



Salt Spring Island Watershed Protection Alliance

TECHNICAL WORKING GROUP MEETING

10:00 am – 12:00 pm on Tuesday, February 6, 2018

CRD Creekside Meeting Room, 121 McPhillips Ave., Salt Spring I., B.C.

DRAFT AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**

Draft Minutes of the meeting of the Salt Spring Island Watershed Protection Alliance Technical Working Group held on January 10, 2018, ***attached for approval***

4. BUSINESS ITEMS

- 4.1** TWG Terms of Reference
revised version 2018-01-19, ***attached for information***
- 4.2** Election of TWG Chairperson and Member Terms of service
 - 4.2.1 Call for nominations and election
 - 4.2.2 SSIWPA Committees and Working Groups Terms of Service, as agreed at Steering Committee 2018-01-19 - *attached*
(Note: This may be revised, pending further requests for renewal of terms that were late going to Steering Committee)
- 4.3** Steering Committee requests/direction (if any)
- 4.4** 2017-18 IWM Workplan project updates
 - 4.4.1 Phosphorus Assessment from Soil Analysis Pilot
 - 4.4.2 Groundwater projects – William and Sylvia
 - 4.4.3 Scope of Work Proposal “5d Groundwater CRS Analysis” - John Millson
(attachment pending)

4.5 Announcements, Research Notes, Events:

4.5.1 Advanced Water Technologies Bio Solutions

5 OTHER BUSINESS

5.1 Report out to Steering Committee

5.2 Comments or questions from observers

6. NEXT MEETING

Wednesday, April 1, 2018

10:00 am – 12:00 pm

121 McPhillips Ave., SSI, BC @ Creekside Meeting Room

7. ADJOURNMENT



**DRAFT MINUTES
of the
SSI WATERSHED PROTECTION ALLIANCE
TECHNICAL WORKING GROUP (TWG) MEETING**

Date of Meeting: Wednesday January 10, 2018 10:00 – 12:00

Location: 108-121 McPhillips Ave., CRD Boardroom
Salt Spring Island

Members Present: Fred Beall, Member at large
Dale Green, Capital Regional District, Integrated Watershed
(via web conferencing)
Ian deBie, Co-Chair
John Millson, TWG member at-large
Jos Lussenburg, Member at-large
Katsky Venter, Member at-large (via web conferencing)
Sylvia Barroso, Water Protection, Hydrogeologist, Ministry of
Forests, Lands, Natural Resource Operations and Rural Development

Regrets: Julie-Ann Ishikawa, Ministry of Environment and Climate Strategy
Kevin Chipperfield, Member at-large

Staff Present: Shannon Cowan, Coordinator, Recorder
Rajiv Lalla, FLNR
George Grams, Chair, Islands Trust Local Trustee

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

1. The meeting was called to order at 10:05 am.
2. **By general consent**, the agenda was approved, including the following additional late items:
 - 4.1.1 "SSIWPA budgets and public information – where does TWG fit in?" (Member John Millson)
 - 4.5 "Advanced Water Technologies – Bio Solutions for Water Sustainability" (William Shulba)



3. **By general consent**, the draft minutes of the meeting of the Salt Spring Island Watershed Protection Alliance Technical Working Group held on June 13, 2017 were adopted with the following amendment: 4.1.3 in the third paragraph “required” was replaced with “installed”.

By general consent, the draft minutes of the meeting of the Salt Spring Island Watershed Protection Alliance Technical Working Group held on Feb 28, 2017 were adopted.

4. BUSINESS ITEMS

- 4.1 The revised “Objectives” from the Draft Revised Technical Working Group Terms of Reference (DRAFT version 9.0 November 24, 2017) were discussed. SSIWPA budgets and public information and the role of TWG was discussed.

- 4.2 Sylvia Barroso and William Shulba provided a Powerpoint presentation to share interim results for the Well Inventory (IWM Workplan 2017 Task 5a) and the accomplishments and next steps in the SSI Targeted Groundwater Monitoring Pilot project (IWM Workplan 2017 Task 5b).

4.3 TWG Member Terms of Service for 2018

4.3.1 Coordinator agreed to share the specific duties of TWG Chair with the TWG via email prior to the next meeting of TWG.

4.3.2 **By general consent**, the members present agreed to provide written agreement to coordinator Cowan before January 19, 2018 indicating whether they agree that steering committee may renew their term of service (if expiry is January, 2018), or to continue with their term of service (if expiry is January, 2019).

