" level associated with the IAP2 Spectrum engagement scale.

Outputs: Recommendations to the LTC.

Outcomes: LTC develops policy based on diverse views within the group.

Success Target: Clear resolutions ranking the LTC's available approaches; clear resolutions recommending amendments to proposed bylaws

Photo/Writing Contests

Status: **Not Started**

Summary: Salt Spring residents will be invited to submit photos of their favourite Douglas-fir trees or associated ecosystem or short written reflections or poems.

Date: Timing to correspond with release of public-facing mapping

Invited Stakeholders: General public

Level of Engagement: "Consult" level associated with the IAP2 Spectrum engagement scale.

Outputs: Submissions will be published on a dedicated project webpage.

Outcomes: Engagement with the project in a non-technical or political way.

Success Target: 25 submissions

Community Survey 2

Status: **Not Started**

Summary: Once the LTC considers draft bylaws, staff will undertake a survey to gather community perspectives on the proposed bylaws.

Date: January 2021

Invited Stakeholders: General public

Level of Engagement: "Consult" level associated with the IAP2 Spectrum engagement scale.

Outputs: Report to LTC summarizing the findings of the survey.

Outcomes: Opportunity for LTC to aggregate perspectives on different policy/regulatory options.

Success Target: 500 survey participants

INTERNAL ENGAGEMENT: PHASE 2

Status: **Ongoing**

Summary: Project staff are in regular contact with staff elsewhere in the organization to stay apprised of opportunities for resource efficiencies and collaboration with regards to CDF protection in the Trust Area.

Date: Ongoing throughout project

Invited Stakeholders: RPC planner/Policy Statement team/Island Planners

Level of Engagement: Consult/Involve/Collaborate

Outputs: Jointly developed implementation tools (DPA, density-bonus policy/zoning, conservation subdivision).

Outcomes: Consistency across organization in achieving IT strategic plan objectives. Resource efficiencies.

Success Target: Use of SSI-designed infographics and video in CDF protection projects across Trust Area. Use of SSI-designed mapping process in CDF protection projects across Trust Area. Cross-organizational sharing.

ENGAGEMENT ACTIVITIES BY OTHERS: PHASE 2

Salt Spring Island Watershed Protection Alliance (SSIWPA) CDF/Watershed Facilitated Consultation

Status: Not Started

Summary: The LTC has signalled an interest in undertaking facilitated community engagement about the intersection of Coastal Douglas-fir forest and watershed protection. Staff have recommended that the LTC request SSIWPA undertake this work.

Date: August 2021

Invited Stakeholders: SSIWPA membership and invited stakeholders

Level of Engagement: "Involve/ Collaborate" level associated with the IAP2 Spectrum engagement scale.

Outputs: Report to the LTC about perspectives or principles on the intersection of CDF forest protection and watershed protection.

Outcomes: Stakeholders feel engaged and listened to. LTC is informed about stakeholder perspectives.

PHASE 3 – IMPLEMENTATION AND EDUCATION

PUBLIC HEARING

Summary: This is final step of the process which will involve a public hearing in consideration of any bylaws developed through this project.

Approximate Date: April 2022

Invited Stakeholders: General public

Level of Engagement: This is a legal requirement as part of an OCP adoption process and achieves a “Consult” level of engagement on the IAP2 spectrum.

LAND OWNER MAIL-OUT 2

Approximate Date: Summer 2022

Invited Stakeholders: Affected Land Owners

Level of Engagement: “Inform” level of the IAP2 Spectrum engagement scale.

Outputs: Letters to affected land owners following the adoption of any policies or regulations that may affect them.

Outcomes: Informed land owners affected by new policy/regulation.

Success Target: Number of mail-outs determined by number of affected properties.

UPDATED PROJECT WEBSITE

Approximate Date: TBD

Invited Stakeholders: General public

Level of Engagement: “Inform” level of the IAP2 Spectrum engagement scale.

Outputs: Updated website informing of project conclusions, implications, and next steps.

Outcomes: Informed community and land owners affected by new programs, policy and/or regulation.

Success Target: 200 unique visits.

INTERNAL ENGAGEMENT: PHASE 3

Status: **Ongoing**

Summary: Project staff are in regular contact with staff elsewhere in the organization to stay apprised of opportunities for resource efficiencies and collaboration with regards to CDF protection in the Trust Area.

