



Salt Spring Island Watershed Protection Alliance

Regular Meeting Agenda

Date of Meeting: Tuesday March 27, 2018 10:30 am - 12:30 pm

Location: 121 McPhillips Ave., CRD Creekside room, Salt Spring Island, B.C.

Acronyms:

AGRI - Ministry of Agriculture

CEWG - SSIWPA Conservation and Efficiency Working Group

CRD - Capital Regional District

FLNRO - Ministry of Forests, Lands and Natural Resource Operations

NSSWD - North Salt Spring Waterworks District

MOE (ENV) - Ministry of Environment

SSIWPA - Salt Spring Island Watershed Protection Authority

TWG - SSIWPA Technical Working Group

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES

3.1 Draft minutes of the February 23, 2018 Regular Meeting of the SSIWPA Steering Committee - *attached for approval* p. 4

4. BUSINESS ITEMS

4.1 Chair's report - Chair Grams

4.2 St. Mary Lake water quality update – NSSWD Board Representative

4.3 Cusheon Lake water quality update – Beddis Water Commissioner

4.4 Coordinator's report and SSIWPA action log – *attached* p.11

4.5 Technical Working Group update - TWG Acting Chair

4.6 Conservation and Efficiency Working Group update

4.7 IFWM Projects and Budget

- 4.7.1 Adopted SSIWPA IFWM Program Budget 2018-19
- *attached for information* p.17

4.8 Consideration of proposed change(s) to SSIWPA Terms of Reference

- 4.8.1 Resolution without Meeting (RWM)
Memo attached for discussion. p.19

4.9 Outreach and Communications

- 4.9.1 Annual Report 2017 - **Draft** for discussion
- *attached* p.20
- 4.9.2 Press release - **Draft** for discussion
- *attached* (Action 20180223 4.1) p.32
- 4.9.3 Brochure (as directed by Outreach Plan) - **Draft** for discussion
- *attachment pending* p.33
- 4.9.4 Quarterly Mailout
- *Memo attached for discussion* p.35
- 4.9.5 Development of a SSIWPA Communications Protocol
- *Memo attached for discussion* p.39

4.10 Correspondence

- 4.10.1 SSI Water Preservation Society "Water Resource Catalogue Initiative" - *attached for discussion and information* p. 47

5. OTHER BUSINESS

5.1 Comments or questions from the public

6 CLOSED MEETING RESOLUTION

- 6.1 **Motion to Close Meeting** - That the meeting be closed to the public subject to Community Charter Part 4, Division 3, Section 90(1)(j) for the purpose of considering:

- SSIWPA receipt and review of draft consultant report to a member agency.

6.2 Recall to Order

OPEN MEETING RESOLUTION

The Salt Spring Island Watershed Protection Authority re-opens this meeting to the public subject to Community Charter Section 89.

7. UPCOMING MEETING

Friday April 20, 2018 10:30 am - 12:30 pm at 112 Rainbow Road

8. ADJOURNMENT



Salt Spring Island Watershed Protection Alliance

Minutes of a Regular Meeting

Date of Meeting: Friday, February 23, 2018
Location: Creekside Meeting Room, #108-121 McPhillips Avenue
 Salt Spring Island

Members Present: George Grams, Chair, Islands Trust Trustee
 Sharon Bywater, Fernwood Water Service Area Commissioner (via web conferencing)
 Dale Green, Capital Regional District, Integrated Watershed (via web conferencing)
 Doreen Hewitt, Beddis Water Service Area Commissioner (via web conferencing)
 Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNRO) (via web conferencing)
 Michael McAllister, North Salt Spring Waterworks District Representative
 Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director

Staff Present: Shannon Cowan, Coordinator
 Justine Starke, Island Planner
 Sarah Shugar, Recorder

Technical Working Group Liaison: John Millson, Co-chair, SSIWPA Technical Working Group

Conservation Working Group: Sandra Ungerson, Chair, SSIWPA Conservation and Efficiency Working Group

Media and Others Present: Ron Stepaniuk, North Salt Spring Waterworks District Representative
 Meghan McKee, North Salt Spring Waterworks District Representative
 Peter Grove, Islands Trust Trustee
 One member of the public

These minutes follow the order of the agenda although the sequence may have varied.

1. CALL TO ORDER

Chair Grams called the meeting to order at 10:30 a.m. He introduced John Millson, co-chair of the Technical Working Group and introductions were carried out.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 **Draft Minutes of the January 19, 2018 Salt Spring Island Watershed Protection Alliance Special Meeting**

By general consent, the Salt Spring Island Watershed Protection Alliance minutes of January 19, 2018 were adopted.

3.2 **Draft Minutes of the February 2, 2018 Salt Spring Island Watershed Protection Alliance Special Meeting**

By general consent, the Salt Spring Island Watershed Protection Alliance minutes of February 2, 2018 were adopted.

4. BUSINESS ITEMS

4.1 **Chair's Report**

Chair Grams reported the SSIWPA website has been transferred to www.ssiwpa.org and the library is hosted by Google Drive. Chair Grams recommended postponing the press release about SSIWPA terms of reference and other pertinent news pending Trust Council's approval of the budget.

P. Lapcevic joined the meeting at 10:40 a.m.

SSIWPA-2018-07

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to finalize the press release following Trust Council's approval of the budget.

4.2 **St. Mary Lake Water Quality Update – NSSWD Board Representative**

M. McKee reported Maxwell Lake reached full capacity on January 7, 2018 although it dropped below level of the weir on February 8, 2018. St. Mary Lake reached its highest level ever recorded in January 2018 due to extreme rainfall and the level on February 22, 2018 was 40.87 meters. February rainfall has been less than 50% of the seasonal average.

4.3 **Cusheon Lake Water Quality Update – Beddis Water Commissioner**

Member Hewitt presented an update regarding the Cusheon Lake Watershed and the following highlights were noted: The level of Cusheon Lake was 1.856m on January 30; 1.772m on January 31; 1.566m on February 02 (after just 4 days level dropped 30 cm); 1.456m on February 04; 1.286m on February 11; 1.236m on February 22. The creeks are flowing well. Flow rate in Cusheon Creek was 0.85 m on January 30; 0.85 m on January 31; 0.58 m on February 04; 0.42 m on February 11. The Secchi disk measurement was 0.37 metres on January 31, 2018 but improved to 3.0 metres on February 22. The precipitation levels received at Gulf Islands Secondary School: February 2015: 88.1 mm; February 2016: 106.2 mm; February 2017: 114.3 mm; February 2018: 39.6 mm; January 2018: 252.2 mm. The beaver dam is no longer in place as it washed

out sometime overnight on January 30 or the morning of January 31. It is clear under the bridge.

There was question regarding whether the flow rate measurement for Cusheon Lake is actually a depth measurement. Coordinator Cowan reported there is a flow rate measurement for June to October 2017.

4.4 Coordinator's Report And Action Log

Coordinator Cowan presented the Coordinator's Report for the period of January 11, 2018 to February 8, 2018.

Planner Starke reported the communications protocol would not be prepared for the next regular meeting. Coordinator Cowan has prepared a draft communications protocol.

Chair Grams reported he and William Shulba have discussed options for a program that would provide an single document to act as an action log and project management tool for the Integrated Freshwater Management Program.

4.5 Technical Working Group Update

TWG Co-chair Millson reported the TWG Terms of Reference have been reviewed; the final report for soil testing will be available by the end of March; and the Groundwater Monitoring pilot project criteria have been approved. He presented a memo dated February 8, 2018 regarding a SSIWPA IFWM Workplan Information Gap and a presentation regarding a "Salt Spring Island-wide Groundwater Quantity Common Risk Segment Mapping" (SSIGwQCRS) proposal.

There was discussion and the following comments were noted:

- There was question regarding whether the groundwater mapping is work that has been directed by the Steering Committee.
- The TWG recommendations have budget implications.
- If good ideas emerge from any source during the course of SSIWPA's work the SC has the responsibility to consider how the ideas add value. If the SC limits the work from the TWG then the TWG's Terms of Reference should be amended.
- The draft Golder report is expected to be complete in March 2018 and will speak to the water budget and water availability on an aquifer-by-aquifer basis on a regional scale.
- The goal of this mapping exercise would be to make intelligent decisions for planning purposes to preserve and protect the natural resources.
- There was a question regarding whether this project would have any impact regarding FLNR water licenses.
- Aerial mechanical variability would look at the mechanical properties of the aquifer rocks.
- Coordinator Cowan reported this proposal is being presented to the Steering Committee at this time because the SC is in the work program planning and budget process.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed that there is interest in the TWG proposal dated February 8, 2018 and that the Steering Committee would revisit the proposal following receipt of the Golder Report.

4.6 Conservation And Efficiency Working Group Update

Member Ungerson presented a preliminary report to SSIWPA from the CEWG regarding work to date. Section 1 focused on a review of alternative water sources; Section 2 focused on agricultural uses; Section 3 focused on a draft literature review and Section 4 focused on future work recommendations that included (1) a better assessment of how much bottled water is being used on SSI; (2) Water Conservation from a broad perspective; (3) Specific Technologies; and (4) Water Policy.

There was discussion and the following comments were noted:

- There was question regarding whether anything has been identified as a priority action.
- The next step would be to assess what action would be the most effective and cost efficient.
- The draft report is expected to be complete in June or July 2018.
- Concern was expressed regarding CEWG's capacity and there was question regarding whether any of the member agencies could assist CEWG in this work.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed Coordinator Cowan would add "CEWG report public outreach" to the outreach plan 2018-19.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to forward the draft CEWG report to each agency for comment and request agencies to provide comment at the next regular meeting.

