



**Salt Spring Island  
Watershed Protection Authority  
Regular Meeting Draft Agenda**

**Date of Meeting:** Friday July 15, 2016 10:30 am – 12:30 pm

**Location:** 112 Rainbow Rd., Salt Spring I., School District 64 portable

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. MINUTES**

- 3.1 Draft Minutes of the June 17, 2016 Regular SSIWPA Steering Committee Meeting – for approval

**4. CLOSED MEETING RESOLUTION**

The Salt Spring Island Watershed Protection Authority closes this meeting to the public subject to Community Charter Section 90(1)j for the consideration of *information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.*

**5. OPEN MEETING RESOLUTION**

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

**6. BUSINESS ITEMS**

- 6.1 **Chair's report - attached**

- 6.2 **St. Mary Lake water quality update – NSSWD Board Representative**

- 6.3 **Cusheon Lake water quality update – Doreen Hewitt**

- 6.4 **Coordinator's report – attached**

- 6.5 **Technical Working Group report – TWG Co-Chair (Don Hodgins)**

- 6.6 **Conservation and Efficiency Working Group Terms of Reference DRAFT  
– attached for approval**

6.7 **St. Mary Lake Integrated Watershed Management Plan Progress Report Card** - *attached for approval*

6.8 **SSIWPA Budget 2017-18 Draft** – *attached for discussion*

6.9 **Environmental Concern: Fuel Tanks** (Member Hewitt)

1) Is there an assessment available of location and #s of buried fuel tanks in the island's watersheds, and if not, how can SSIWPA agencies engage this topic? What implications are there for groundwater and surface water quality?

2) Did Blackburn capped landfill contain any discarded fuel tanks? Is there any record of their disposal in the past?

6.10 **Upcoming Events**

**Friday July 29, 2016 10:30 am - 12:30 pm**  
**Special Steering Committee Meeting: IWMP Objectives**  
@ CRD Portlock Portable 145 Vesuvius Bay Rd.  
Open to public observation

**Tuesday, August 16 2:00 - 4:00 pm**  
Tuesday market SSIWPA outreach

**Friday August 19, 2016 9:30 am - 2:00 pm (Public 11:00 - 12:30)**  
**Public Presentation by Diana Allen, Ph.D.**

“Estimating Groundwater Recharge to the Gulf Islands:  
Challenges and Progress” –

Part of the Watershed Stewardship Workshop Series by SSIWPA.

@ Lion’s Hall 103 Bonnet Ave. Salt Spring I.

9:30 am – 11:00 am Regular monthly SSIWPA meeting

11:00 am - Public arrives for presentation

12:30 pm - Presentation and Question period ends

12:45pm - 2:00pm - Steering Committee and TWG meet with Diana Allen

6.11 **Correspondence**

6.11.1 POLIS report: link provided for information

“Illumination: Insights and Perspectives for Building Effective Watershed Governance in B.C.”

([poliswaterproject.org/illumination](http://poliswaterproject.org/illumination))

5. **OTHER BUSINESS**

5.1 Questions and Comments from Public

**6. UPCOMING MEETINGS of the Steering Committee**

Friday July 29, 2016 10:30 am – 12:30 pm  
@ CRD Portable 145 Vesuvius Bay Rd.

Friday August 19, 2016\*\* 9:30 am – 11:00 am @ Lion's Hall 103 Bonnet Ave.

\*\*Note special time

**7. ADJOURNMENT**



# Salt Spring Island Watershed Protection Authority

Minutes of a Regular Meeting

**Date of Meeting:** Friday, June 17, 2016 10:30 am – 12:30 pm  
**Location:** 145 Vesuvius Bay Road, CRD PARC portable  
Salt Spring Island

**Members Present:** Wayne McIntyre, Vice Chair, Capital Regional District (CRD) Director  
Shannon Cowan, Coordinator  
Dale Green, Capital Regional District, Integrated Watershed (via web conferencing)  
Doreen Hewitt, Beddis Water Service Area Commissioner  
Lorrie Hunt, Fernwood Water Service Area Commissioner  
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNRO) (via web conferencing)  
Ron Stepaniuk, District Manager, North Salt Spring Waterworks District (NSSWD)

**Staff Present:** Sarah Shugar, Recorder

**Regrets:** George Grams, Chair, Islands Trust Local Trustee  
Stefan Cermak, Regional Planning Manager (RPM)

**Technical Working Group Liaison:** Don Hodgins, Chair, SSIWPA Technical Working Group

**Media and Others Present:** Peter Grove, Islands Trust Local Trustee  
Ian DeBie, SSIWPA Technical Working Group member  
5 members of the public

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

## 1. CALL TO ORDER

Deputy Chair McIntyre called the meeting to order at 10:30 a.m.

