



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

**Date of Meeting:** Monday, September 26th, 2016 10:00 am - 12:00 pm

**Location:** 112 Rainbow road, Salt Spring Island, B.C.

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. MINUTES**

3.1 Draft minutes of the August 19, 2016 SSIWPA Regular 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(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.

**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** - George Grams

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 **Cusheon Water Use Survey Results** - attached highlights (Coordinator)

## 6.7 Potential Grants for SSIWPA projects

6.7.1 **Integrated Water Management Program objectives** - *attached*

6.7.2 **Other SSIWPA watershed projects and objectives** - *attached*

6.8 **Royal Roads University Student Project Partnership Opportunity** - *attached draft application* (Coordinator)

6.9 **SSIWPA Budget 2017-18 Draft** – *attached*

6.10 **Water Sustainability Act information for SSIWPA** - *attached*

6.11 **Meeting Venue Booking Rates** - *attached*

## 6.12 Upcoming Events

CRD Solid Waste Management Information Session - **Rescheduled to October 18 or later** (Exact date to be announced verbally, still under consideration). SSIWPA members invited, open to the public.

**Thursday, October 27th 12:30pm** (Location TBA) SSIWPA Coordinator presentation to CRD Integrated Watershed Management Community Meeting  
(CRD Greater Victoria, Saanich and Gulf Islands Area Watershed Stewardship Groups)

## 6.13 Correspondence

6.12.1 Correspondence protocol - amendment attached, for discussion.

6.12.2 Public correspondence, received by email August 13, 2016.

6.12.3 Regulatory and Environmental Public Questionnaire by Natural Resources Canada. by Public Correspondent, August 27, 2016

<https://www.canada.ca/en/services/environment/conservation/assessments/environmental-reviews/share-your-views/share-views-improve-processes>

## 5. OTHER BUSINESS

5.1 Questions and Comments from Public

## 6. UPCOMING MEETING

Friday, October 21, 2016 at CRD Portable 145 Vesuvius Bay Rd., SSI.

## 7. ADJOURNMENT



# Salt Spring Island Watershed Protection Authority

Minutes of a Regular Meeting

**Date of Meeting:** Friday, August 19, 2016  
**Location:** 103 Bonnet Ave., Lion's Hall, Salt Spring Island

**Members Present:** George Grams, Chair, Islands Trust Local Trustee  
Dale Green, Capital Regional District, Integrated Watershed (via telephone 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)  
Ron Stepaniuk, District Manager, North Salt Spring Waterworks District (NSSWD)  
Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director

**Staff Present:** Shannon Cowan, Coordinator, Recorder

**Regrets:** Stefan Cermak, Regional Planning Manager (RPM)

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

**Media and Others Present:** 6 members 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 9:31 a.m.

## 2. APPROVAL OF AGENDA

Coordinator Cowan proposed to amend the agenda with 3 additional items, and one agenda wording change correction.

Item 3.2 Draft Minutes of the July 29 Special SSIWPA Steering Committee Meeting (hard copies provided in the meeting),

Item 6.6.1 - Proposed IWM Purpose statement revision by Ron Stepaniuk and revision to addendum by Chair Grams (see attached Item 6.6.1, hard copies provided in the meeting).

Add an agenda item 6. Rise and Report. Shift numbering of subsequent items.

Proposed correction to the Closed Meeting Resolution wording, as follows: Remove Section 90(j) and add Section 90(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.

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

### 3. MINUTES

#### 3.1 Draft Minutes of the June 17, 2016 Salt Spring Island Watershed Protection Authority Regular Meeting

**Amendment suggestion by Member Stepaniuk was made:** Section 8.1 1<sup>st</sup> para line 3 “pat” should be “part”.

**By general consent**, the Salt Spring Island Watershed Protection Authority Draft Minutes of July 15, 2016 were adopted, as amended.

#### 3.2 **By general consent**, the Salt Spring Island Watershed Protection Authority Draft Minutes of July 29, 2016 were adopted.

### 4. CLOSED MEETING RESOLUTION

At 9:35 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(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.

**CARRIED**

### 5. OPEN MEETING RESOLUTION

At 10:06 a.m., it was **MOVED** and **SECONDED** that 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

**6.1 By general consent**, SSIWPA determined that both applicants met the Terms of Reference qualifications for the Conservation and Efficiency working group. Coordinator Cowan will inform the two applicants of this fact.

**6.2 By general consent**, SSIWPA agreed to defer making any formal appointments to the Conservation and Efficiency working group at the current time, while it awaits more applicants.

**6.3 By general consent**, SSIWPA agreed that the Coordinator will draft a revision to amend the Terms of Reference for the CEWG in terms of the specific call for desirable areas of

experience for applicants.