4.7 Budget

4.7.1 SSI Watershed Protection Alliance Income Statement Dated 2017-12-31

The item, prepared by Islands Trust Finance Department, was received for information.

4.7.2 IFWM Project Budget 2017-18 Year to date revenue, expenditures and % budget remaining

The Salt Spring Island Watershed Protection Alliance for Revenue / Expenditures Recognized as of December 31, 2017 was presented.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed Chair Grams would discuss SSIWPA's budget surpluses at the next Trust Council meeting.

Planner Starke reported staff is reviewing the budget process and the goal is to develop a budget template to be used by SSIWPA that addresses needs and requirements of all member agencies for budgeting of SSIWPA work programmes.

R. Stepaniuk and M. McAllister left the meeting at 12:00 p.m.

4.7.3 IFWM Project Budget 2018-19

Coordinator Cowan presented the draft SSIWPA IFWMP Project budget Period: April 1, 2018 to March 31, 2019 draft for discussion dated February 13, 2018.

SSIWPA 2018-07 It was MOVED and SECONDED, that the Salt Spring Island Watershed Protection Alliance approve the budget for the period April 2018 to April 2019, subject to approvals by agencies.

CARRIED

4.7.4 Province of BC Grant Allocations 2018-19

Coordinator Cowan presented a memo dated February 10, 2018 regarding SSIWPA Province of BC Grant Allocations for information.

4.8 Outreach and Communications

4.8.1 Outreach Plan 2018-19

Coordinator Cowan presented the SSIWPA Outreach Plan 2018-19 draft for discussion. It was noted SSIWPA agreed to add public outreach regarding the CEWG report in item 4.7.

SSIWPA 2018-08 It was MOVED and SECONDED, that the Salt Spring Island Watershed Protection Alliance adopt the 2018-19 Outreach Plan with the addition of a public presentation of CEWG's work and subject to approval of SSIWPA's budget by the funding agencies.

CARRIED

4.8.2 Steering Committee membership invitations

A memo dated February 7, 2018 regarding SSIWPA Membership Changes was presented.

There was discussion and it was noted there could be an option to invite Water District representatives on an "as needed" basis.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed Chair Grams would circulate a memo regarding Steering Committee membership for discussion at the next meeting.

4.8.3 Website and SSIWPA document libraries intro, time permitting

Coordinator Cowan presented a demonstration of the www.ssiwpa.org website.

4.9 Strategic Planning Memo from Planner Starke

Planner Starke presented a memorandum dated February 16, 2018 regarding Strategic Planning – SSIWPA Work Program.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to request Planner Starke to schedule the Strategic Planning Meeting in May 2018 and that an outside facilitator be considered and that member agencies will confirm who would like to attend this event.

4.10 Announcements, links and events

4.10.1 [CRD Water Quality Reports for Six Water Systems on SSI](#)

4.10.2 [Nanaimo Water Symposium April 11-12, 2018](#)

It was noted a Quamichan Lake Information Meeting is scheduled on March 1, 2018 at 7 p.m. and Coordinator Cowan will add the event to the SSIWPA website.

5. OTHER BUSINESS

5.1 Comments and Questions from the Public

A member of the public asked why SSIWPA appears to be tentative regarding the TWG's groundwater mapping proposal.

A member of the public asked (1) whether the CEWG would be considering water pricing, (2) whether ground water work could be focused around the Ganges area instead of a broad island perspective; (3) whether SSIWPA is connected to the work being done in the Beaver Lake watershed. The member of the public expressed support to invite water groups when there is a specific issue being considered.

6. CLOSED MEETING

6.1 Motion to Close the Meeting

At 12:44 p.m., it was **MOVED** and **SECONDED** that the Salt Spring Island Watershed Protection Alliance close this meeting to the public subject to Community Charter, Part 4, Division 3 s. 90(1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality, and that that the recorder and staff attend the meeting.

CARRIED

6.2 Motion to Open the Meeting

At 12:55 p.m., it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee re-open this meeting to the public subject to Section 89 of the Community Charter.

CARRIED

7. RISE AND REPORT

The Salt Spring Island Watershed Protection Alliance re-appointed Jos Lussenburg and Katsky Venter to the Technical Working Group for a one-year term.

8. UPCOMING MEETINGS

The next regular meeting is scheduled on Friday, March 23, 2018, 10:30 a.m. to 12:30 p.m. at the School Board Meeting Room, 112 Rainbow Road.

9. ADJOURNMENT

By general consent the meeting adjourned at 12:56 p.m.

George Grams, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder



Coordinator's Report

For the period: 2018-02-08 - 2018-03-14

Meeting Coordination and Administration:

- Created agenda cover and collated agenda items for steering committee (SC) meetings (2018-02-23 and 2018-03-23)
- Created agenda cover and collated agenda items for Conservation and Efficiency working group (CEWG) 2018-03-07
- Distributed agenda packages for 2 SC meetings (print, web, email)
- Distributed CEWG agenda package to group members, loaded to public website calendar and public document library
- Facilitated SC meeting 2018-02-23
- Facilitated CEWG meeting 2018-03-07
- Recorded CEWG draft meeting notes and distributed to group members
- Received draft minutes 2018-02-23 and distributed to Chair and Staff
- Created adopted SC minutes, arranged signature: 2018-01-19, 2018-02-02, 2018-01-19 closed minutes, and 2017-11-17 closed minutes (fixed typo).
- TWG 2018-02-06 meeting minutes drafted and sent to working group.
- Created TWG 2018-01-10 adopted minutes and posted to website.
- Meeting schedule entered to website for 6 months

SSIWPA Program Coordination and Facilitation:

Integrated Freshwater Management Program

- Stream Monitoring
 - Coordinated field visit of TWG volunteers with Ministry staff (Fulford Creek new station installation)
 - Coordinated Ministry staff with local expert to confirm elevation data at Cusheon Creek site.

- Coordinated corrections to stream flow and lake level historical dataset to include correction factor and units for flow in creek.
- Made corrected Cusheon dataset available in SSIWPA public library.
- Coordinated data exchange between Cusheon Lake Stewardship Committee and Ministry staff.
- Groundwater Monitoring
 - Coordinated project team meetings (02.15 and 03.02): teleconferencing, recording and distributing actions and minutes.
 - Coordinated an email mailout correspondence of staff-approved project letter to individuals, strata councils, and community groups: inviting expressions of interest from wellowners to enhance possible sites on draft list for project pilot monitoring well selection.
 - Followed up by telephone and email with community well managers to query according to incomplete data in columns of project draft site selection sheet, as directed by project co-leads.

Budget and Workplanning

- Created adopted 2018-19 SSIWPA IFWM project budget, distributed to Steering Committee in upcoming agenda package
- Drafted Annual Report 2017 finance section, with footnote indicating estimates until year end figures are completed in April.
- Sent draft Annual report for internal SC review by March 12
- Compiled feedback from SC on Annual report draft; sent to designer for next draft in agenda package

Internal correspondence – SSIWPA member agencies

- ongoing on all project areas in workplan and follow up on Action List items in process
- Updated action list and decision log after SC meeting 2018-02-23 and communicated items to those involved.
- Received final approval from Ministry of Agriculture to post ALUI and AWDM on SSIWPA website and in Annual Report as link.

Conservation and Efficiency Working Group Projects Coordination

- Facilitated group agreement of project next steps at CEWG meeting 2018-03-07. (see meeting actions as well)

Technical Working Group Projects Coordination

- Assisted with new Chairperson training and leadership within the group.
- Coordinated correspondence on GW Monitoring Pilot project - TWG review of site selection criteria at the request of project co-leads.

Outreach and Educational Event Planning and Coordination:

Watermark newsletter

- Compiled information and wrote four news posts with images: "Understanding lakes in Canada", "Green shores training workshop", "Film: Guardians of the Fraser River", and "Report: Source water protection and nutrient management in the Hullcar Valley BC".
- Drafted news post about water conservation for steering member review (in process).

Website:

- SSIWPA Public Library - created folder organization.
- SSIWPA Public Library and Committee Access Library - upload dozens of files (complete), renamed.
- Perform filename updates as directed (in process).
- Update calendar, blog posts and meeting information.
- Uploaded IFWM workplan milestones, timelines, tasks in project areas using project management software plugin (agreed by Staff) at request of Chair. (in process)

Events and Publicity:

- Met with graphic designer to develop draft Annual Report and Project Brochure documents for review by Steering Committee
- Finalized adopted Outreach Plan 2018-19 and began to implement for upcoming events
- Corresponded with Islands Trust and CRD staff about watersheds map for SSI - resulted in updated data for map and both digital and printed resource for SSIWPA materials and events 2018.
- Organized Display Board and materials for deployment at March Islands Freshwater Forum event, April conference and Earth Day. (in process)