## 2. APPROVAL OF AGENDA

The following item was presented for consideration:  
7.9.1.1 Questions for panel at Drought Planning Event

**By general consent**, the agenda was adopted as amended.

## 3. MINUTES

### 3.1 Draft Minutes of the May 20, 2016 Salt Spring Island Watershed Protection Authority Regular Meeting

**By general consent**, the Salt Spring Island Watershed Protection Authority Minutes of May 20, 2016 were adopted.

**4. CLOSED MEETING RESOLUTION**

At 10:33 a.m., it was **MOVED** and **SECONDED** that the Salt Spring Island Watershed Protection Authority closes this meeting to the public subject to Community Charter Section 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 also, 90(2)b the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party and that staff be invited to remain.

**CARRIED**

**5. OPEN MEETING RESOLUTION**

At 11:15 a.m., it was **MOVED** and **SECONDED** the Salt Spring Island Watershed Protection Authority re-opens this meeting to the public subject to Section 89 of the Community Charter.

**CARRIED**

**6. RISE AND REPORT**

The Salt Spring Island Watershed Protection Authority agreed to appoint Ron Stepaniuk as a member of the Steering Committee.

The Salt Spring Island Watershed Protection Authority discussed the terms of reference for the new Conservation and Efficiency Working Group and the terms of reference will be posted after June 30, 2016 following receipt of input from the Steering Committee.

**7. BUSINESS ITEMS**

**7.1 Chair's Report**

Deputy Chair McIntyre presented the Chair report dated June 17, 2016. It was noted Chair Grams is not in attendance due to a Saturna Island Local Trust Committee meeting.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed to defer the discussion on the Integrated Watershed Management Plan to the next meeting.

Vice Chair McIntyre reported the Capital Regional District has received approval to explore potential usages of the Ganges Sewer wastewater.

**7.2 St. Mary Lake Water Quality Update – North Salt Spring Waterworks District**

Committee Member Stepaniuk reported the level of St. Mary Lake has dropped to 40.5 meters (20 cm below the crest of the weir) and is 10 cm below the June

2015 levels. The lake is currently experiencing a non-toxic algal bloom and the algal abundance continue to be monitored. The secchi depth is approximately 4 feet. He reported the level of Maxwell Lake has dropped to below the weir crest and the water quality is in good condition.

### **7.3 Cusheon Lake water quality update**

Committee Member Hewitt presented an update regarding the Cusheon Lake Watershed and the following highlights were presented:

- Secchi Disk measurement on May 26 was 4.3 metres. The lake is still clear.
- The corrected Lake gauge measurement on May 26 was 1.186 metres, on June 13 was 1.066 metres on June 15 was 1.086 metres. The lake gained a small amount of water during the month due to the rainfall events but the lake is still dropping overall from the previous month. The amount of rainfall either evaporated or was used for domestic purposes. Rain received at Salt Spring Elementary to June 16 2016 - 4.1 mm, June 30 2015 - 5.8 mm, June 30 2014 - 16 mm. Remember May rainfall was only 6.3 mm and this was much lower than previous years. It looks like this reduction in rainfall is still continuing. Blackburn Creek is flowing into and out of Blackburn Lake but only a very small amount. Blackburn Creek is still slowly flowing a very small amount into Cusheon Lake about the size of a garden hose. Cusheon Creek has only a very small flow out of the lake.
- The lake temperature is normal for this time of year and the oxygen at the bottom is absent. The deepest part of Cusheon Lake is 9 meters. Cusheon Lake continues to be stratified and the oxygen near the lake bottom is giving a greater negative number at the 8 metre mark. Hydrogen sulfide may still be released from the lake bottom. Historical data only includes summer months.
- The Public Conservation Assistance Fund grant that had been applied for back in May has now been approved for the planned restoration work on both St. Mary Lake and Cusheon Lake. The amount applied for was \$9300.00 and the grant is for \$8300.00. We are very excited about this. Thanks needs to be given to Shannon Cowan for the assistance that she gave in the preparation of the grant proposal. We hope that people in the community will volunteer to help since the money has now been made available. The grant will address 4 management actions from the SML Integrated Watershed Management Plan. The full proposal is included in past Steering Committee agenda packages. The restoration work will address four of the management actions in the St. Mary Lake IWMP. The native plantings will be enhanced and there will be workshops regarding preparing and planting wetlands.