- 4.4 **By general consent**, the SSIWPA Technical Working Group agreed to adopt the final TWG 2018 meeting schedule, as follows:

Wednesday January 10, 2018 10:00 – 12:00
Tuesday Feb 6, 2018 10:00 – 12:00
Wednesday April 11, 2018 10:00 – 12:00
Tuesday June 12, 2018 10:00 – 12:00
Wednesday September 12, 2018 10:00 – 12:00
Tuesday November 13, 2018 10:00 – 12:00
Wednesday January 16, 2019 10:00 – 12:00



Coordinator Cowan agreed to forward the TWG 2018 meeting schedule to SSIWPA Steering Committee.

- 4.5** Advanced Water Technologies Bio Solutions was not discussed.

5 OTHER BUSINESS

Report out to Steering Committee was not discussed.

- 6.** The next meeting of TWG will be held on February 6th, 2018.
- 7.** The meeting was adjourned at 12:11 pm.



**Salt Spring Island Watershed Protection Alliance
Technical Working Group**

TERMS OF REFERENCE

**Adopted August 29, 2013
Amended March 3, 2014
Amended February 2, 2015
Amended September 14, 2015
Amended January 29, 2016
Amended January 19, 2018**

www.ssiwatersheds.ca

c/o SSI Islands Trust ~ 1-500- Lower Ganges Road, Salt Spring Island V8K 2N8
Coordinator Shannon Cowan ssiwpacoord@gmail.com 250-653-4867

Background

The Salt Spring Island Watershed Protection Alliance (SSIWPA) was created in 2012 to provide a coordinated approach to watershed management and the protection of freshwater resources on Salt Spring Island. SSIWPA is comprised of agencies and government organizations with responsibility and authority for the management, regulation, and distribution of water from watershed reservoirs in the Salt Spring Island Local Trust Area.

SSIWPA identified the need for a Technical Working Group (TWG) to provide objective and technical assessment to member agencies regarding freshwater sustainability as directed by the Steering Committee. The Steering Committee is responsible for governing and providing direction to the TWG, including but not limited to work planning, deliverables, public engagement, and milestones.

SSIWPA Steering Committee decision-making is enriched by the contributions of volunteers who serve in its working groups, and would like to express its appreciation and acknowledgement of the wisdom, passion and professionalism of present and past volunteers.

These Terms of Reference (ToR) outline roles and responsibilities of the Technical Working Group for the Salt Spring Island Watershed Protection Alliance. The TWG ToR may be amended by the SSIWPA Steering Committee if required by changes to scope of work, membership, timeline, or other matters. For additional context, refer to the Terms of Reference for the Salt Spring Island Watershed Protection Alliance.

Purpose

The purpose of the SSIWPA Technical Working group is to provide scientific and technical support to the SSIWPA Steering Committee.

Objectives

1. To collect primary data as directed by the Steering Committee.¹
2. To assemble and collate data and conduct literature reviews as directed by the Steering Committee.
3. To identify data gaps to the Steering Committee.
4. To provide technical support for the projects identified in the SSIWPA work plan.
5. The Technical Working Group's tasks and activities are to be directed by the full consensus of the SSIWPA Steering Committee.

Membership

Membership will be determined by consensus of the SSIWPA, in consultation with each member organization. All member agencies will be invited to delegate a staff member to a position in this group.

Members appointed by SSIWPA will have experience or expertise in one or more of the following areas:

- Limnology
- Aquatic Biology

¹ Following standard operating procedures, quality assurance and quality control measures while respecting privacy considerations for data source and data-sharing agreements.

- Soil science
- Environmental Restoration
- Environmental Science
- Watershed Hydrology
- Groundwater Science
- Geoscience
- Biogeography
- Environmental Instrumentation Technology
- Geographical Information Systems
- Drinking Water Science and Operations
- Watershed management
- Chemistry
- Toxicology
- Water resources Engineering
- Civil Engineering
- Mathematics
- Environmental Engineering

Invitations to apply will be extended, but not limited, to representatives from Environment Canada, Fisheries and Oceans Canada, Provincial Ministry of Environment, Ministry of Forest, Lands, and Natural Resource Operations, Capital Regional District, Vancouver Island Health Authority, North Salt Spring Waterworks District, Salt Spring Island resident experts, and academic institutions.

New members will be appointed to terms of twelve months and at least two of the members will be appointed for terms of two years, as specified by SSIWPA at the time of appointment. Thereafter, membership is for a two-year term, with the possibility of renewal.

Members are to serve without remuneration.

Chair

At the initial meeting of the TWG, and then every 6 months, as determined by consensus of the TWG, a Chair of the committee will be elected. The chair may serve additional terms, up to a maximum of six consecutive years. The chair is to serve without remuneration.

The Role of the TWG Chair is to include:

1. Liaise with the SSIWPA Steering Committee Chair, Coordinator and TWG members to set agenda topics.
2. Ensure distribution of TWG meeting notes to TWG members through the SSIWPA Coordinator.
3. Liaise with SSIWPA Coordinator, SSIWPA Steering Committee, and Islands Trust to effectively facilitate and coordinate the TWG.
4. Provide TWG progress reports in monthly SSIWPA meetings.