## **7. BUSINESS ITEMS**

### **7.1 Chair's Report**

The Chair reported a focus of time and effort to revise the draft Integrated Water Management Program purpose and objectives, website management (including observing the need to expand the document library storage limit), building the St. Mary Lake sign casing and sourcing mounting materials, then mounting the sign.

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

Committee Member Stepaniuk reported St. Mary Lake water quality is still poor and about at the same level (just under 40.3m) as it was this same time last year. Monitoring for cyanotoxins, and conservation messaging is continuing by NSSWD.

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

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

On Aug 18 Secchi Disk measurement was 4.65 metres and last month it was 5.18 metres. The lake is not clear as floating algae can be seen in the water column.

The corrected Lake gauge measurements are as follows:

July 20 was 1.008 metres; July 28 was 0.966 m; Aug 5 was 0.926 m; Aug 10 was 0.916 m; Aug 18 was 0.871 m.

The lake has lost 16.5 cm despite the small amount of precipitation. By comparison, in 2015 on Aug 14th the same lake was at 0.866 m (so very comparable to last year).

Rainfall quantities received at Salt Spring Elementary: Aug 18 2016 - 3.8 mm; Aug 30 2015 - 36.3 mm; Aug 30 2014 - 11.2 mm.

The lake temperature is very warm for the salmonoid populations. Many people are also swimming as it is very warm. The oxygen at the bottom is absent and disappears at the 7 metre mark.

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

The Coordinator's Report for the period July 9 – August 12, 2016 was received for information.

### **7.5 Technical Working Group Report**

TWG met twice since last monthly SSIWPA meeting. One of it's meetings was with with Ministry of Environment and Ministry of Forests, Lands and Natural Resource Operations groundwater hydrogeology representatives to discuss the scope of work for groundwater assessment on Salt Spring Island in the coming year to 3 years.

After listening to Dr. Diana Allen on August 19, 2016, the TWG will coordinate with FLNRO and MOE a complementary scope of work for groundwater assessment. Co-Chair Hodgins spoke on behalf of SSIWPA and TWG at the Aug 18 “Tackling Drought” event at Salt Spring Community Gospel Church, where he invited applicants to the new SSIWPA Conservation and Efficiency working group.

## **7.6 Integrated Water Management (IWM) Program Purpose and Objectives.**

Two revisions to the Background and Purpose statement were submitted for consideration. (Item 6.6.1 attached) Chair Grams called for comments on Member Stepaniuk’s suggested revisions.

**7.6.1 By general consent** Salt Spring Island Watershed Protection Authority agreed to accept Member Stepaniuk’s changes to the Objectives section of the document (Item 6.6.1 attached) and the changes to the Purpose statement, except for omission of the word “primary”.

**7.6.2 By general consent,** the Salt Spring Island Watershed Protection Authority agreed to make changes to the IWM Background statement, as follows:

Remove the first paragraph and replace it with “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.

Those concerns are mainly focused on the north end of the island where, for example, North Salt Spring Waterworks District (NSSWD), which supplies one of the most densely populated parts of the island including all of Ganges village, has introduced a moratorium on new water connections due to source capacity issues.”

## **7.7 SSIWPA Budget 2017-2018 - Draft**

**By general consent,** the Salt Spring Island Watershed Protection Authority agreed to request Coordinator Cowan to follow up with Planner Cermak on the in-kind contributions from Local Trust Committee that are expected in the 2017 fiscal budget.

**By general consent,** the Salt Spring Island Watershed Protection Authority agreed to request Coordinator Cowan to follow up with Vice-Chair McIntyre and Member Green regarding the draft 2016 CRD carry-over and exact contribution amounts for 2017.

## **7.8 Watermark Newsletter Sign Up**

September – Chair Grams  
October – Member Hewitt  
November – Vice-Chair McIntyre and Member Green  
December – Chair Grams

## **7.9 Upcoming Events**

Monday September 19<sup>th</sup>, 2016: 12:00 – 2:00 pm @ Harbour House Hotel. Steering Committee, TWG and members of the public are invited to a “CRD Solid Waste

Management Information Session”

Saturday, Sept. 17th and Sunday, Sept. 18th SSIWPA at Fall Fair Booth Staffing Assistance Requested. Please speak to Coordinator Cowan before Sept 1st to sign up\*.

September 27th 12:30pm (Date and location To Be Confirmed.) SSIWPA Coordinator presentation to “Integrated Watershed Management Community Meeting“ (CRD Greater Victoria, Saanich and Gulf Islands Area Watershed Stewardship Groups)

September 30th, and October 1st SSIWPA Coordinator (or alternate) attends Watersheds 2016 Watershed Governance Conference in Vancouver

Outreach planning for Water Fair February, 2017 - Sept - November planning period.