### **7.4 Coordinator's Report**

Coordinator Cowan presented the Coordinator's Report for May 14, 2016 to June 13, 2016. She invited Committee Members to assist with the analysis of the Cusheon Water Use and Watershed Information Survey. There were 57 responses received out of 400 surveys that were sent out to residents to gather information regarding water quality and quantity of rainwater and drinking water.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would forward the corrected 2016 budget to the Capital Regional District.

## 7.5 Technical Working Group Report

D. Hodgins presented Technical Working Group (TWG) progress to June 17, 2016 and the following highlights were presented:

Water Quality:

- P-septic
  - Soil sampling pilot study;
  - Scope and costing complete for a pilot study at one or two SML sites
  - Cost approximately \$2,500.00
  - Timing: summer/fall 2016
  - Anticipated results: feasibility of using soil samples to map P-septic plume,
  - Assessment of applicability to Cusheon Lake
  - Recommendation to proceed from TWG using available funds
- SML – wrap-up of monitoring program reports (on-going)

Water Quantity:

- SSI Ground water determination
  - Draft scope of work completed
  - 3 phase program: data compilation/analysis, GIS framework; verification; monitoring
  - Reviewed and discussed by TWG, comments/refinement underway
  - Next steps – review/integrate with FLNRO work plan, tighten up phase 1 scope and deliverables, rough out the materials and costs, explore ways to execute it
- Opus/KWL Report Review
  - Request for review from Steering Committee received and discussed
  - Three concerns: amount of work involved, understanding of the specific questions to be addressed (what is required beyond the March 4th memo from the TWG on the Opus report), and potential professional liability for reviewers
  - Suggestion: since the review was requested to assist the LTC in completion of the Opus study and report, Islands Trust provide clarification to the TWG on objectives, specific questions to be considered and use of the TWG memo
- On-going activities
  - Climate analysis, emphasis on implications of climate change
  - Assessment of hydrological models (literature review, user experience)
  - Sustainable water yield mode

Committee Member Lapcevic reported FLNRO expects to hear back regarding the funding application within the next two weeks and she will coordinate a meeting with D. Hodgins regarding the work plans. She also reported the Ministry of Environment is planning to revisit the aquifer mapping prior to the water budget to consider whether there is information in Hugh Greenwood's report that should be incorporated into the mapping.

It was noted the TWG will wait to draft the scope of work following the meeting with the Ministry and the meeting would likely be scheduled in July.

There was question regarding whether the SSILTC could provide clarification regarding their request and noted the March 4, 2016 TWG memo sent to the Salt Spring Island Local Trust Committee.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed to request the Salt Spring Island Local Trust Committee to clarify their request for the Technical Working Group to review the Opus Dayton Knight report and the two Kerr Wood Leidal reports.

There was question regarding whether it would be useful for the Steering Committee to receive updates regarding the work of the CRD Climate Action Group. Committee Member Green and D. Hodgins will discuss this further.

Coordinator Cowan reported the TWG recommendations regarding Cusheon Lake have not moved forward due to the new Integrated Water Management program, and there is nothing new to report at this time.

#### 7.5.1 Soil Phosphorus Proof of Concept Proposal

The Proof of Concept of Soil P Movement from Septic Field Effluent through a Soil Sampling Approach was presented. There was question regarding why is this work being done when it was determined that septic is not an issue. One of the objectives is to find out whether there has been P migration in the soil and if so, how far down has it travelled and the testing must be done during the summer. The property owners have expressed support for the soil wells. There was question regarding why the well locations were chosen. The well locations were chosen based on soil types and cooperation of property owners.

**By general consent**, the Salt Spring Island Watershed Protection Authority approved the Soil Sampling Pilot Study as presented.

## 7.6 St. Mary Lake Integrated Watershed Management Plan 2015 - Review of Progress

### 7.6.1 St. Mary Lake Sign

The following update was presented. A further revision was made to the design following the on-site meeting with CRD and Coordinator Cowan and the sign will now be fixed a tree bole. Accordingly, the sign has to be single sided and the size has been amended to 2' x 4' portrait layout. The sign is now in production and delivery is awaited.

### 7.6.2 Review Management Actions and Workplan - St. Mary Lake Progress Report Card

Coordinator Cowan presented the Progress Report Card for St. Mary Lake Integrated Watershed Management Plan Implementation dated



June 2016.

D. Green reported he is waiting to receive the Elk Lake Management Plan to consider how it may relate to St. Mary Lake.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed to add a “contact column” to the St. Mary Lake Progress Report Card.

### 7.6.3 Outreach & Events - Discussion

#### 7.6.3.1 Cancellation of June 19 Lake Celebration

The June 19, 2016 St. Mary Lake Celebration event was cancelled due to difficulty in obtaining event insurance.