SSIWPA Coordinator will act as facilitator and recorder for all TWG meetings, unless otherwise arranged and agreed to by both SSIWPA Steering Committee and TWG. TWG Chair and Coordinator may agree to work together to facilitate TWG meetings, to better allow the TWG Chair to participate in the discussions and technical proposals. The SSIWPA Coordinator assists TWG with its group process functions within and outside of TWG regular meetings, to the extent that coordination resources allow.

Guidelines for Decision-making

Decision-making is by consensus. Consensus is defined as agreement by each member, and is achieved through an iterative process: a) proposal, b) clarification and discussion stage, c) proposal modification (with assistance by those suggesting change; as necessary), and finally, d) agreement by consensus, or withdrawal of proposal, by consensus.

TWG decisions and recommendations will be made by unanimous consensus whenever possible.

When consensus is not reached at the close of the discussion about a proposal, the following options exist:

- i. The group consents to drop the proposal.
- ii. The group elects a subcommittee to refine proposal for re-consideration by the Technical Working Group.
- iii. A decision favoured by the majority is adopted with unresolved concerns listed. Those who stand aside from the decision are recorded, along with their concerns.
- iv. A decision on proposal in its current form is blocked. A concern substantial enough to justify a block to consensus must be based on or demonstrate that the proposal is in contravention of the purpose and/or objectives of this Technical Working Group.

Meetings

TWG will hold public meetings a minimum of four times per calendar year. Quorum is 50% of TWG membership. Some or all of the TWG members may meet informally to discuss science and technical matters, but not to make decisions or recommendations to SSIWPA, as frequently as required, at a location mutually agreed to by TWG committee members.

Notice of Meetings and Minutes

Notice of the date, time and location of all formal TWG meetings will be posted by the Coordinator to the TWG and SSIWPA Steering Committee Chair by email, and will be posted publicly on the SSIWPA website.

Agendas and adopted minutes will be posted to the SSIWPA website on the TWG agendas and minutes page.

Communications

1. TWG will communicate about its decisions, and progress on action items regularly with steering committee by way of monthly TWG Chair progress reports and by way of written memos or TWG reports as they become available by full agreement of the TWG.
2. TWG members will not represent the TWG, or SSIWPA, in any public communications unless previously agreed by SSIWPA steering committee (including, but not limited to reports, presentations, media releases and interviews).

Conduct

TWG members and observers will be expected to behave with due decorum. That is to say:

Meetings will be conducted with decorum, and generally follow Robert's Rules of Order as interpreted by the Chair and/or Facilitator;

Communications at all meetings will be respectful, considerate, honest, and issue-focused;

All viewpoints will be encouraged, respected, and considered;

Participants will make every effort to resolve issues at the table, and will avoid seeking alternative decisions outside this process;

Participants should have a common understanding of the mandate of SSIWPA and the TWG, and demonstrate mutual respect to other participants.

Funding

It is anticipated that the representative agencies of SSIWPA will contribute funding for a SSIWPA Coordinator, to work with the TWG, as well as SSIWPA. As appropriate, the representative agencies will also provide additional funding in support of agreed to initiatives for the TWG, and in-kind administrative support like meeting rooms, communications, and secretarial services. Other funding will be pursued opportunistically and as required.

Conflict of Interest

TWG members must take a precautionary approach to ensure that issues of potential or perceived conflict of interest are clearly identified as part of the process.

Steering Committee Membership	Term of Service
Salt Spring Island Local Trust Committee: Trustee George Grams, SSIWPA Chair Alternate: Peter Grove	Ongoing
Beddis Water District Commission: Doreen Hewitt, commissioner	Ongoing
Capital Regional District: Director Wayne McIntyre, Vice-Chair Alternate: Darryl Martin	Ongoing
Ministry of Forests, Lands, Natural Resource Operations and Rural Development: Pat Lapcevic	Ongoing
North Salt Spring Water District: Michael McAllister, trustee Robert Steinbach, trustee	Ongoing
Highland & Fernwood Water District Commission: Sharon Bywater, commissioner Alternate: Lorrie Hunt	Ongoing

Technical Working Group Membership	Term of Service
Sylvia Barroso	January 2019
Dale Green	January 2019
Fred Beall	January 2019
John Millson	January 2019
Jos Lussenburg	tba
Ian deBie	January 2019
Julie-Ann Ishikawa	January 2019
Kevin Chipperfield	January 2019
Katsky Venter	tba

C&E Working Group Membership	Term of Service
Sandra Ungerson	January 2019
Ian Peace	January 2019
Robert Kline	January 2019