Current Action Log
 Actions minuted 2018-02-23
 Actions minuted 2018-02-02

Item	Action	Who	Status
2018-02-23 item 4.1	SSIWPA agreed to finalize the press release following Trust Council's approval of the budget.	Chair Grams	completed
item 4.5	SSIWPA agreed that there is interest in the TWG proposal dated February 8, 2018 and that the Steering Committee would revisit the proposal following receipt of the Golder Report.	Steering Committee	<i>in process</i>
item 4.6	SSIWPA agreed Coordinator Cowan would add "CEWG report public outreach" to the outreach plan 2018-19.	Coordinator Cowan	completed
item 4.6b	SSIWPA agreed to forward the draft CEWG report to each agency for comment and request agencies to provide comment at the next regular meeting.	Coordinator Cowan	completed
item 4.7.2	SSIWPA agreed Chair Grams would discuss SSIWPA's budget surpluses at the next Trust Council meeting.	Chair Grams	<i>in process</i>
4.8.2	SSIWPA agreed Chair Grams would circulate a memo regarding Steering Committee membership for discussion at the next meeting.	Chair Grams	<i>in process</i>
4.9	agreed to request Planner Starke to schedule the Strategic Planning Meeting in May 2018 and that an outside facilitator be considered and that member agencies will confirm who would like to attend this event.	Planner Starke	<i>in process</i>
	Outreach to First Nations as per contacts and method advised by Islands Trust staff - according to adopted 2018-19 Outreach Plan this will be quarterly mailings	Coordinator	<i>in process June, September, December and February mailings 2018-19</i>



Current Action Log
 Actions minuted 2018-02-23
 Actions minuted 2018-02-02

Item	Action	Who	Status
2018-02-02 item 3.2a	suggest re-wording of the IWM Program Primary Goal and Primary Objective, email it to Steering Committee and Coordinator, and that Coordinator would distill the suggested revisions into a proposal for revision and circulate that to steering committee in advance of the next regular meeting.	members and staff advisory	<i>in process</i>
4.9.1	Prepare a press release about the changes to SSIWPA: ToR, TWG ToR, website, name and circulate to committee members for approval. Ensure coordinated communications strategy with Islands Trust who are doing their own communication on tax requisition and grant funding for SSIWPA project.	Chair Grams	completed <i>updated release in March agenda for approval</i>
4.9.3	Draft Communications Protocol for consideration at a (special) meeting. [Note: after this was minuted, the timeline was changed to regular meeting, not special meeting.]	Coordinator and Trust staff	<i>in process</i>
4.8.2	Send informal invitation to join SSIWPA Steering Committee to Ministry of Environment "Climate Change Division"	Coordinator	<i>in process</i>
4.8	Send informal invitation to join SSIWPA Steering Committee to Min. Environment "Groundwater and Aquifer Science Section".	Coordinator	<i>in process</i>
4.8.2	Prepare a draft resolution to invite Water Districts and Commissions who are not already represented at Steering Committee. To be presented at Meeting where Outreach Plan is considered.	Staff (Justine)	completed
2017-11-24 3.2b	Research publication protocol of other agencies and report to Steering Committee	William Shulba	<i>in process</i>



Current Action Log
 Actions minuted 2018-02-23
 Actions minuted 2018-02-02

Item	Action	Who	Status
4.4	Communicate with Fiona XETXÁTTEN MacRaid, Senior Intergovernmental Policy Advisor regarding the BC Water Sustainability Act First Nation's liaison	William Shulba	<i>in process</i>
2017- May 4.11.2 a	Design web page add best practices and other resource links agreed by steering committee	Coordinator	completed

SSIWPA IFWMP Project Budget
Period: April 1, 2018 - March 31, 2019
 Adopted February 23, 2018 subject to source approvals by agencies

Revenue

Item	Source	Cash	Matching Cash*	In-Kind Services**
Coordination:				
	Tax Requisition	98,500.00		
	Islands Trust Staff		-	13,200.00
	Islands Trust - Office services			250.00
	Capital Regional District		10,000.00	
	Ministry FLNR		-	
Grants:				
	Province of BC Grant ¹	11,000.00		
	REFBC Grant ²	9,180.00		
Subtotals		118,680.00	10,000.00	13,450.00
Total Cash Revenue (incl matching)		128,680.00		

Expenses

Item	Source	SSIWPA Cash Expenses	Matching Cash*	In-Kind Services**
Coordination				
Coordinator contracts	tax requisition	85,000.00		
Events and Communications	tax requisition	8,000.00		
Meetings	tax requisition	5,500.00		13,200.00
Office Services	in kind			250.00
	subtotal	98,500.00		13,450.00
St Mary IWMP				
Stewardship/education events	CRD		1,000.00	
	subtotal		1,000.00	
IFWM Program				
Monitoring - Hydrometric and Water Quality and Nutrient Analysis				
St. Mary Lake	NSSWD ³	-	-	-
Maxwell Lake Watershed	NSSWD ³	-	-	-
Cusheon Lake Watershed	CRD-Beddis		5,000.00	tbd
Fulford Creek Watershed and Minor Streams	FLNR			
Soil P pilot				completed last fiscal
GW Monitoring Pilot				
Contractor (installation, well inspection, monitoring, data management)	REFBC	9,180.00		
Knowledge Transfer (media release, public presentation venue rental, signage)	Province of BC Grant	620.00		
Equipment	CRD		2,000.00	
Wells Inventory				
				completed last fiscal
Wells Field Survey				
Contractor (survey, well inspection, data entry, water sampling)	Province of BC Grant	6,380.00		
Sustainable Storage Analysis⁵				
Maxwell Lake	NSSWD ³	-	-	-
Cusheon Lake ⁴	Province of BC Grant and CRD matching	2,000.00	2,000.00	tbd
Agricultural Water Demand Model	AGRI, LTC			completed last fiscal
Aquifer Mapping and GW Budgets	ENV/FLNR Ground Water Budget Project			completed last fiscal
Reserve	Province of BC Grant	2,000.00		
	subtotal	20,180.00	9,000.00	-
Total Expenses		118,680.00	10,000.00	13,450.00
Total Expenses (Incl. Matching)		128,680.00		
Total Income - Total Expenses		-		

Footnotes: SSIWPA IFWM Project Budget 2018-19 - Adopted 2018-02-23

* Matching amount is not revenue received by Islands Trust, nor by SSIWPA. It is funding allocated by member organizations for projects undertaken by SSIWPA member organizations that are coordinated by SSIWPA, and appear within, the SSIWPA workplan.

** In kind services are those which are rendered by member organizations towards those projects undertaken by member organizations which are in support of the SSIWPA workplan. These are understood to be "shared" with SSIWPA either in the form of the final deliverable, or in some cases throughout the course of SSIWPA coordination of workplan and inter-agency collaborations, as agreed to in writing by member organizations.

¹ Prov BC Grant proposed expense allocation: \$6,380 Well Survey Contractor; \$620 Public Education from Monitoring Pilot; \$4,000 in 2017-18 fiscal for equipment (GW Monitoring); \$2,000 Cusheon Sustainable Storage Analysis.

² REFBC will hold back 30% of funds until completion in 2019

³ NSSWD will share data and deliverable with SSIWPA. NSSWD is not contributing to the SSIWPA workplan in terms of resource allocation for project management.

⁴ Sustainable Storage Analysis has not been scoped, so costs are unknown. Drafted here \$2,000 from Province of BC Grant, \$2,000 from CRD. There is an additional \$2,000 available from CRD that could be allocated. Until there is a Scope of the project, this remains unclear.

⁵ Currently not yet budgeted or discussed in 2018-19 workplan: How will SSIWPA integrate the 2017-19 IFWM project results? (i.e. GW Budgets, AWDM, CEWG, Sustainable Storage SML, MAX, Cusheon, PID scale analysis of water availability and risk)

In Kind Trust Staff estimate: (draft, not confirmed) was based on 20hr/month, 60/hr, 11 months X1 staff



Date: March 19, 2018

Date of Meeting: March 27, 2018

To: Salt Spring Watershed Protection Alliance Steering Committee

From: SSIWPA Chairperson George Grams

Re: Resolution Without Meeting (RWM) as a possible protocol for SSIWPA Terms of Reference

PURPOSE:

The purpose of this memo is for SSIWPA SC to consider whether there is a need and a means to add Resolution Without Meeting (RWM) as a new protocol available to the SSIWPA Steering Committee.

BACKGROUND:

Would Steering Committee please consider revision of the terms of reference to include language that would allow us to issue RWMs (resolutions without meeting).

The coordinator has been advised by Islands Trust staff that we are currently unable to issue RWMs.

For decisions that do not need discussion before a vote this is a useful mechanism that I believe we need to facilitate our undertakings.

Requirement: RWM requires that there is opportunity for members to debate resolutions in public meeting, if terms of reference require the group to meet in public.

Excerpt from Islands Trust Staff email on the subject of RWMs by SSIWPA:

"In any case SSIWPA is not guided by the Islands Trust Act on the matter of RWMs and is not a statutory body of Islands Trust so I can't confirm whether resolutions done via RWM are valid. If the Terms of Reference say that SSIWPA meetings are open to the public I don't believe that doing business via RWMs would meet this requirement as it's not specifically referenced as in the TORs as a way of conducting business." - Carmen Thiel, Legislative Services Manager and Corporate Secretary, Islands Trust

A large, stylized blue wavy graphic that flows across the middle of the page, resembling a river or stream. It is set against a background of shimmering blue water with light reflections.