#### 7.6.3.2 Event Insurance

Coordinator Cowan presented a letter from the insurer of the Islands Trust regarding event insurance. SSIWPA does not have an event policy. It was suggested that there could be an Outreach and Events Committee or events could be organized by other community groups.

#### 7.6.3.3 Tuesday markets June 28, July 5, July 26, Aug 2, 9, 16, 23 (materials only, or materials and coordinator outreach)

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would attend the Tuesday markets, subject to Coordinator availability.

#### 7.6.3.4 Watersheds 2016 - Sept 30- Oct 1, 2016 Simon Fraser U. SSIWPA attendance or presentation

**By general consent**, the Salt Spring Island Watershed Protection Authority approved one representative to attend the Watersheds 2016 Conference at the early bird registration rate of \$200.

#### 7.6.3.5 Living Waters Rally - Sept 27 - 30, 2016.

The Living Waters Rally is an optional event at the end of the Watersheds 2016 conference.

## 7.7 Upcoming Events

The SSIWPA and Community Workshop with Diana Allen regarding “Estimating Groundwater Recharge to the Gulf Islands: Challenges and Progress” is scheduled for Friday August 19, 2016. There was question regarding whether SSIWPA had decided whether the event would be held on Salt Spring Island or in Sidney.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would forward the invitation to Diana Allen's presentation to Southern Gulf Islands Electoral Area Director David Howe.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed Committee Members would respond to Coordinator Cowan and indicate i) Your attendance at a Salt Spring venue. ii) Would you consider attending if the event were held off island, in Sidney, at a conference centre in order to accommodate more attendees from other Southern Gulf Islands Local Trust Committees.

## **7.8 SSIWPA Website and Library of Documents - a Tutorial**

Coordinator Cowan presented a tutorial on the SSIWPA website and library of documents.

## **7.9 Correspondence**

### **7.9.1 SSI Water Preservation Society Invitation to SSIWPA**

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed to appoint D. Hodgins or R. Stepaniuk as the SSIWPA representative for the Salt Spring Island Water Preservation Society community information drought planning event.

#### **7.9.1.1 Questions for panel at Drought Planning Event**

### **7.9.2 SSIWPA Letter to CRD Building Inspection re: Pollution Barrier**

### **7.9.3 Memo Coordinator to Steering Committee re: Pollution Barrier**

### **7.9.4 Announcement of News Release: Auditor General for Local Government to audit "Local Government's Role in Ensuring Clean Drinking Water" in the communities of City of Kelowna and Regional District of Okanagan**

The correspondence items were received for information.

## **8. OTHER BUSINESS**

### **8.1 Questions and Comments from Public**

A member of the public asked if the Steering Committee would send a representative to the SSI Water Preservation Society community information event in mid-August.

A member of the public expressed concern regarding the St. Mary Lake water level data comparison to 2015 and recommended that comparisons be presented for the last ten years to provide a more complete picture of the data trends.

**9. NEXT MEETING**

The next meeting is scheduled for Friday, July 15, 2016, 10:30 a.m. to 12:30 p.m. at the School Board Portable 112 Rainbow Road, SSI.

**10. ADJOURNMENT**

**By general consent** the meeting adjourned at 12:33 p.m.

---

Wayne McIntyre, Vice Chair

**CERTIFIED CORRECT:**

---

Sarah Shugar, Recorder

DRAFT



## **Coordinator's Report**

**June 10- July 8, 2016**

### **Meeting Admin:**

- booking, inviting for special SSIWPA Steering Committee IWM meeting Jul 29, 2016
- preparation of adopted minutes and closed meeting adopted mins for May, 2016
- procured minutes signatures from Chair and minute-taker
- edited the DRAFT minutes for closed and reg mtgs that occurred June 17, 2016
- emailed DRAFT minutes copies to Steering Committee members
- booking, invitation letters, RSVPs to groups, individuals for August 19, 2016 D. Allen presentation
- booking and coordinating water budget meeting with FLNRO, MoE
- creating and compiling agenda package for Steering Committee monthly July 15, 2016

### **Project Management/Facilitation:**

#### ***Integrated Water Management Program:***

- Meeting with Stefan, Don, George about new IWM Program
- developed and edited objectives and tasks mindmap
- communications with steering committee about IWM Objectives