Date: Ongoing throughout project

Invited Stakeholders: RPC planner/Policy Statement team/Island Planners

Level of Engagement: Consult/Involve/Collaborate

Outputs: Jointly developed implementation tools (DPA, density-bonus policy/zoning, conservation subdivision).

Outcomes: Consistency across organization in achieving IT strategic plan objectives. Resource efficiencies.

Success Target: Use of SSI-designed infographics and video in CDF protection projects across Trust Area. Use of SSI-designed mapping process in CDF protection projects across Trust Area. Cross-organizational sharing.

HOW WILL WE COMMUNICATE?

BRANDING

At this stage, staff do not anticipate having the budget to develop a project brand. As such, we will rely on Islands Trust template documents, with the exception of the infographics being developed for the LTC by the Ecological Research Network.

KEY MESSAGES

Key messages outline the critical elements of the project to ensure clear and consistent communications. Core points are outlined below. The following key messages will support project launch and may be updated as the project progresses:

1. The Coastal Douglas-fir zone is unique.

- In Canada, the Coastal Douglas-fir zone is found only within a small part of southeastern Vancouver Island, several islands in the Salish Sea, and a narrow strip of the adjacent mainland
- CDF ecosystems have:
 - The highest diversity of plant species in B.C.;
 - The highest diversity of overwintering bird species in Canada; and
 - The highest density of species-at-risk in B.C., including 24 globally-imperilled species
- Less than 1 percent of the CDF zone remains in old-growth forest and 49 percent has been permanently altered by human activities

2. Resilient Ecosystems Reduce Risk

- In-tact forest ecosystems:
 - Protect ground and surface water;
 - Preserve biodiversity;
 - Sequester carbon and reduce local climate change impacts;
 - Mitigate wildfire risk

3. Protecting forests doesn't mean protecting every tree

- The LTC's CDF protection project will achieve the following objectives:
 - Maintain contiguous forest cover;
 - Protect and restore functioning ecosystems;
 - Protect watershed ecology;
 - Honour Coast Salish cultural heritage; and
 - Mitigate wildfire risk
- As a rural community, the LTC recognizes that land owners have long used the trees on their properties as a source of firewood and other timber. Land clearing to create home-sites and driveways will not be prohibited, nor will personal-use harvesting.

4. There are a range of options to better protect the Coastal Douglas-fir zone and associated ecosystems on Salt Spring Island

- Education;

- Advocacy;
- Incentives;
- Policy; and
- Regulation

COMMUNICATION TACTICS

Communications should be consistent throughout the project and the tactics below will be implemented or facilitated by Islands Trust staff. These will include a variety of print, online, and in-person communication channels to reach a wide range of audiences:

Online

- Dedicated project webpage;
- SSI Exchange
- Promotion through Islands Trust social media channels (Facebook, Twitter)
- Event pages on Facebook

In person / Direct outreach

- Phone calls/letters/emails to stakeholders
- Meetings or interviews with select stakeholders

Print / Advertising

- News/media release
- Ads in Gulf Islands Driftwood
- Mail-outs to residents

Community Networks: when appropriate, we will ask key stakeholder groups to share information amongst their networks (social media posts, newsletter blurbs, posters, etc.)

- LTC;
- Advisory Committee/Agricultural Advisory Committee;
- Social service and community organizations (Lions, Rotary, churches)
- Environmental groups (Transition Salt Spring, Islands Trust Conservancy, Salmon Enhancement Society)
- School District No. 64
- Business groups (Chamber of Commerce)
- CRD

Other

- Community notice boards
- Utility bill mail-out

SALT SPRING ISLAND LOCAL TRUST COMMITTEE**PROJECT CHARTER v0.1****Salt Spring Island Watersheds Stewardship and Protection Strategic Plan****May 25, 2021****Purpose**

To develop, under the guidance of a qualified consultant, a strategic plan to guide and prioritize watershed protection work on a medium-term basis (5-to-10 years) to better support decision makers in advancing effective, equitable and modernized land and water use planning.