## **7.10 Correspondence**

7.10.1 Advertising opportunities for SSIWPA from the Driftwood Media Group were received for information.

**It was agreed by general consent** that Salt Spring Island Watershed Protection Authority will run an advertisement (colour ¼ page) about the new Conservation and Efficiency working group, and SSIWPA in general, in the Harvest Time magazine offered by the Driftwood Gulf Islands Media publishing group.

7.10.2 Chair Grams reported that the website has nearly filled all available storage online.

**By general consent** the Salt Spring Island Watershed Protection Authority agreed to request Chair Grams to upgrade the website.

## **8. OTHER BUSINESS**

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

A suggestion was made to ask members of the public to write Watermark newsletter articles.

A question about the Integrated Water Management Program purpose statement was raised, and answered by Chair Grams.

## **9. NEXT MEETING**

Please note the special date and time for this month’s meeting.  
September 19, 2016, 9:30 a.m. to 11:30 a.m. at the School District Boardroom.

## **10. ADJOURNMENT**

**By general consent** the meeting adjourned at 10:49 a.m.



## **Coordinator's Report**

**August 13 - Sept. 13, 2016**

### **Meeting Admin:**

- Agenda creation - SSIWPA Steering Committee meeting August 19, 2016
- recorded meeting minutes for August 19, 2016 meeting – Draft sent to Committee
- procured July regular, closed, and special adopted minutes signatures from Chair
- created draft agenda for TWG quarterly meeting
- postponed TWG quarterly meeting by one month, communications and venue booking changes made
- created, compiled agenda package for Steering Committee monthly September 19, 2016
- venue bookings for fall 2016 working group, steering cttee; new fees researched

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

#### ***Facilitation:***

- August 19, 2016 Steering Committee regular and closed meetings
- August 19 Dr. Allen presentation (public event)

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

- IWM Program Charter finalized, changes itemized and approved by Steering Cttee

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

- Developed print Ad for newspaper and online SSI Exchange, posted Ads 3-4 weeks
- Liaised with applicants
- Received two applications by Aug 12 Agenda Package deadline
- Recruitment – contacting list of local organizations, community well managers, etc. (in process)



**Budget:**

- Researched grants for IWM program objectives
- Revised 2017 budget with in Kind input from Islands Trust Regional Planning Manager, Member Green

**Cusheon Watershed Project (water use survey):**

- Further survey analysis completed and reported
- Powerpoint presentation created with results to Steering Committee Sept 19

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

- Progress Report revised with help from Chair, final online
- Best Management Practices list (action item in SML IWMP 2015) *in process*
- Sign – mounted at lake
- Communications with Islands Trust Planning Staff re: Environmental Farm Plan workshops for island farmers re: watershed management

**Technical Working Group Projects Coordination:**

- facilitated communications between TWG members on ongoing projects, agendas, revisions
- Community water systems metered water use and well specs requests (under development with TWG members)

**Other Projects:**

- Building BMPs and DPA package for realtors – in process
- Consultation for St. Mary Lake Riparian Restoration project by local groups

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

- completion of Diana Allen August 19 presentation, lunch, and TWG workshop
- supply procurement, document lamination for fall fair booth for SSIWPA – soon to be complete

**Communications**

- CRD 50<sup>th</sup> anniversary invitation to SSIWPA forwarded

- CRD Environmental Resource Management Department re: Solid Waste Planning Session – ongoing coordination
- coordinated booth location at fair with three other organizations
- Supervised advertisement creation for Harvest Time publication (Driftwood Gulf islands Media), release date end of September

***Watermark newsletter***

- in process for September – release date is 3-4 days prior to regular monthly meeting

***News posts on website:***

- calendar update for meetings
- web library reorganized agenda folders

***Website:***

- Best Management Watershed Stewardship Page – research under way, page under development
- Staff page under development

**Cusheon Survey Spring 2016**  
**Highlights of Data Analysis by Shannon Cowan**  
September 12, 2016

**This survey proposed to answer the following:**

- How is water collected and used?
- What best management practices regarding conservation of the resource and land use management are effectively being practiced?
- Where is education needed?

**Result Highlights:**

1. Most respondents were on Beddis Water Service Area (treated community lake source) – 52%
2. Most well or private lake licensees filter the raw water, 10-19% also treat with either UV or chlorine
3. Conservation of treated water in the home is actively practiced by most.
4. 60% do not harvest rain; 33% of those plan to begin harvesting rain in 2017. Rain is used almost exclusively for vegetation (not animals).
5. Less than half who responded have surface ditches/ponds. None use surface water for garden/non-potable uses. Erosion was minimal.
6. Use of water for business was largely non-agricultural (1 of 6).
7. 32-37% were unsure of land use zoning regulations.