#### ***Conservation and Efficiency Working Group development coordination***

four registrations of interest received

Revised the ToR Draft, and sent to Steering Cttee for final edits July 15

Membership application created and sent for edits to Steering

#### ***Budget:***

2016 SSIWPA Budget revised as agreed by Steering on May 20

- new 2016 budget version loaded to web, sent to Islands Trust, CRD and other appropriate agencies

Draft 2017 SSIWPA Budget created

***Cusheon Watershed Management Plan Review Project:***

Cusheon Watershed Survey: organized data electronically into spreadsheets from online sources; performed data analysis; shared analysis with TWG member (*in process*)

***St Mary Lake Integrated Management Action Plan Action Implementation:***

Progress Report created, reviewed in Steering meeting June 17, revised version July 15  
Best Management Practices list (action item in SML IWMP 2015) *in process*

***Technical Working Group Projects Coordination:***

- facilitated informal TWG discussion about its ToR, group process
- coordination of communication re: OPUS and KWL report review b/w NSSWD, LTC, SC, TWG

***Other Projects:***

Closed meeting items 4.2.1 and 4.3.1 completed ( letter requests to CRD)  
Sent Economic Development Commission's Desalination Report to Steering Cttee and TWG

**Outreach:**

***Outreach and Educational Event Planning and Coordination:***

- Diana Allen public August 19- planning and coordination
- assembled existing print and electronic **outreach materials** for "Planner in the park", delivered to Planner at Trust office June 28, 2016
- committed to do Planner in the Park on behalf of SSIWPA August 16, 2016

***Watersheds 2016 2-day September conference registration***

item 7.6.3.4 jun 17 - completed in Shannon Cowan's name. Can be switched if need be.

***Communications***

- POLIS on their new report, and Watersheds 2016!
- Freshwater Fisheries Society of BC
- Cusheon Lake Stewardship Committee and Island Stream and Salmon Enhancement Society about successful grant application to do riparian shoreline restoration with local volunteers in winter 2016-17

- updated mailing lists for public mailings based on returned mail

***Letters written and sent on behalf of SSIWPA:***

To Environmental Resource Management – CRD

To Environmental Services Committee - CRD

Welcome to new Steering member – Ron Stepaniuk item 4.1 June 17<sup>th</sup> minutes

To NSSWD Board

***Watermark newsletter***

- wrote, compiled, and added images to e-newsletter and sent for July 2016 to all communications lists

***News posts on website:***

- August 19 event

***Website uploads:***

- (in process) creating page for Best Management Practices – Watershed Stewardship and Water Conservation
- website: tutorial on use of web library for steering cttee prepared and delivered on Jn 17th



## Conservation and Efficiency Working Group

### Terms of Reference

**DRAFT July 5, 2016**

### Background

The Salt Spring Island Watershed Protection Authority (SSIWPA) was created in 2012 to provide a coordinated approach to watershed management and the protection of fresh water resources on Salt Spring Island. SSIWPA is comprised of agencies and government organizations with responsibility and authority for the use and management of water and watershed natural resources.

SSIWPA's mandate is directed at both water quality and quantity. The Steering Committee is the policy-making and coordinating body of SSIWPA. It is supported in its work by the Technical Working Group comprised of members-at-large with relevant expertise in water resources and watershed related fields and of experts from the serving agencies. The focus of the TWG is water quality and supply side science.

In May, 2016, the Salt Spring Island Watershed Protection Authority identified the need for a Conservation and Efficiency Working Group (CEWG) to assist with the Integrated Water Management Program that SSIWPA Steering Committee agreed to develop as a priority at its May, 2016 regular monthly meeting.

These Terms of Reference (ToR) outline the mission, objectives, roles and responsibilities of the Conservation and Efficiency Working Group. They may be amended at the discretion of the SSIWPA Steering Committee.

### Purpose and Main Objectives

The purpose of the CEWG is to investigate and assess technologies, methods, best practices and/or policies to achieve the following, specifically on Salt Spring Island:

1. Reduction in potable water use in all economic/residential sectors of the SSI economy;
2. Feasible uses of alternative water sources, which may include rainwater catchment, grey water recycling, wastewater re-use, desalination, other;
3. Increased efficiency of water use in areas such as agriculture, gardening, markets, food service, other;
4. Feasible incentives for water use efficiency;
5. Identify barriers and challenges to implementation related to the regulatory

Shannon Cowan 2016-7-6 6:09 PM

**Deleted:** Reduce potable

Shannon Cowan 2016-7-6 6:10 PM

**Deleted:** Create guidelines for

Shannon Cowan 2016-7-6 6:10 PM

**Deleted:** the

Shannon Cowan 2016-7-6 6:10 PM

**Deleted:** Provide researched

Shannon Cowan 2016-7-6 6:11 PM

**Deleted:** Address



environment (i.e. building code, health authority approvals, etc.); suggest possible solutions.