**SSIWPA
Annual Report - 2017**



CONTENTS

Chair’s Message	3
About SSIWPA	4
How SSIWPA Works	5
Objectives	6
Goals & Accomplishments	7
Community Engagement	8
Financial Summary	9
SSIWPA Financial Statement	10
Links	12

PAGE



“By including all the key ministries and agencies who have a key role on Salt Spring Island related to watershed protection; SSIWPA, as the coordinating body, has demonstrated the value it brings to our community. With the knowledge and skills gained, I would like to see consideration given to the formation of a formalized authority with the funding and the powers necessary to help protect and manage our precious watersheds.” - *Salt Spring Island Electoral Area Director, Capital Regional District*

“We are glad that the SSIWPA Technical Working Group is beginning work on Cusheon Lake and the watershed, we have particular concerns regarding raw water quality, the frequent algal blooms in the lake and potential leachate run off from the area of the Closed Landfill site and Blackburn Road transfer station and understand that these concerns will be addressed by the working group. In addition we are pleased to see that a water availability study will be undertaken, for which an automatic lake level gauge will be needed.” - *Beddis Water Service Area Commission*

MESSAGE FROM THE CHAIR

Although Salt Spring Island benefits from a healthy precipitation of over 36” per year, the dramatic distribution of delivery poses particular challenges for harvesting our water resources efficiently. Water is available in copious quantities in winter when our population is at its lowest and our per capita water usage declines. Conversely, in the summer when our population peaks and our water usage is boosted by outdoor activities, supplies are at their lowest.

Responsible ecological management demands that we base land use planning and infrastructure decisions using the precautionary principle. Not doing so has already led to issues with groundwater resources, such as saltwater intrusion and aquifer stress in a number of areas on Salt Spring. Once contaminated, remediation of groundwater resources can be more costly and in some cases, impossible to achieve. We could lose the benefits of that fresh water source in perpetuity. Impacts such as these make it essential that island agencies make evidence-based decisions where our surface or groundwater sources might be impacted.

SSIWPA member agencies work together to study water quality and quantity patterns across each drinking watershed and groundwater resource area on Salt Spring Island. A multi-year project - the [Integrated Freshwater Management Program](#) - was created in 2016 and launched in 2017 to ultimately result in a Water Sustainability Plan for Salt Spring Island.

The coordinated efforts of SSIWPA members and its volunteer working groups yielded many achievements in 2017, the first year of the Integrated Freshwater Management Program. Highlights included:

- the “Water Availability Analysis and Climate Change Assessment” for St. Mary Lake based on 2016-17 updated information by SSIWPA member, North Salt Spring Waterworks District;
- 80% of the work towards updated aquifer descriptions and previously un-documented groundwater budgets for the island by the provincial Ministries of Environment and Climate Change Strategy & Forests, Lands, Natural Resource Operations and Rural Development;
- the updated Agricultural Land Use Inventory and related [Agricultural Water Demand Model](#) by the Ministry of Agriculture;
- the bulk of a Water Conservation Technology Comparison Report by the Conservation and Efficiency Working Group, including [rainwater harvesting survey](#) results from Royal Roads University student partners;
- technical review of groundwater monitoring project development and a pilot soil nutrient watershed analysis study by the Technical Working Group, and project development, grant-writing and data collection efforts in many other related project areas.




ABOUT SSIWPA

SSIWPA Steering Committee consists of representatives of agencies that have responsibility for water and/or watershed management, the delivery of potable drinking water, or the assurance of safe drinking water in the SSI Local Trust Area.

A New Name

The Salt Spring Island Watershed Protection Alliance changed its name in December 2017. It was previously known as the Salt Spring Island Watershed Protection Authority.

Member Agencies

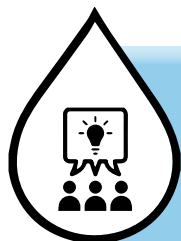


Islands Trust (IT)
Capital Regional District (CRD)
Ministry of Forests, Lands, Natural Resource
Operations and Rural Development (FLNR)

Ministry of Agriculture (AGRI)
North Salt Spring Waterworks District (NSSWD)
Beddis Water Service Area Commission
Highland and Fernwood Water Service Areas
Commission

HOW SSIWPA WORKS

SSIWPA provides a framework for cooperative management of freshwater resources in the Salt Spring Island Local Trust Area. SSIWPA is advised by two Working Groups.



The Technical Working Group (TWG)

Provides technical advisory, as directed by Steering Committee; it consists of members-at-large who have local multidisciplinary expertise, working together with member agency staff.



The Conservation and Efficiency Working Group (CEWG)

Provides advice to Steering Committee on the feasibility and accessibility of water conservation technologies and local applications.

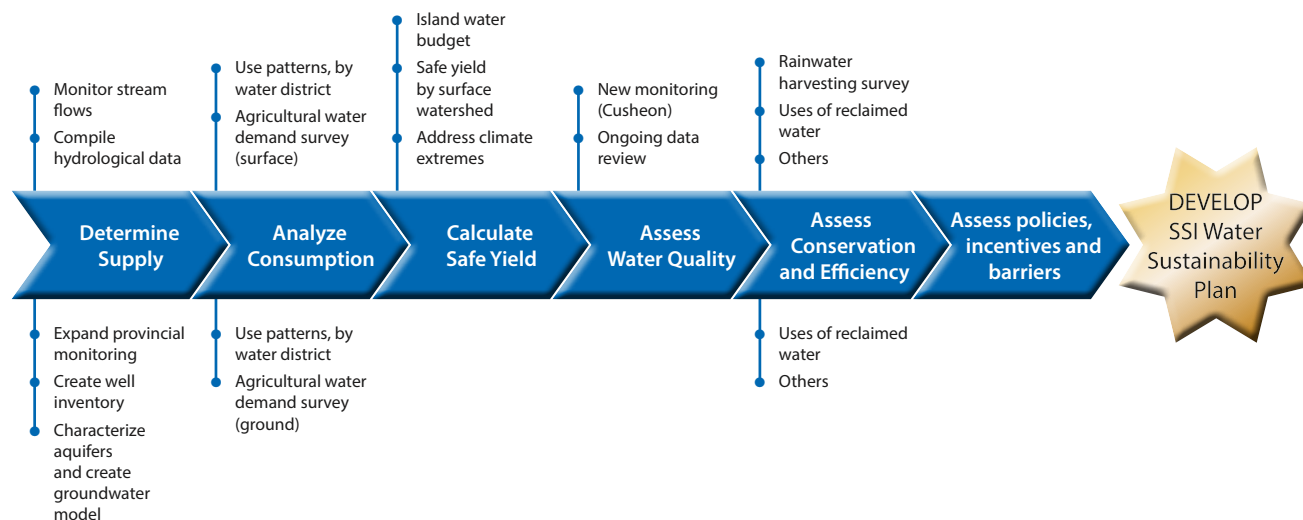
The Steering Committee invites input from multi-stakeholder Public Advisory Committees for specific projects. SSIWPA Steering Committee and Working Group meetings are open to the public for observation.

Meeting information is available in the [calendar](#) on the SSIWPA website.



Integrated Water Management Program Workplan

Surface Water Sources



Ground Water Sources

Draft: May 2017

OBJECTIVES



- quantify available freshwater for human use island-wide
- consider both human and ecosystem needs
- improve potable water use efficiency
- monitor raw water quality

The current focus areas for the program are described below; other watersheds will be addressed in the near future.

INTEGRATED FRESH WATER MANAGEMENT WORK PROGRAM IFWM 2018

Groundwater Monitoring Pilot Study



Suitable groundwater monitoring wells will be selected and activated by project staff in collaboration with well owners from targeted locations in each of the aquifers delineated on Salt Spring Island, B.C., in order to fill gaps in the data record necessary for the establishment of an island scale Water Sustainability Plan.

Results of the pilot project for one year will provide a public record about seasonal changes in un-pumped groundwater conditions. The results will assist with the development of an Integrated Freshwater Management Plan for the island. The project may lead to the development of a long term community groundwater monitoring program, and it may serve as a model by which to establish similar community groundwater monitoring throughout the Islands Trust Area.

Well Inventory and Survey



The project aims to fill data gaps in targeted areas on SSI: groundwater well location, quality, hydrogeology and usage. Data will be entered to the public provincial well database, and will serve other objectives in the SSIWPA IFWM Program goals, as well as future projects at SSIWPA, its partners and the public at large.

Some of the benefits arising from this public indication of groundwater type and use in each project area include: evaluation of potential impact for development of new groundwater well resources in an area, verification of water supply for property transactions, information to well drillers about existing groundwater supplies, and scientific management of groundwater resources for island-wide planning, future research and protection programs.

Cusheon Lake Watershed Monitoring



To meet the program milestone of conducting a “Water Availability Analysis” for the Cusheon Lake watershed system, resources are being allocated during 2018 and early 2019 to install automated dataloggers to measure lake level, stream flow and temperature at Cusheon Lake and its main outflow. SSIWPA agency staff together with local volunteers will monitor and analyze data.

SSIWPA member agencies are also collaborating on a project to measure nutrient inputs to Cusheon Lake that may impact raw water quality, which will inform management recommendations for this watershed.

GOALS AND ACCOMPLISHMENTS

SSIWPA's [Integrated Freshwater Management Program \(IFWM\)](#) was launched in the second half of 2016, as a multi-year coordinated effort to achieve a Water Sustainability Plan for Salt Spring Island.

Primary Goal: To ensure a sustainable supply of fresh water for human use, and to protect against over-demand and degradation of the resource and the natural systems that depend on it.