**Education should be considered for:**

- Behaviours and new technologies that support conservation
- Rainwater harvesting benefits, possible uses of the harvested rain, how-to
- Health impact to private licensees for water quality testing
  - appropriate levels of contaminants in the lake water (especially coliform bacteria, cyanobacteria, cyanotoxins, pharmaceuticals), and how to test for each.
- Development Permit Areas for wetlands and watersheds (4 & 7)

**Surveys delivered** to the general public generally get a 10-15% response rate. This survey design was sub-optimal, but did have an average response rate (14%). Several individual questions were not answered by all respondents.

**Recommendations**

1. Survey design: fewer multiple choice; simple, binary questions. Consider smaller random sample representative of island regions.
2. Include questions about well depths, locations and pump test flow rates.
3. Engage community members in information session to explain survey. These could be offered in coffee shops, or people's homes, by an outreach committee.
4. Agricultural use questions should be reviewed by the Agricultural Alliance or some advisory body.



## SSIWPA IWM Program 2017

### Potential Grant Funding Information

#### Summary

The grants described below may be appropriate competitions for IWM Program objectives i) freshwater supply/quantity characterization, ii) demand for human uses or iii) supply capacity and efficiency - research and policy development.

Grant	Project Obj.	Details, Eligibility	Agency responsible	Website, Deadline
REFBC	i) supply quantification - groundwater	<p>50% of total cash costs (1:1 with matching sources), or 33% of total project costs (incl in kind) may be funded.</p> <p>Deliverable: GIS mapping of groundwater wells (private, commercial, communal)</p> <p>Significant in kind from IT GIS department required.</p> <p>Cash and in kind from CRD, IT, NSSWD, others.</p> <p>Partners: MOE/FLNRO with Phase 2 of their SSI Water Budget (GW modelling stage, if funded) \$30K in kind.</p>	Islands Trust	<p><b>March 2017</b></p> <p><a href="http://www.refbc.com/grants/freshwater-sustainability">http://www.refbc.com/grants/freshwater-sustainability</a></p> <p><b>Nick Davies</b></p>
REFBC	ii) demand quantification	<p>see above grant info (could all be same project, diff objectives)</p> <p>Deliverables: Consultant to design and implement survey about water usage (wells, surface licenses and uses) of representative random sample (SSI all).</p> <p>Partners: complements deliverables of Phase 1 MOE/FLRNO project coming April 2017</p>	Islands Trust	<p><b>March 2017</b></p> <p><a href="http://www.refbc.com/grants/freshwater-sustainability">http://www.refbc.com/grants/freshwater-sustainability</a></p> <p><b>Nick Davies</b></p>

## SSIWPA IWM Program 2017

Potential Grant Funding Information



Grant	Project Obj.	Details, Eligibility	Agency responsible	Website, Deadline
<p>Vancouver Foundation Field of Interest - Environment and Animal Welfare Grant</p>	<p>IWM iii ) enhancing supply capacity, incentivization and policy change</p>	<p>50% funding (1:1 with matching sources) Must have charitable status (yes). All about environmental projects for social innovation.</p> <p>emphasis on</p> <ul style="list-style-type: none"> <li>- strategies and solutions to address and respond to climate change and other environmental issues (protect and enhance natural resources</li> <li>- ideal to apply, when SSIWPA is ready for objective iii)</li> </ul>	<p><a href="https://www.vancouverfoundation.ca/grants/field-interest-grants/key-dates">https://www.vancouverfoundation.ca/grants/field-interest-grants/key-dates</a></p>	<p>Deadline depends on grant type.</p> <p><a href="https://www.vancouverfoundation.ca/sites/default/files/documents/VF-Environment-and-Animal-Welfare-Guidelines.pdf">https://www.vancouverfoundation.ca/sites/default/files/documents/VF-Environment-and-Animal-Welfare-Guidelines.pdf</a></p> <p><a href="mailto:terra.Kaethler@vancouverfoundation.ca">terra.Kaethler@vancouverfoundation.ca</a></p>
<p>Royal Roads U. Undergraduate Partnership</p>	<p>iii) Assessment of water conservation strategies and technologies for SSI (rain, greywater)</p>	<p>Assist SSIWPA CEWG</p> <p>Not a grant program. Will cost SSIWPA \$600 and in kind time. Begins November 2016 - depends on selection of project by committee of supervisory faculty at RRU.</p> <p>Outcome: Report to SSIWPA August 2017</p>	<p>Islands Trust (SSIWPA Coord, Planner Starke)</p>	<p><b>End of September</b> to RRU.</p>



**SSIWPA Watershed Project Areas**

Potential Grant Funding Information

**Summary**

The grants described below may be appropriate competitions for St. Mary Lake Integrated Watershed Management plan (2015) action items, or the Cusheon Watershed Management Plan (2007) action items.