Shannon Cowan 2016-7-6 6:11 PM

Deleted: .

## Mission

CEWG will develop and communicate feasible and workable solutions for water conservation and efficiency methods that reflect the best available science and innovative technologies, as well as the unique local values, opportunities and constraints on Salt Spring Island (SSI). As directed by SSIWPA Steering Committee, CEWG will provide objective advice that is supported by peer-reviewed scientific evidence wherever possible, and also enriched by collective group expertise. The CEWG will work collaboratively with the SSIWPA Steering Committee, the SSIWPA Technical Working Group and the SSIWPA coordinator.

## Scope and Outcomes

CEWG will be responsible for assessment and advising on water conservation and efficiency strategies for all surface and groundwater resources and watersheds on Salt Spring Island, B.C. (See **Schedule A**) SSIWPA Steering Committee will direct the scope of the work of the CEWG through delivery of correspondence to CEWG during its monthly meetings, and/or through the SSIWPA coordinator. Regular CEWG and TWG representation at Steering Committee meetings will be essential to allow communication between working groups, so to avoid overlap in working group objectives and workplans.

CEWG is expected to produce:

1. An annual workplan for the working group (see Schedule A: Scope 2016);
2. Monthly progress updates in Steering Committee meetings which report on the projects, findings and funding needs of the CEWG (written preferred);
3. Technical reports (and/or position papers, verbal presentations) which provide feasible recommendations to SSIWPA in one of the five (5) main objective areas of the CEWG Purpose, and which:
  - a. Reflect the consensus of the CEWG as much as possible;
  - b. Follow a science-based approach, including literature review and bibliography, method of comparison/assessment, results and discussion of outcomes including environmental and economic/social costs and benefits;
  - c. Identify critical information gaps, and provide recommendations for filling them;
  - d. May be published to the SSIWPA website with permission of the author (see **Publication Protocols**), and potentially submitted for peer-reviewed publication to scientific journals, or adapted for conference presentations





or general public consumption by other SSIWPA members.

## Membership

SSIWPA CEWG membership will be comprised of not less than six (6) and not more than twelve (12) members at any time. Membership will be determined by consensus of the SSIWPA steering committee, in consultation with each member organization, and according to membership criteria outlined, below.

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

- Agriculture
- Architecture
- Building science, design (incl. building water technologies)
- Environmental Science/Engineering (with water-related expertise)
- Integrated Water Resource Management
- Mathematics
- Mechanical, Electrical or Civil Engineering
- Public Administration in areas relevant to water use, treatment, delivery, conservation
- Permaculture (with water-related expertise)
- Water conservation and design – ie. Urban/Rural Planning and/or Governance
- Water treatment technology/research

Invitations 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 in a field related to water conservation and efficiency, and academic institutions.

## Term of Service

Some of the members shall be appointed to terms of twelve months and at least three of the members shall be appointed for terms of two years, as determined by the Steering Committee. 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 CEWG, and then every 6 months, as determined by general consensus of the CEWG, a chairperson (Chair) of the working group 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 Chair is to:

- Assist SSIWPA Coordinator to set dates and locations for CEWG meetings;
- Ensure distribution of CEWG meeting notes to CEWG members within 7 days after a meeting;
- Liaise with the SSIWPA Steering Committee Chair, coordinator, Islands Trust and other SSIWPA working groups and committees (such as the Technical Working Group and any SSIWPA Public Advisory Committees);
- Assist with CEWG internal member communications, working with SSIWPA coordinator;
- Provide CEWG progress reports in SSIWPA Steering Committee regular monthly meetings, the content of which is pre-approved by general consent of the CEWG.

SSIWPA Coordinator will act as facilitator and recorder for formal CEWG meetings, unless otherwise arranged and agreed to by both SSIWPA Steering Committee and CEWG. CEWG Chair and Coordinator may agree to work together to facilitate CEWG meetings, to better allow the CEWG Chair to participate in the discussions and technical proposals, or if the Coordinator is absent due to reasons of other priority SSIWPA work. The SSIWPA Coordinator assists CEWG with its group process functions within and outside of CEWG 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.

Full consensus – all representatives agree and support the decision;

Working consensus – not all members support the decision, but all can agree to respect the decision. Those standing aside note their reasons for the record.

Where consensus is not reached on the first go-round, issues/proposals may be tabled at subsequent meetings, but no more than three times for a single proposal/issue. If



consensus cannot be achieved at the third tabling, a majority and a minority opinion statement will be recorded in writing in the meeting notes. Every effort will be made to explore, understand and accommodate the interests of dissenting viewpoints.