MILESTONES

Activity	Progress	Lead Agency
Water Availability and Climate Change Assessment		
St. Mary Lake Watershed	100%	NSSWD
Maxwell Lake Watershed	10%	NSSWD
Cusheon Lake Watershed	launched	CRD
Hydrometric data collection		
Maxwell Lake Watershed	launched	NSSWD
Cusheon and Fulford Creeks	20%	FLNR
Bullock, Cusheon, Fulford, Ganges, McFadden Creeks	100%	FLNR
Water Quality and Nutrient Monitoring		
St. Mary and Maxwell Lakes	ongoing	NSSWD
Cusheon Lake: basic water quality	100%	CRD-Beddis
Cusheon Lake: enhanced nutritional analysis	launched	
Soil Phosphorus Movement: proof of concept pilot study	80%	TWG
Agricultural Water Demand Model		
Island-wide	100%	AGRI
Aquifer Mapping and Groundwater Budget Project		
Island-wide	100%	FLNR, ENV
Supply and Utilization Data Compilation		
11 Community wells	100%	FLNR
All community lake systems	100%	FLNR
Wells Inventory		
Island-wide, targeted Survey, targeted	80%	IT, FLNR
	10%	
Rainwater Harvesting Survey and Case Studies		
Island-wide	100%	Royal Roads U
Conservation Technologies Comparison Report		
Island-wide	80%	CEWG

COMMUNITY ENGAGEMENT

Climate data suggest :

“Recent very hot summers in northern hemispheric land areas will be the norm within 20 years.”

Li, C., X. Zhang, F. Zwiers, Y. Fang and A. Micha. “Recent very hot summers in northern hemispheric land areas measured by wet bulb globe temperature will be the norm within 20 years”, Earth’s Future (2017)

“Winters over the last century have gotten approximately 20% wetter than they were.”

Hodgins, D.O. “Drought analysis and implications for Salt Spring Island, B.C.” (2015)



SSIWPA Outreach:

- Fall Fair
- Tuesday Market
- “Planner in the Park”
- Earth Day

2

WORKSHOPS

Water Sustainability Act Groundwater Licensing Regulations - for non-domestic & agricultural users

Well Owner Workshop Islands Trust
Takeaways: well registration forms, water quality testing kits, government policies and regulations, SSIWPA info.

4

Volunteer Stream Stewards

6 weekly measurements of local streams

- hydrometric and fish health parameters

• [Data are publicly available](#)

68

Rainwater Survey Respondents

[\(Royal Roads University report\)](#)
• case studies and local examples, [Conservation and Efficiency Working Group Report](#)

Rainwater Home Tour

10 host sites

visited by approximately 300 people

10

SSIWPA newsletters sent to 218 readers

218

Coordinated data from 11 community wells managers with SSIWPA projects.

FINANCIAL SUMMARY

SSIWPA's core funding of \$98,500 was provided by Saltspring Island taxpayers in the form of a special property tax requisition raised through the Islands Trust. SSIWPA also is grateful for a contribution of \$15,000 in grant funding from the Province of B.C. towards the coordination and carrying out of projects in the SSIWPA [Integrated Freshwater Management Program](#).

SSIWPA would like to acknowledge the contribution of \$9,180 from the Real Estate Foundation of BC to the Islands Trust for the 2018 project: SSI Groundwater Well Monitoring Pilot. SSIWPA member agency representative are grateful for:

- Islands Trust Council approval of the 2017 special tax requisition for 2017
- Capital Regional District for contributing a portion of annual gas tax and stormwater program revenues to SSIWPA -coordinated projects
- The invaluable contributions by volunteer members of the Technical Working Group, the Conservation and Efficiency Working Group

Note: This version (page 7) prepared by coordinator; includes estimates for 2017-18 final quarter. Alternatively, the statement could be prepared by Islands Trust, but would not be ready until April 2018.

**SSIWPA FINANCIAL STATEMENT
FOR THE PERIOD APRIL 1, 2017 - MARCH 31, 2018**

Revenue for SSIWPA Coordination	YTD Actuals	Budget
Islands Trust Special Property Tax 2017-18	\$ 98,500.00	98,500.00
Coordination Reserve	7,106.00	7,106.00
Matching Funds for Projects Coordinated by SSIWPA	YTD Actuals	Budget
Islands Trust SSI Local Trust Committee Watershed Management Fund	18,000.00	18,000.00
Capital Regional District	4,000.00	4,000.00
Ministry of Forests, Lands, Natural Resource Operations & Rural Devt.	32,000.00	32,000.00
Grant to SSIWPA from BC for Integrated Freshwater Mgmt. Program	15,000.00	15,000.00
Grant** to Islands Trust from Real Estate Foundation of BC for SSI Groundwater Wells Pilot	6,426.00	6,426.00
Total revenue	181,032.00	183,786.00
Expenses for Coordination	YTD Actuals	Budget
Contractor	\$ 85,000.00	85,000.00
Meetings	3,500.00	3,500.00
Events, Communications	4,500.00	4,500.00
Expenses for Projects Coordinated by SSIWPA	YTD Actuals	Budget
Septic well decommission (TWG with CRD Funds)	3,000.00	3,000.00
Aquifer Mapping and Groundwater Budget Analysis (FLNR)	30,000.00	30,000.00
Wells Inventory (Islands Trust and FLNR)	5,500.00	5,500.00
Groundwater Monitoring Pilot (Islands Trust and FLNR)	15,500.00	18,500.00
Agricultural Water Demand Model (AGRI)	2,000.00	2,000.00
Total expenses	149,000.00	157,500.00
Total surplus (deficit) to date	32,032.00	
Accumulated coordination surplus - beginning of year		7,106.00
Accumulated coordination surplus - end of year		12,606.00

- * Estimated amounts for fourth quarter until fiscal year end cost accounting can be completed.
 ** \$2,754 remainder of grant funding will be awarded at conclusion of final report (spring 2019).



“The NSSWD recognizes that water governance on Salt Spring is complex and fragmented and is pleased to support the efforts of SSIWPA to create a space for islanders to collaborate on these issues that are so critical to our community. - North Salt Spring Waterworks District”

“SSIWPA’s principal responsibility is to promote watershed protection and to enhance our ability to function as regulatory stewards of our freshwater resources and environment through successful coordination of governing agencies. - W. Shulba, P. Geo., Islands Trust Senior Freshwater Specialist and SSIWPA Steering Committee Staff Advisor”

LINKS

SSIWPA: <https://www.ssiwpa.org/>

Meeting calendar: <https://www.ssiwpa.org/meetings-and-events/>

[Integrated Freshwater Management Program](http://ow.ly/nMaN30j3FsS): <http://ow.ly/nMaN30j3FsS>

[Agricultural Water Demand Model](http://ow.ly/wz0330j3FzV): <http://ow.ly/wz0330j3FzV>

[Hydrometric Data Collection](http://ow.ly/dBeC30j3FDf): <http://ow.ly/dBeC30j3FDf>

[Rainwater Harvesting Survey and Case Studies](http://ow.ly/xnsZ30j3FH1): <http://ow.ly/xnsZ30j3FH1>

[Real Estate Foundation of B.C.](http://www.refbc.com): www.refbc.com

[Community Engagement Volunteer Stream Stewards](http://ow.ly/Um0S30j3FKg): <http://ow.ly/Um0S30j3FKg>

[Royal Roads University report](http://ow.ly/6fmA30j3FOD): <http://ow.ly/6fmA30j3FOD>

[Conservation and Efficiency Working Group report](http://ow.ly/3Hsr30j3FRi): <http://ow.ly/3Hsr30j3FRi>

[Hodgins quote on Community Engagement page](http://ow.ly/paBj30j3FU5): <http://ow.ly/paBj30j3FU5>

[Li, C., X. Zhang, F. Zwiers, Y. Fang and A. Micha. "Recent very hot summers in northern hemispheric land areas measured by wet bulb globe temperature will be the norm within 20 years", Earth's Future \(2017\)](http://ow.ly/AlzI30j3FXR) <http://ow.ly/AlzI30j3FXR>

AGRI - Ministry of Agriculture
 CEWG - Conservation and Efficiency Working Group
 CRD - Capital Regional District
 CRD-Beddis - CRD and the Beddis Water Service Area Commission
 ENV - Ministry of Environment and Climate Change Strategy
 FLNR - Ministry of Forests, Lands, Natural Resource Operations and Rural Development
 IT - Islands Trust
 NSSWD - North Salt Spring Waterworks District
 TWG - Technical Working Group



Hotter summers and wetter winters call for a new level of water intelligence. SSIWPA supports individual change in water use behaviours and the evidence-based development of civic-scale solutions to a sustainable freshwater future on Salt Spring Island.



PRESS RELEASE

Friday, February 23, 2018

For immediate release

In pursuit of advancing its mandate, the Salt Spring Island Watershed Protection Authority has made a number of changes to its terms of reference. A name change to the Salt Spring Island Watershed Protection Alliance more accurately represents SSIWPA's operational structure. Changes have also been made with the purpose of expanding the steering committee membership to embrace other water interests on Salt Spring Island. Additionally, changes to its technical working group's terms of reference have been made to align that advisory body's role to better align with current provincial and local government protocols and practices.

SSIWPA's has also changed its website url from ssiwatersheds.ca to that of its acronym - ssiwpa.org. A redirect has been put on the old site so it automatically forwards visitors to the new site.

In support of stability changes and speed improvements, SSIWPA has also migrated its online public library to Google Drive. A link is provided on the website to the new library location which contains all relevant documentation related to SSIWPA's structure, operation and fields of study.

Further updating to some of SSIWPA's project documentation is being undertaken and will be notified to members of the public in due course, either through a further press release or through our new website.

Questions related to SSIWPA or the recent the changes should be addressed to the SSIWPA coordinator, Dr Shannon Cowan, email: coordinator@ssiwpa.org.

GOAL

Develop and implement an Integrated Freshwater Management Plan for Salt Spring Island Local Trust Area that aims to ensure a sustainable supply of freshwater for human use and will protect against over-demand and degradation of the natural systems that depend on it.