Background

Section 24(2)(b) of the Islands Trust Act allows Local Trust Committees to regulate the development and use of land for the purposes of carrying out the object of the Trust. This means that local trust committees can use their regulatory powers to preserve, protect and guide restoration of watersheds.

In 2013, Islands Trust Council adopted Bylaw No. 154 which delegated authority to the Salt Spring Island Local Trust Committee (LTC), for the purpose of preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area, the power to:

- Coordinate and assist in the determination of regional, improvement district and government of British Columbia policies;
- Coordinate the implementation of regional, improvement district and government of British Columbia policies; and
- Coordinate the carrying out of regional, improvement district and government of British Columbia policies

To date, the LTC has used this delegated authority to fund and coordinate the Salt Spring Island Watershed Protection Alliance (SSIWPA). SSIWPA has advanced understanding, agency cooperation, and community engagement in watershed issues. SSIWPA undertakes an annual work planning exercise to identify water issues of concern to SSIWPA's membership and wider community in the hope that member agencies will undertake projects to address the issues raised. However, a longer range strategy for watershed protection on SSI has not been developed.

Objectives

This project has two objectives:

- 1) Improve the coordination of watershed stewardship and protection policy on Salt Spring Island through:
 - a) an external review of current approaches to watershed stewardship protection policy; and
 - b) Analysis of, and recommendations for, the types of planning processes, policy/guidance documents, or mechanisms that will improve watershed stewardship and protection.
- 2) to better support decision makers in advancing effective, equitable, and modernized land and water use planning by developing a strategic plan to guide and prioritize watershed protection work on Salt Spring Island on a medium term (5-to-10 years) time frame.

In Scope

- 1) Situation Analysis and Option Identification
 - Review current approaches to watershed stewardship and protection policy coordination on Salt Spring Island;
 - Review documented watershed protection issues facing salt Spring Island;
 - Stakeholder interviews w/in and outside of SSIWPA about SSIWPA and watershed protection issues generally;
 - Engage First Nations in discussion about how they could be involved in water policy coordination;
 - Assess the performance of current watershed stewardship and protection bodies on Salt Spring Island;
 - Recommendations to improve watershed protection policy coordination based on best practices in other jurisdictions, in order to implement future watershed protection plans
 - Recommendations to appropriately fund coordination of watershed protection policy on Salt Spring Island.
 - Recommendations about appropriate planning processes, policy/guidance documents, or mechanisms to improve watershed stewardship and protection.

Out of Scope

- Watershed Assessments
- Implementation of strategic plan
- Development of new tools

	<p>2) Watershed Stewardship and Protection Strategic Plan</p> <ul style="list-style-type: none"> • Apply POLIS Water Champion Handbook Stepping Stones; • Identify and engage relevant agencies, First Nations, stakeholders and broader community to: <ul style="list-style-type: none"> ○ Establish stakeholder roles and responsibilities as they relate to watershed protection on SSI, as well as their respective capacities and desired outcomes; ○ Identify watershed protection challenges; ○ Identify knowledge gaps; ○ Identify and prioritize potential tools (including Water Sustainability Act) and best practices to address those challenges; • Situate SSI watershed strategic plan in the context of other plans and initiatives (CRD/NSSWD Integrated Water Management Service Review, IT Freshwater Sustainability Strategy, IT Strategic Plan, SSI OCP, SSI Area Farm Plan, SSI CAP 2.0; Islands Trust Conservancy Regional Conservation Plan) • Apply a methodology that can be reproduced across the Southern Gulf Islands and/or Islands Trust Area 	
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Work Plan Overview

Deliverable/Milestone	Date
LTC endorse project charter and direct staff to proceed with procurement	TBD
Procurement process	TBD
Situation Analysis and Option Identification Process	TBD
Situation Analysis and Option Identification report received	Oct 5, 2021
Strategic Plan development	TBD
Final Deliverables received	March 31, 2022

Project Team		Budget		
TBD	Project Manager	Salt Spring Island Water Sustainability Top Priority Project		
TBD	Project Support	Fiscal	Item	Cost
TBD	Project Support	21/22	Consulting Services	\$50,000
TBD	Project Sponsor			
Director Approval:	LTC Endorsement:			
Date: DD, MM, YYYY	Resolution #:			
	Date: DD, MM, YYYY			
		21/22	Total	\$50,000