## Meetings

CEWG will hold public meetings a minimum of four times per calendar year. CEWG Chair will report monthly on CEWG progress and current activities in SSIWPA monthly meetings, which are open to the public. Some or all of the CEWG members may meet informally as frequently as required, at a location mutually agreed by CEWG members, in order to discuss technical matters related to SSIWPA-assigned working group topics, but not to make decisions or recommendations to SSIWPA.

## Notice of Meetings and Minutes

Notice of the date, time and location of all CEWG meetings will be posted by the Coordinator to the CEWG and SSIWPA Steering Committee Chair by email, and will be posted publicly on the SSIWPA website. Agendas and approved minutes will also be posted to the SSIWPA website under the CEWG agendas and minutes page.

## Conduct

CEWG members and observers will be expected to behave with due decorum:

- Meetings will generally follow Robert's Rules of Order as interpreted by the Chair and/or Coordinator/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 CEWG, and demonstrate mutual respect to other participants.

## Funding

Funding decisions are made by SSIWPA Steering Committee. Representative agencies of the SSIWPA will contribute funding for a SSIWPA coordinator to work with the CEWG. As appropriate, the representative agencies will also provide additional funding in support of agreed to initiatives and in-kind administrative support like meeting rooms, communications, and secretarial services. Other funding will be pursued as required. Some of the CEWG workplan may be accomplished by contractors.



## Conflict of Interest

CEWG 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.

## Publication Protocol

1. Raw data from any SSIWPA-CEWG programs, studies or literature reviews will be shared amongst all CEWG members as they become available, as and if requested.
2. Raw data will be logged and stored in hardcopy form and/or electronic form by the CEWG Chair and SSIWPA coordinator, in the form of a deliverable for the specific SSIWPA study/ program.
3. Data analysis results and working spreadsheets will be shared amongst CEWG members at the sole discretion of the person who created them. Once distributed, data contained in such spreadsheets may then be used by the recipients for their own scientific purposes.
4. Reports dealing with interpretation of the data will (ideally) be written to acceptable scientific standard and will be authored by the person(s) who created them.
5. Selection of report subject matter and content will be determined by the person(s) who write(s) the report.
6. Reports created under 4 & 5 above may be distributed to CEWG members for information and/or request for comment, at the discretion of the author. Subject to correction or editing by CEWG members, **such reports may be forwarded to the SSIWPA Steering Committee either as the author's individual interpretation, or as representative of CEWG group consensus.**
7. Reports generated through work of the CEWG may be published on the SSIWPA website with permission of the author.
8. Reports requested by SSIWPA Steering Committee, by consultants working for SSIWPA, or required as a deliverable of a SSIWPA program, will be authored by the person(s) preparing them. However, by general consent of the CEWG, a report may be considered CEWG- authored (such as the material prepared for a SSIWPA- or public process). Authorship will be worked out on a case-by-case basis, in advance of preparation.
9. Copyright for authored reports will remain with the author(s).
10. Scientific papers prepared under 4 & 5 above may be submitted by their author(s) for publication without permission of CEWG or SSIWPA. Such papers will acknowledge all contributions of data, financial support and expertise from others.



## **Schedule A: Scope of Work for CEWG 2016-17**

As the SSIWPA begins to develop a new Scope of Work for Integrated Water Management Program, island-wide, the focus for its Conservation and Efficiency Working Group at the outset is not yet known, at the time of development of these Terms of Reference.

A full Scope of Work 2016-17 for the CEWG will be developed and released with the SSIWPA Integrated Water Management Program Scope of Work in the latter half of 2016.

St. Mary Lake Integrated Watershed Management Plan  
2015

Progress Report  
July 2016

## Completed

### CONTACT

Action 1 - Quantify P in Stormwater Runoff to SML

Technical Working Group (Chair Hodgins)

Action 2 - Septic Nutrient Input Study

Technical Working Group (Chair Hodgins)

Action 6 - Stewardship Workshops

Steering Cttee (Chair Grams), Partner Agencies (Water Council, etc.)