Quantify freshwater available on island-scale



Optimize efficiency of water resource demands



Monitor quality in drinking water lakes



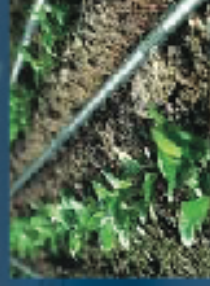
Review policy and incentives that may promote conservation and efficiency recommendations



Collaboratively create and implement Integrated Freshwater Management Plan



The Integrated Watershed Management Program was initiated by SSIWPA in recognition of a concern that freshwater sources on Salt Spring Island are stressed, and at or near the sustainable limits of their capacity.



Integrated Freshwater Management Program

SSIWPA
info@ssiwpa.org
(250) 653-4867
www.ssiwpa.org



ONGOING IFWM PROGRAM WORK IN 2018-19:

Nutrient and hydrometric monitoring in St. Mary, Maxwell, + Cusheon Lake watersheds.

2017 data will be used to predict water availability and climate change assessment for Maxwell Lake watershed.

Conservation and Efficiency working group will present it's assessment of conservation strategies for Salt Spring Island.

SSMWA agency staff will integrate Aquifer Mapping and Groundwater Budgets, and Agricultural Water Demand Model project results.

PROJECTS 2018-2019

New data will be collected and analyzed in these three focus projects:

Groundwater Wells Monitoring Pilot project

Will provide information about seasonal changes in unpumped groundwater conditions in currently unmonitored aquifers on Salt Spring Island. These data are necessary for an Integrated SSI Water Management Plan.



Well Inventory and Survey project

Provide information about well location, usage and hydrogeology to verify water quantity and quality for island-wide planning. The Field Survey will provide well inspections and education to wellowners in targeted areas.



Cusheon Lake Monitoring project

Lake level and outflow to Cusheon Creek will be monitored continuously 2018-19 fiscal year to provide data for water availability analysis.

New nutrient monitoring program in the lake will measure phosphorus, nitrogen and iron inputs.





Item 4.9.4
Memo: Quarterly
Mailout

Date: March 18, 2018

Date of Meeting: March 27, 2018

To: Salt Spring Watershed Protection Alliance Steering Committee

From: SSIWPA Coordinator

Re: First SSIWPA Quarterly Mailout

RECOMMENDATION:

THAT the Salt Spring Island Watershed Protection Alliance Steering Committee approve proposed quarterly mailout content for the first edition 2018-19.

THAT the Salt Spring Island Watershed Protection Alliance Steering Committee approve proposed mailing list members for quarterly mailouts during 2018-19 fiscal year.

PURPOSE:

The purpose of this memo is for SSIWPA SC to consider information about possible quarterly mailing content and to receive and discuss suggestions for the mailing list.

BACKGROUND:

The adopted Outreach Plan 2018-19 included quarterly mailouts in June, September, December and February.

The content suggested in the Outreach Plan:

- Watermark Newsletter content for the quarter
- IWM Project Reports (if any)
- Media materials (press releases, advertisements for events)
- Invitations to participate in events and Steering Committee, as appropriate

ATTACHMENTS:

1. Proposed Quarterly Mailout Content - First Edition 2018-19
2. Quarterly Mailing List - draft for discussion March 2018 prepared by Coordinator



Quarterly Mailing Content - DRAFT FOR DISCUSSION ONLY

The quarterly mailing is ear-marked in the Outreach Plan for a June mailout date.

Digital mailings:

- to all contacts on the mailing list with appropriate and accurate email address

Hard copy mailings

- to all First Nations contacts, and to those contacts on the mailing list for whom there is no email address or website

Coordinator will work with graphic designer to set up a template for all quarterly mailings and will have template approved by Steering Committee in May, 2018.

Template

- coversheet introducing the Quarterly and it's table of contents.
- pages 2-3 Exec Summary will include a short blurb with image about each of the items listed below, including hyperlinks.
- full text appendix for each item in table of contents (see below) to follow for hard copy mailings only

Content of First Edition [DRAFT]

- Watermark Newsletter content for the quarter January - April, 2018 (links to archived newsletters in the Exec Summary)
- IWM Project Reports:
 - Aquifer Mapping and Groundwater Budget Analysis by Golder Associates (ENV, FLNR) May 2018
 - St. Mary Lake Water Availability and Climate Change Assessment by Kerr Wood Leidal (NSSWD) (Date)
 - Agricultural Water Demand Model (AGRI) December 2017
 - Agricultural Land Use Inventory (AGRI) December 2017
 - Rainwater Harvesting: An Investigation of the Current Use on Salt Spring Island (Royal Roads U. August 2017)
 - Soil Phosphorus Movement Pilot (TWG)
- Media materials (press releases, advertisements for events)
 - Press Release by SSIWPA Chair April 2018
- Invitations to participate in events and Steering Committee, as appropriate
 - Conservation and Efficiency Technology Assessment Presentation July 2018 (date)
 - Fall Fair (September 15-16, 2018)
 - Rainwater Home Tour 2018 (October 13, 2018)

SSIWPA Quarterly Mailing List			
Draft for discussion March 2018			
Organization	Last Name	First Name	Title, Affiliation
Capital Regional District	Hutcheson	Larisa	General Manager, Parks and Environmental Services
Capital Regional District	Campbell	Karla	Senior Manager, SSI Electoral Area
Capital Regional District	Bandringa	Natalie	Watershed Specialist, Environmental Protection
Capital Regional District	Blaney	Jennifer	Manager, Water Quality Laboratory
Capital Regional District	Moch	Christoph	Manager, Water Quality Laboratory
Ministry of Environment and Climate Change Strategy	Rathfelder	Klaus	Water Science Specialist, Watershed Science and Adaptation
Ministry of Environment and Climate Change Strategy	Bieber	Christine	Hydrogeologist, Watershed Science and Adaptation
Ministry of Environment and Climate Change Strategy	White	Thomas	Manager, Climate Risk Management
Ministry of Environment and Climate Change Strategy	Kriwoken	Lynn	Director, Water Protection and Sustainability
Ministry of Environment and Climate Change Strategy	Epps	Deborah	Water Quality, Nanaimo
Ministry of Environment and Climate Change Strategy	Russo	Geneen	Water Quality Science Specialist, Watershed Science and Adaptation
Ministry of Environment and Climate Change Strategy	Ishikawa	Julie Ann	Hydrogeologist, Watershed Science and Adaptation
Ministry of Environment and Climate Change Strategy	Davis	Celine	Director of Watershed Science
Ministry of Health	Lambert	Tim	Executive Director, Health Protection
Ministry of Health	Fishwick	David	Drinking Water Manager, part of SSIWPA inception
Ministry of FLNR	Goeller	Neil	Hydrologist, Water Protection, Nanaimo
Ministry of FLNR	Szczot	Jaroslav	Senior Aquatic Ecologist, Fish and Wildlife Branch, FLNR
VIHA	Nowakowski	Craig	Supervisor, Health Protection
VIHA	Magee	Lynne	Provincial Drinking Water Officer
<i>Community Groups</i>			
Cusheon Lake Stewardship Committee	Hewitt	Doreen	President (and Commissioner, Beddis Water Service Area)
Beddis And Cusheon Area Residents Association	Hewitt	Doreen	Member
Island Stream and Salmon Enhancement Society	Reimer	Kathy	Director
Salt Spring Island Conservancy	Borst	John	President of the Board
Salt Spring Island Conservancy	Torgrimson	Christine	Executive Director
Salt Spring I. Water Preservation Society	Leichter	Maxine	President
Mayne I. Integrated Water Systems Society	Cooper	Mary	President
Salt Spring I. Community Energy Group	Watts	Ron	Chair
Salt Spring I. Affordable Housing Society	Belknap	Chas	Board member
<i>First Nations</i>			
Quw'utsun	Fleming	Tracy	Fish and Wildlife FLNR email list about streams
Quw'utsun	Kuchylski	Tim	Natural Resource Consultant
Quw'utsun	Anderson	Natalie	Fish and Wildlife FLNR email list about streams
Snuneymuxw (Gabriola)	Good	Chris	Fish and Wildlife FLNR email list about streams
Quw'utsun	Charlie	Candace	Fish and Wildlife FLNR email list about streams
Quw'utsun	George	Tousilum (Ron)	Coordinator personal contact; SSIWPA Water Fair speaker 2016
Quw'utsun	Reid	Helen	referrals manager
Halalt	Manager	Referrals	referrals manager
Lyackson	Aidnell	Linda	Fish and Wildlife FLNR email list about streams
Penelakut	James	Loren	Coordinator made contact about SSIWPA in 2016
Penelakut	James	Josh	Fish and Wildlife FLNR email list about streams
Tseycum Band	Jimmy	Tanya	Chief
Tsartlip	Smith Jr.	Simon	Contact, Fiona MacRaild
Tsawout			referrals manager
Tsawout	Etsel	John	Fisheries Manager
Komoks	Frank	Corey	Contact, Fiona MacRaild
<i>Cowichan Region</i>			
Cowichan Watershed Board, CVRD	Lefebure	Jon	Mayor, Chair CVRD North Cowichan Board, Co-Chair Cowichan Watershed Board
Cowichan Watershed Board	Seymour	William	Chief, Quw'utsun Tribes, Co-Chair Cowichan Watershed Board