Grant	Project Obj.	Details, Eligibility	Agency responsible	Website, Deadline
<p>REFBC Freshwater Sustainability Grant</p>	<p>SML IWMP Action #14 - Sediment Pore Water study #12 - Biodiversity Inventory #16 - Permaculture Water Mgmt and Environmental Farm Plan (see below for deliverables)</p>	<p>Funds 50% of cash, or 33% total (including in kind). Project timeline 01/06/2017 - 1 year or 2 year</p> <p>Emphasis on monitoring, water quality in this type of grant means that this meets the grant priorities. Best if combined with biodiversity inventory (IWMP Action #12) as well</p> <p>Deliverables: 14- sediment phosphorus monthly levels over full seasonal cycle; 12 - CABIN Watershed Biodiversity Inventory (Ecological Monitoring and Assessment strategy) (QEP) 16 -Deliverables: Farm Water Management Education - Environmental Farm Planning &amp; permaculture workshops and coordination assistance for groups of farmers to apply for EFP funding on qualified projects related to watershed stewardship (3 4-hour workshops)</p> <p>Measurable water quality impacts in Cusheon, SML - monitoring for P in point source areas related to EFP</p>	<p>CRD (SSIWPA Coord, Technical working group, esp. Dale Green)</p>	<p><b>March 2017</b> <a href="http://www.refbc.com/grants/general-grant-program">http://www.refbc.com/grants/general-grant-program</a>  <a href="http://www.refbc.com/grants/freshwater-sustainability">http://www.refbc.com/grants/freshwater-sustainability</a>  <a href="mailto:nick@refbc.com">nick@refbc.com</a></p>

## SSIWPA Watershed Project Areas

Potential Grant Funding Information



Grant	Project Obj.	Details, Eligibility	Agency responsible	Website, Deadline
Wildlife Habitat Canada	SML IWMP Action #12 - Biodiversity Inventory  (partner, HCTF-funded riparian restoration at 2 lakes by Salmon Enhancement group)	Habitat Conservation Research Project. Funds 50% of project revenue. need 1:1 matching Project timeline 01/04/2017-31/03/2018. Requires matching cash from IT, CRD, others Must align with goals of North American Waterfowl Management Plan ( <a href="http://nawmp.wetlandnetwork.ca/nawmp-revision-2012/">http://nawmp.wetlandnetwork.ca/nawmp-revision-2012/</a> )	Islands Trust  Eligible: provincial, regional, local gov'ts; not for profits	<a href="http://whc.org/">http://whc.org/</a> November 1, 2016

**MAJOR PROJECT FOR BSC IN ENVIRONMENTAL SCIENCE  
ROYAL ROADS UNIVERSITY  
2016/2017**

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**Name of Sponsor:** SSI Watershed Protection Authority / Islands Trust  
**Tel:** 250-653-4867 / [250-538-5611](tel:250-538-5611)  
**Fax:**  
**Email** [ssiwpacoord@gmail.com](mailto:ssiwpacoord@gmail.com) / [Smiller@islandstrust.bc.ca](mailto:Smiller@islandstrust.bc.ca)

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**Title of Project** “Assessment of Water Conservation Strategies and Technologies for Salt Spring Island, B.C.”

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**Background**

## Draft for discussion

Salt Spring Island Watershed Protection Authority (SSIWPA) was formed by Islands Trust in late 2013 as a multi-agency roundtable with the mandate of coordinated watershed management on Salt Spring Island. See [www.ssiwatersheds.ca/](http://www.ssiwatersheds.ca/) for more information.

In response to water quality issues in one of Salt Spring Island’s primary drinking water sources (St. Mary Lake), SSIWPA completed a multistakeholder planning process that resulted in the “Integrated Watershed Management Plan for the St. Mary Lake Watershed 2015”, on Salt Spring Island, B.C. As implementation of the Plan was underway, SSIWPA determined the need to expand its focus to respond to climate change and drought patterns, as well as assessment of the freshwater resource as a whole (groundwater and surface water, in combination).

SSIWPA launched an island-wide effort in late spring of 2016 called “Salt Spring Integrated Watershed Management Program”, in order to address the need to:

- quantify the volume of freshwater available (in a renewable manner) for human use;
- measure and optimize the efficiency of potable water resource uses/demand;
- if necessary, adjust bylaws and regulations to limit further densification in areas where water quantity sensitivities exist to sustainable levels.