Action 8 - Water Quality Signage

CRD (PARC office), Steering Cttee (Chair Grams)

Action 9 - Water Fair    Island-wide

Steering Cttee (Chair Grams)


Action 10 - Youth Stewardship Activities

Kids for Creeks (Cate McEwen), Coordinator Cowan

Action 11 - Septic Maintenance Education

Coordinator Cowan: outreach materials CRD

## In Process

|   |  |
|---|--|
| In Progress  |  |
|   |  |
| Action 3 - SML Water Quality Monitoring   | North Salt Spring Waterworks District (Ron Stepaniuk); Technical Working Group (Chair Hodgins) |
| Action 4 - Best Management Practices (Water Quality)  | Steering Cttee (Chair Grams)   |
| Action 5 - Survey of Watershed Owners re: BMPs and Water Uses                                   | Steering Cttee (Chair Grams)   |
| Action 11 - Septic Maintenance Education  | Coordinator Cowan, outreach materials CRD (ongoing)  |
| Action 12 - Biodiversity Inventory (2017-18 SML and Cusheon)                                    | Steering with partners (Cusheon Lk Stewardship Cttee; Stream and Salmon Enhancement Soc.)      |
| Action 13 - Grant writing assistance (watershed projects community-level)                       | Steering cttee and partners  |
| Action 14 - Sediment Pore Water Profiling   | Steering, CRD (Dale Green)   |
| Action 15 - Stormwater Management Phase 2 - NOT NECESSARY                                       | n/a  |
| Action 16 - Permaculture Water Management Education/Program                                     | Outreach by coordinator, with Actions 6 and 9  |



## Item 7.8 Budget 2017 DRAFT

2 pg

**SSIWPA 2017 Budget- DRAFT FOR DISCUSSION**  
**Period: April 1, 2016 - March 31, 2018**

| <u>Revenue</u>  |  |                   |                  |
|-----------------|--|-------------------|------------------|
| <b>Item</b>     | <b>Source</b>  | <b>Cash</b>       | <b>In Kind</b>   |
| Coord           | Tax Requisition<br>Capital Regional District   | 110,500.00        | -                |
| SML             | Carry-Over <sup>1</sup>  | 21,000.00         | -                |
| IWMP            | Capital Regional District <sup>1</sup>   | 20,000.00         | -                |
|                 | FLNRO/MoE *  | -                 | 30,000.00        |
|                 | Other Agencies, Grants   | 35,000.00 ?       |                  |
|                 | <b>Total Income</b>  | <b>186,500.00</b> | <b>30,000.00</b> |
| <u>Expenses</u> |  |                   |                  |
| Coord           | Coordinator contracts  | 85,000.00         | -                |
|                 | Events and   |                   |                  |
| Coord           | Communications   | 8,000.00          | -                |
| Coord           | Meetings   | 5,500.00          | -                |
| Coord           | Administration Levy  | 12,000.00         | -                |
|                 | <b>subtotal</b>  | <b>110,500.00</b> | <b>-</b>         |
| SML             | Lake P Monitoring at SML -<br>2 dozen samples October -<br>Feb to monitor turnover [P]<br>various depths | 3,000.00          | -                |
| SML             | Septic Wells at SML -<br>Clean up  | 3,000.00          | -                |
| SML             | SML Phase Two Sediment<br>Pore Profiling   | 20,000.00         | -                |
|                 | <b>subtotal</b>  | <b>26,000.00</b>  | <b>-</b>         |
| IWMP            | Groundwater study Ph. 1  | 45,000.00         | -                |
|                 | Cusheon Monitoring   | 5,000.00          | -                |
|                 | <b>subtotal</b>  | <b>50,000.00</b>  | <b>-</b>         |
|                 | <b>Total Expenses</b>  | <b>186,500.00</b> | <b>-</b>         |
|                 | <b>Surplus</b>   | <b>-</b>          | <b>-</b>         |

<sup>1</sup> CRD allocations towards expense commitments see addendum

\* Water Budget Project (in-kind, no SSIWPA oversight); linked to Groundwater Study Ph. 1

**Projected breakdown of commitments from requested CRD contributions**

|   |               |                        |
|---|---------------|------------------------|
| Lake P Monitoring at SML - 2 dozen samples October - Feb to monitor turnover [P] various depths | 3000          | carried over from 2016 |
| Septic Wells at SML - Clean up  | 3000          | carried over from 2016 |
| SML Phase Two Sediment Pore Profiling   | 10,000        | carried over from 2016 |
| IWM Program - Groundwater Supply Study  | 20,000        | New Request 2017       |
| Cusheon monitoring  | 5,000         | carried over from 2016 |
| <b>Estimate of spending</b>   | <b>41,000</b> |                        |

**not spent from 2016 fiscal**

|                          |        |
|--------------------------|--------|
| septic education         | 2000   |
| stewardship workshops    | 1400   |
| Cusheon                  | 5000   |
| Phase 2 Sediments at SML | 10-20K |
| Septic verification      | 1000   |
| septic wells clean up    | 2000   |