Cowichan Watershed Board	Board	President	
Cowichan Valley Regional District (CVRD)	Tippett	Mike	Manager, CVRD Community Planning Dept.
Cowichan Lake and River Stewardship Society (CLRSS)	Gunderson	Diana	Coordinator, Riparian Restoration Program Cowichan Stewardship Society
Quamichan Lake Neighbourhood Association	Palmer	Marilyn	President, QLNA
Quamichan Watershed Project, Cowichan Land Trust	Rietzel	Kai	
<i>Fraser Basin Council</i>			
Mike Simpson			Fraser Basin Council, SLIPP Program Manager
<i>Regional District of Nanaimo, Drinking Water and Watershed Protection</i>	Pisani	Julie	Program Coordinator, Drinking Water and Watershed Protection
<i>POLIS, University of Victoria</i>			
POLIS, University of Victoria	O'Riordan	Jon	Strategic Advisor, Water Policy
POLIS, University of Victoria	Brandes	Oliver	Co-Director and Water Sustainability Project Lead
POLIS, University of Victoria	Brandes	Laura	Communications Director, Water Sustainability Project
POLIS, University of Victoria	Simms	Rosie	Water Law and Policy Researcher/Coordinator
POLIS, University of Victoria	Overduin	Natasha	Program Manager and Research Associate
POLIS, University of Victoria	Sevillena	Roleen	Research Assistant
<i>Others</i>			
BC Lake Stewardship Society	Nordin	Rick	Regional Director BCLSS Vancouver Island
Canadian Freshwater Alliance	Telfer	Lindsay	National Project Director
Canadian Freshwater Alliance	Peloso	Megan	BC Communications Lead
Elk and Beaver Lake Project	Collins	Mick	Goldenrodsandreels.com
Freshwater Fisheries Society of BC	Laird	Tanya	Outreach Coordinator
Georgia Strait Alliance	Wilhelmson	Christianne	Executive Director, Georgia Strait Alliance
Kettle River Watershed Authority	Mace	Jessica	Coordinator, Regional District of Kootenay Boundary
Living Lakes Canada	Leschied	Heather	Program Director
Peninsula Streams Society (Saanich)	Loro	Francesca	Peninsula Streams Society (Saanich) Stewardship Coordinator
Regional District of Kootenay Boundary	Dean	Donna	Regional District of Kootenay Boundary
Shawnigan Basin Society	Coordinator		Shawnigan Basin Society
Vancouver Island Water Watch Coalition	Ross	June	President, Vancouver Island Water Watch Coalition



Date: March 20, 2018

Date of Meeting: March 27, 2018

To: Salt Spring Watershed Protection Alliance Steering Committee (SSIWPA SC)

From: SSIWPA Coordinator

Re: SSIWPA Communications Protocol

PURPOSE:

The purpose of this memo is for SSIWPA SC to consider next steps in order to establish a communications protocol for SSIWPA SC and its working groups.

RATIONALE:

SSIWPA SC agreed by general consent in its meeting January 19, 2018 that "Coordinator Cowan and staff would draft a communications protocol for consideration at a special meeting. Planner Starke will ask for staff comments." (4.9.3, 2018-01-19)

Actions taken:

- Coordinator created a first draft communications protocol (*attached, appendix 1*)
- draft sent to Islands Trust staff February 1, 2018.
- Planner Starke communicated verbally with the coordinator that it may be worthwhile for SSIWPA to move this item along during the interim as her SSIWPA action plate is full until later April.

SSIWPA-SC could consider requesting suggestions/input by other member agencies and staff advisories in the interim on this item.

BACKGROUND:

In January, 2018, SSIWPA coordinator presented an outline of topics for a communications protocol in SSIWPA SC regular meeting 2018-01-19.

A successful communications protocol for a multi-agency group such as SSIWPA should provide guidance for SSIWPA SC members, SSIWPA coordinator and SSIWPA working group members in all communications operations of SSIWPA business. It should take into account the need to coordinate policy, restrictions and procedures of member agencies, without necessarily being created to reflect the mechanisms and

protocols of any one agency. It should deal with public communications, as well as communications internal to the function that SSIWPA offers to its own members.

SSIWPA communications protocol does not need a section about incoming correspondence; SSIWPA SC adopted a [correspondence protocol 2015-08-26](#) that is in current use. The in-use correspondence protocol stipulates how coordinator will manage two types of incoming information to SSIWPA: 1) correspondence offered by members of the public in a meeting of the SSIWPA Steering Committee, and included in the meeting minutes and 2) incoming email or telephone correspondence addressed to SSIWPA or SSIWPA SC.

ATTACHMENTS:

1. Communications Protocol First Draft for discussion (prepared by Coordinator, not yet reviewed)

Current SSIWPA Correspondence Protocol Link:

<https://drive.google.com/open?id=1NoSUJp2816Y8kRnyFt-TtZlKfk6qQm4K>

SSIWPA Proposed Communications Protocol - DRAFT v1-

Conservation and Efficiency Working Group (CEWG)
 Integrated Freshwater Management Program (IFWM)
 Salt Spring Island Watershed Protection Alliance (SSIWPA)
 Steering Committee (SSIWPA-SC) (SC)
 Technical Working Group (TWG)
 Working Group (WG)

References:

<http://www.islandstrust.bc.ca/media/58357/6.10.ii%20communications.pdf>

Purpose:

- To define procedures and actions for effective, accessible and consistent communications in accordance with Salt Spring Island Watershed Protection Alliance Terms of Reference;
- To guide and enhance appropriate communications among SSIWPA Steering Committee members, staff advisors, and working group members;
- To facilitate accurate, effective and proactive SSIWPA communications with Salt Spring Island watershed protection community interest groups and the general public.

General:

There are internal and external types of communication policies and procedures. Internal communications relate to communications among SSIWPA member agency representatives on Steering Committee, SSIWPA agency staff and coordinator, and SSIWPA working group members. External communications refer to communications that SSIWPA steering committee has with First Nations, other government agencies not currently acting as SSIWPA members, non-government organizations, and the public at large.

Internal:

1. Internal Communications within SSIWPA SC and with it's Coordinator:
 - a) Communications will be:
 - 1) positive and proactive;
 - 2) in keeping with SSIWPA Guiding Principles in SSIWPA Terms of Reference;
 - 3) delivered with 7 business days advanced notice before meetings or before

action is required by the member, wherever possible, and identified with “priority” or “emergency” flagging, if necessary for either internal deadlines of member agencies, or for public relations or deadlines external to SSIWPA, as identified in the communication.-

- b) Communication tools include:
 - i) regular monthly meeting agenda content,
 - ii) special meeting agenda content,
 - iii) electronic communications (E-mail to steering committee, E-mail to individual members on SSIWPA business items that have been previously raised at SSIWPA SC meeting(s),
 - iv) monthly newsletters assembled by Coordinator
 - c) Formal letters between member agencies will be:
 - 1) copied to SSIWPA Steering Committee and/or Coordinator for information, where the content of the letter is about SSIWPA-coordinated projects or information relevant to Salt Spring Island Local Trust Area water resources and watersheds;
 - 2) in electronic format, wherever possible.
 - d) SC will bring items for consideration to all members of steering committee by sending agenda item suggestions and content to the Coordinator before the agenda deadline.
 - e) Special internal SC communications:
 - i) Group e-mails sent through SSIWPA Coordinator may be sent out from time to time between meeting agendas and newsletters to communicate:
 - (1) SSIWPA program or SSIWPA-coordinated project items of a time-sensitive nature
 - (2) announcements and event-related information of a time-sensitive nature that would otherwise be outdated, or
 - (3) information on external projects or efforts related to SSIWPA’s purpose that is not appropriate for a public agenda package or newsletter.
2. Internal Communications between SC and WGs
- a) Steering Committee will provide monthly working group directions or requests in the form of resolutions in draft versions of SC meeting minutes (activities, actions, tasks or questions)
 - b) Coordinator will pass SC requests (from Draft SC Meeting Minutes) to working groups in the group’s upcoming meeting agenda (whether a public quarterly meeting or informal meeting).
 - c) Working Groups will provide monthly verbal updates to SC in SSIWPA monthly meetings to report on action progress.
 - i) The verbal updates will be generated by working group Chairpersons from meeting notes of the previous working group meeting, and wherever possible, will be shared with the working group for feedback prior to delivery at Steering Committee meetings.
 - d) Working Groups will report formally, in writing, to SC on results of working group

efforts, after agreement is reached by consensus on report content, at a meeting of the working group.

1) please see "External - Publications" for further information on this item.

3. Meeting agendas

- a) Meetings of the SSIWPA SC and it's working groups will follow the content in a draft agenda.
- b) Meeting agenda content will be:
 - 1) developed in accordance with SSIWPA workplan action areas and projects
 - 2) communicated to the coordinator by the agenda deadline (10 days advance of meeting date), in advance of each meeting, by the members of the committee or working group, in cooperation with member agency staff and coordinator
 - 3) considered draft form until agenda is approved in the meeting of the members
 - 4) communicated to the members of the committee or working group 7 days advance of the meeting, wherever possible. Late agenda items may be sent in an emergency, if approved by the Chair.

4. Meeting Minutes

- a) Minutes of SSIWPA meetings will be shared in draft form between the Recorder and Coordinator as soon as possible after the meeting (within 7 days).
- b) Coordinator will review draft minutes and send to the committee or working group Chair and Islands Trust staff for reference
- c) Decisions made by the SSIWPA committee or group, as minuted, will be used to generate an action log that guides Coordinator action tracking. Coordinator will communicate action items to individual members who are implicated by the decisions, as a reminder to them to complete their actions in a timely manner. Coordinator will track progress of actions and report back to the group or committee by way of a Coordinator's report and Action Log at each monthly or quarterly meeting.
- d) Meeting minutes will be shared in draft form in upcoming agendas, for adoption by the committee or working group.
- e) Adopted minutes will be posted to the SSIWPA website (Google Drive folder) and a printed copy will be signed and stored at the Islands Trust SSI office.