As part of the new initiative IWM Program, SSIWPA is forming a Conservation and Efficiency Working Group: a task force of local expert volunteers in an advisory role to the SSIWPA Steering Committee. The working group will undertake assessment of water conservation and efficiency strategies, and their expected impacts (see IWM Program Objectives). Royal Roads University Partnership project students would be suited to assisting with the research and assessment of specific domestic and commercial water conservation strategies and alternative technologies available and in use in communities facing freshwater resource management opportunities and challenges similar to Salt Spring Island (see details below).

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**Requirement**



A group of students to conduct research into existing statistical information about water consumption, local and provincial freshwater regulations, and alternative freshwater harvesting and conservation strategies for a typical rural population in the British Columbia Gulf Islands. This project emphasizes investigation into leading edge technologies, and environmental impacts of alternative freshwater strategies, such as rainwater harvesting for potable use, and grey- and wastewater recycling for potable use, and the ability to assess such strategies in a local context.

Students will provide supporting evidence in the form of recommendations and answers to specific questions (see Objectives) in report (and possibly presentation) format.

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## Objectives

# Draft for discussion

- Conduct feasibility research for rainwater harvesting strategies and technologies suited to Salt Spring Island (SSI) local conditions (size and costs):
  - What is the annual average rainwater catchment supply quantity from recent available information? (SSI median-sized home roof area capacity measure, average precipitation collection quantity from residence roof area, etc.)
  - What is the average domestic-use potable water daily & annual consumption rate, following average statistics for median-sized single-family dwelling (2-3 occupants), adjusted to Salt Spring Island norms? Would the average supply of treated rainwater meet potable needs, according to historical average consumption?
  - What are cistern size requirements to optimize rainwater collection from a median-sized home? For a multi-family home or strata townhome/apartment complex allowable on SSI under current zoning? For a small business?
  - What are other costs (installation, storage, treatment, maintenance, etc.) for outfitting a median-sized single-family dwelling to source all potable water from rooftop rain collection? Repeat for multi-family homes or strata townhome/apartments.
  - What is the average non-potable (outdoor, garden) daily & annual consumption rate for SSI single-family dwelling (with/without family food production)? Repeat for multi-family homes or strata townhome/apartments.
  - Does the rainwater supply from a median-sized single family dwelling meet the need for both potable and non-potable domestic uses, based on SSI norms? If not, would a neighbourhood treatment system be feasible (potable/non-potable)? What are the approximate costs and assumptions for community rainwater catchment systems?
- Conduct feasibility research for grey water and wastewater re-use strategies and technologies suited to Salt Spring Island (SSI) local conditions (size and costs):
  - Demonstrate examples of existing greywater and wastewater re-use technology in SSI local (or similar) single-family dwelling conditions: characterize water volume (size) and potability, regulated uses (following existing health and regional building code legislation), costs to implement, and any regulatory or zoning restrictions.
  - Demonstrate examples of potential greywater/wastewater re-use technology based on different regulatory / political environments (e.g. Oregon State), as it could be applicable to SSI conditions (include costs, and potential impacts on water consumption rates)
- Predict quantitative environmental impacts for each rainwater or greywater technology in a local context (i.e. predictive reduction of demand on municipal water resources):

- How might each of rainwater catchment and treatment for potability, and greywater/wastewater re-use for a typical SSI single-family dwelling serve to reduce potable freshwater consumption rates on a unit basis? Be specific, and include any regulatory/policy changes that would accompany this scenario. Repeat for multi-family dwelling, and strata townhome/apartment scenario.
  
- Research and report on effects of consumer incentives used in other localities to manage freshwater demand, increase conservation, etc. (i.e. subsidies, building code, zoning changes, tiered rates, etc.), and their feasibility in the SSI context.

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**Anticipated Costs/Budget:**

- Direct costs **\$600.00**
  - \$500 - travel for 1 trip to Salt Spring Island from Royal Roads University (mileage, food, transportation)
  - \$100 - printing (two interim reports and a final report)

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**Faculty Advisor:** Faculty Advisors will be assigned to each team and will provide guidance in methodology and dissemination of their findings. Project sponsors are not directly involved in the production of the final report.