External

1. Reports generated for SSIWPA-coordinated projects (IFWM)

- a) SSIWPA SC may receive interim and final project reports and memos in response to SSIWPA-directed program or project actions that have been generated by

- consensus of that working group in appropriate meetings of the group and delivered to steering committee in a public meeting agenda.
- b) SSIWPA steering committee may receive for information reports, memos or other formal communications from individuals (whether they are members of the public or of a working group), at the discretion of the Chair.
 - c) Steering Committee or Working Groups may request that authors of independent reports give a short presentation to explain report content to the SSIWPA SC or WG.
 - d) Review and approval process:
 1. Upon receiving a report from a working group or an individual, SSIWPA steering committee members may make and approve a motion to either:
 - a) receive the report for information (it is in public agenda package, but there is no follow-up action or further publication of the report)
 - b) request that the report be amended and communicate the amendment suggestions to the author(s) of the report; or,
 - c) receive and publish the report to the SSIWPA Reports page of the website and SSIWPA Library, as presented in a public meeting of the SSIWPA.
 - e) Dissemination process for published documents:
 - *is more necessary? Could be simpler to let it stand as above.*
2. **Media communications:** events, press, engagement and displays
- a) SSIWPA-SC will prepare and publicly adopt an annual "Outreach and Education Plan" before the commencement of each fiscal year (April 1). Some of the common content of such a plan will include:
 - a) As a general rule, items for communication to the public require SSIWPA-SC approval first.
 - b) News posts on website blog.
 - a. Any content of newsletter posts that may refer to any member agencies or to information that is not in the public domain and is considered to belong to a member agency or SSIWPA collaborator will require to be approved by that member agency representative on SSIWPA Steering Committee, prior to publication of the news post.
 - c) Monthly electronic newsletter consisting of selected locally-relevant news posts, prepared and distributed by SSIWPA Coordinator.
 - a. Timing of the monthly e-newsletter should match the public release of SSIWPA SC regular meeting packages, but is at the discretion of the SSIWPA Coordinator.
 - d) Press releases: Content as approved by SSIWPA SC. Topics may vary: e.g. To deliver information about funding support and/or results of the SSIWPA IFWM projects, volunteer opportunities on SSIWPA-coordinated projects, workshops, guest speakers and community events, tours or surveys, outreach to advertise SSIWPA working group position vacancies, etc.

- e) Display Booth: Annual updates to SSIWPA Display Booth materials for use at events in the Outreach and Education Plan will be approved by SSIWPA-SC at the first meeting in the new fiscal year, and/or periodically as significant display material updates may be suggested by SSIWPA SC members or by the Coordinator.

3. Annual reporting to community:

- a) SSIWPA steering committee members will draft an annual report by the conclusion of the fiscal year (March 31) each year, that includes:
 - i. Chair's message
 - ii. Mandate/purpose of the SSIWPA and a 50 word summary (who, what, where, why) of each program and also each of its main projects
 - iii. Achievement info-graphic showing progress on project areas
 - iv. Members, staff, working group members and corporate logos
 - v. Financial statement at year end (budget and expenditures for previous year's projects)
 - vi. Next steps for year coming (by project area, including price tag)
 - vii. Acknowledgement of funders, supporters, partners and members
 - viii. *what mechanisms for visibility & public access/dissemination of annual report?*

4. Public Correspondence

See SSIWPA Correspondence Protocol adopted by Steering Committee (2016).
 (<https://drive.google.com/open?id=1NoSUJp2816Y8kRnyFt-TtZlkfk6qQm4K>)

5. Document Library

- a) Public watershed and water resource information and reports will be made available in nested folders on Google Drive, linked from a page on the website in the main menu, and organized by the SSIWPA Chair and Coordinator using a common file naming procedure.
 - must be in public domain, or only used for internal SSIWPA research and education purposes under Fair Dealing user rights (Copyright Act)
 - Note: Since this first draft was prepared, Coordinator has become recently aware that one or more member agencies may have protocols that restrict the SSIWPA from being able to use Google Drive due to data storage outside of Canada. Please advise on requirements for this that apply to your agency.*
- f) Data-sharing and Access: *Would SSIWPA Staff Advisory comment on any agency protocols about data-sharing and access, please?*

b) Copyright and Publication:

1. Items that SSIWPA considers sharing publicly should be:
 - not under copyright (ie. it is in the public domain); or,
 - a copyrighted work for which SSIWPA has obtained the right to re-publish from the copyright owner (author); or,
 - original work that Steering Committee agrees is appropriate and related to the SSIWPA Workplan, and which is useful to the users of the SSIWPA website and which legally follows the Copyright Act; or,
 - original data that are not protected by a data-sharing or user agreement or transformed or secondary data that are not protected by a data-sharing or user agreement or other intellectual property right.

Other questions and points to consider:

- a) There is a Google Drive folder that is only shared within SSIWPA SC and SSIWPA WG members for items that are not in the public domain.
- b) Some data collected by SSIWPA member agencies or affiliates (e.g WGs) is not in the public domain because they are protected by a data-sharing agreement or memorandum of understanding.
- c) Which water resource or ecological data that are available to SSIWPA Steering Committee and Coordinator should be made available to TWG and CEWG?
- d) Which water resource or ecological data that are available/archived by TWG and CEWG should be made available to Coordinator? To Steering Committee?
- e) Are any SSIWPA-coordinated project data suitable for sharing as a public “SSIWPA Data Portal” for Salt Spring Island and the general public? Can this be achieved through merging some of the appropriate “raw data” documents from the old SSIWPA Library2 website with raw data files from SSIWPA-coordinated IFWM program data collection/monitoring projects currently underway? Do member agencies have other files to share in such a public archive? Who should do the work of creating and maintaining a data archive, if appropriate?
- f) Does SSIWPA wish to make data publicly available (ie. raw project data that may be owned by member agencies but that is not protected by data-sharing agreements) and to direct volunteers and other members of the public to the raw data via links from the SSIWPA main website, news posts, and other media releases? How should the communications protocol reflect this?
- g) What other considerations must be made for the storage, sharing, and use of raw data pertaining to SSIWPA-coordinated projects and water reservoirs?



Salt Spring Island Water Preservation Society

P.O. Box 555, Ganges
Salt Spring Island, BC
V8K 2W3
ssiwps@gmail.com
www.ssiwaterpreservationsociety.ca

Salt Spring Island Water Resource Catalogue Project VOLUNTEERS REQUIRED

Objective - The Salt Spring Water Preservation Society will develop a “water catalogue”. This will be an interactive GIS map documenting key water features and a SSI Water Library containing historical and other information about Salt Spring Island water features. Data attributes to be gathered include:

- creeks, ponds, lakes etc. , including their location, extent, seasonality, and potential other ecosystem related data,
- flora/vegetation,
- spring lines,
- surface terrain/valley/lake locations,
- other components may be added depending on discussions with other water resource interest groups.

Purpose - The Water Catalogue will raise community awareness of the island’s water diversity and act as a data entry point for water resource quantification, preservation and management activities. The catalogue will provide base data for improved surface and groundwater aquifer models and supporting water habitat conservation/protection and potentially ecotourism planning. The catalogue will be of use to various agencies and the public.

Methodology/Scope - WPS volunteers will gather the information required. WPS will liaise with other agencies and organizations to determine their levels of interest, and gain their input on data collection requirements, and collection methodologies.

SSI water cataloguing tasks include:

- Creating descriptions of the identified water resources for entry into a text library that will accompany the GIS water catalogue,
- Developing a photographic catalogue of the identified water bodies ,
- Capture of key water body data elements and data (extent, depth, temperature, flow etc. over time on a regular basis, ideally weekly).

Volunteer Roles - Volunteers may provide feedback/input and contribute data gathering via:

- anecdotal input (gathering historical/personal/archive insights and information for discrete features and areas)
- reconnaissance (walking groups, low levels of observation)
- monitoring (regular observation) and documentation
- inputting data into the GIS program
- creating a user-friendly GIS interface to be made available to the public

Project Manager: John Millson

To volunteer or for more information contact John at: JAMSSIWATER@gmail.com

Interested in contributing to the SSI Water Preservation Society Water Catalogue?

Name: _____ Phone: _____

Email: _____

See reverse side for the type of information we are collecting. This could change as the program develops.

In what way would you be interested supporting the Water Catalogue initiative?

- anecdotal input (sharing historical/personal insights)
- reconnaissance (walking groups, not regular)
- monitoring (regular observation, more data gathered)
- catalogue development/administration
- documentation (developing digital/GIS catalogue, sharing highlights)
- archive research/data capture
- providing funding
- Other _____

If you are interested in collecting data on an occasional basis (such as while walking) on selected water resources in your area. Please provide details:

If you are interested in collecting data on a regular basis (e.g. weekly) on selected water resources in your area. Please provide details:

Do you have any other suggestions to improve the water cataloging project?
Please specify

What is your background, ie volunteer experience, science knowledge, etc.?
You do not need to have a science background to participate in this project. We would be glad to train you.

Thank you for your interest in the Island's water. For further information please email John
John Milson JAMSSIWPS@gmail.com