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Draft

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

<b>Revenue</b>			
<b>Item</b>	<b>Source</b>	<b>Cash</b>	<b>In Kind</b>
Coord	Tax Requisition	110,500.00	-
	Local Trust Committee		
	Watershed Protection Project <sup>2</sup>		20,000.00
	Office Services <sup>2</sup>		250.00
SML	Capital Regional District	16,000.00	-
IWMP	Capital Regional District	3,000.00	-
	FLNRO/MoE SSI Water Budget*	-	30,000.00
	Grants <sup>1</sup>	45,000.00	
<b>Total Income</b>		<b>174,500.00</b>	<b>50,250.00</b>
<b>Expenses</b>			
Coord	Coordinator contracts	85,000.00	-
	Events and Communications	8,000.00	-
	Meetings	5,500.00	-
	Administration Levy	12,000.00	-
	Local Trust Committee		
	Watershed Protection Project		20,000.00
	Office Services		250.00
	<b>subtotal</b>	<b>110,500.00</b>	<b>20,250.00</b>
SML	Septic wells - clean up	2000.00	
	Sediment pore chemistry	10000.00	
	Stewardship workshop, signage	1000.00	
	Turnover Lake P monitoring	3000.00	
	<b>subtotal</b>	<b>16,000.00</b>	<b>-</b>
IWMP	Stormwater-groundwater assessment	45,000.00	30,000.00
	Cusheon Monitoring	3,000.00	-
	<b>subtotal</b>	<b>48,000.00</b>	<b>30,000.00</b>
<b>Total Expenses</b>		<b>174,500.00</b>	<b>50,250.00</b>
<b>Surplus/Deficit</b>		<b>-</b>	<b>-</b>

<sup>1</sup> 50% of this amount will likely be sought as matching cash and in kind from SSIWPA agencies and partners

<sup>2</sup> see Islands Trust addendum

\* Provincial project linked to SSIWPA-TWG Groundwater

**Islands Trust Addendum to SSIWPA Draft Budget  
April 1, 2017 - March 31, 2018**

***In Kind Amounts***

In Kind suggests something other than money. Services, material, equipment or labor committed or received that would otherwise be paid from the project budget

Watershed Protection Project - \$20,000 (follow up to OPUS reports)

Office services: approx. value 12 meetings X 10 prints X 20 pages = 700 X \$.10 = \$240 (or \$20/meeting)

***Exclusions from In Kind Amts***

Staff and Planner time - included in Admin. Levy

## Provincial Water Sustainability Act (WSA)

General info: <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/laws-rules/water-sustainability-act>

And

<http://engage.gov.bc.ca/watersustainabilityact/>

“Licensing Groundwater Users” Brochure:

[http://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/gw\\_licensing\\_brochure.pdf](http://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/gw_licensing_brochure.pdf)

A forum about Water Sustainability Act and groundwater licensing regulation changes for business owners and the general public:

**October 22, 2016 Mayne Island Ag Hall 1-4pm.** (FLNRO presenting)

SSIWPA could invite FLNRO to present a Watershed Stewardship Series **public workshop** on SSI addressing:

How does WSA and its regulations affect

- i) SSI agriculture,
- 2) SSI small businesses, and
- 3) SSI community water systems?

### Key Points to discuss:

- What is the understanding of SSIWPA steering committee and working group members about the Act and its Regulations? Does the published information seem adequate?
- What is the role for SSIWPA in sharing information about the Act on Salt Spring Island? Weblinks and e-news? Workshop? Printed materials? Others?

### Past SSIWPA actions on the WSA:

- Pat Lapcevic, Sylvia Barroso (FLNRO) and Julie-Ann Ishikawa (MOE) are SSIWPA member resources regarding the WSA.
- Watermark (SSIWPA) articles on WSA appeared in Jan. 2016 (by TWG member Ishikawa) and, Nov. 2015 (Freshwater Alliance web postings about WSA).

Venue Booking Rates

Most appropriate spaces for meetings:

SD64 Portable:  
 \$7.50/hour  
 Total for 2 hour meeting - \$15.00

All Saints by the Sea Church Hall  
 22.50/hour (no minimum)  
 Total for 2 hour meeting - \$45.00

CRD Portable:  
 \$15.75/hour for use of space  
 \$16.42/meeting for use of AV cabinet  
 Total for a two hour meeting - \$47.92

Less appropriate due to lack of reliable wifi/internet for webconferencing:

Library:  
 \$30/hour  
 Total for 2 hour meeting - \$60.00

Community Gospel Upstairs Meeting Room  
 \$25/hour (min. 3 hours) Min. booking - \$75.00

**Remaining Fiscal Year 2016-17 Meeting Venue Expenditures:**

Committee (estimated meeting #)	SD64	CRD	Library (conferencing not reliable)
Steering (5)	75.00	239.60	300.00
TWG (2 public, plus 6 subcommittee informals)	120.00	383.36	480.00
CEWG (6)	90.00	287.52	360.00
<b>Totals</b>	<b>285.00</b>	<b>910.28</b>	<b>1140.00</b>

## SSIWPA Correspondence Protocol

Adopted August 26, 2015

Draft Amendment September 19, 2016

**Purpose:** This document was created to outline the process of receiving and responding to “**Incoming SSIWPA Correspondence**”.

It was created with consideration for Islands Trust Incoming Local Trust Committee Correspondence Policy: General (Chapter 7 Section 4, item i).

### **Definition of terms:**

“Content” refers to a full copy of the correspondence.

“Correspondent” refers to the person who wrote the original letter to SSIWPA.

"Correspondence" means any written communication received by mail, courier, facsimile transmission, email, webmail or other electronic format, or in person.

"Defamatory" means false statements communicated to other people about a person that tends to hurt the person's reputation.

**Protocol 1) for comments offered by members of the public in a meeting of the SSIWPA Steering Committee, and included in the meeting minutes.**

In the meeting, under “Other Business”, comments will be invited from the public, and the following steps will be applied:

- 1) public questions about SSIWPA business that are posed to the committee members present will be answered in the meeting, if the committee is in agreement that there is time to do so, and if a SSIWPA member is prepared to address it/them;
- 2) public comments or suggestions to SSIWPA will appear in Draft minutes of this meeting, and will be considered under the agenda topic they pertain to, in a following meeting of the same committee, if applicable;
- 3) members of the public in attendance will be informed that any comments they would like to formally make to SSIWPA should be submitted by email correspondence in writing to the Coordinator prior to the agenda release date for the upcoming meeting.

Following release of Draft Meeting Minutes to the Steering Committee, SSIWPA Coordinator will:

- sift through minuted public comments/suggestions
- add any public comments/suggestions to upcoming agendas where those agenda topics are already under discussion, as set by SSIWPA Steering Committee Chair/member/coordinator.

**Protocol 2) for Incoming **Email or Telephone** Correspondence addressed to SSIWPA or SSIWPA Steering Committee:**

1. Correspondence is opened and forwarded to SSIWPA committee email address list.
  - a. It is marked “For Info” at this stage.
2. Correspondence submitted to the SSIWPA is a public record, and it may be published in a meeting agenda that is or will be available for viewing by the public, and published to the SSIWPA website.
3. If individual SSIWPA members receive correspondence addressed to all of SSIWPA (or to a different committee), they agree to forward it to the Coordinator.
4. Upon receipt of correspondence addressed to SSIWPA, Coordinator takes the following follow-up actions:
  - a. Any defamatory language is removed from the correspondence, and may be replaced with [...]
  - b. Does the content require SSIWPA action?
    - **If Yes:** the content is brought forward on the upcoming SSIWPA committee meeting agenda.
    - **If No:** Content of a general operational nature, including general inquiries and routine requests for publicly available information about SSIWPA or about the work of SSIWPA is answered directly by the Coordinator. The Coordinator’s response is copied to the appropriate SSIWPA committee for information.
  - c. Does content of the letter fall wholly (or partially) under the jurisdiction Water Service Districts on Salt Spring or specific Member Agencies of SSIWPA (ie. Islands Trust, CRD, etc.)?

**If Yes,**

    1. Coordinator will acknowledge receipt of content to the Correspondent.
    2. Coordinator will forward content to the SSIWPA representative of that Water District/Agency (cc: Chair of the Board or District Manager of that District/Agency, if applicable) with a request for reply to Coordinator within 30 days. All content will be copied electronically to SSIWPA Chair and included “For Info” in the subsequent SSIWPA Committee Agenda Package.
    3. Coordinator follows up with Agency/District within 30 days, and places return correspondence from the Agency/District in the subsequent Agenda Package.



4. Upon consideration and consent about the content of the return correspondence, Coordinator sends the content of the return correspondence to the Correspondent.

**If No,**

1. Coordinator acknowledges receipt of content to the Correspondent.
2. Coordinator marks the correspondence in the upcoming SSIWPA Agenda Package as “For Discussion”.
3. Coordinator takes action after the meeting where the correspondence was discussed to reply, as directed by SSIWPA, to the Inquiring Correspondent, or to coordinate the writing and delivery of the reply from a member of SSIWPA.

Acknowledgement of Receipt of Correspondence to SSIWPA:

Thank you for your letter dated \_\_[date]\_\_, addressed to SSI Watershed Protection Authority.

It will be forwarded to the SSIWPA  Committee and considered in its upcoming meeting, agenda dated \_\_[date]\_\_.

When this correspondence has been considered by the relevant SSIWPA members/agencies, SSIWPA will forward any reply to you in a timely manner.

Thank you for contacting the SSIWPA  Committee.

Received by email August 13, 2016

Item 6.12.2 - 1 page

From a Member of the Public  
To: SSIWPA Steering Committee

**Shannon, Please forward this message to the SSIWPA Executive.**

**Salt Spring Island Watershed Protection Authority**

I commend you for making improvements to the **Integrated Water Management (IWM) Program Purpose and Objectives** at your meeting on July 29th. Since no comments from the audience were accepted after the meeting, I am sending along the following suggestions:

Comment: I have not seen the rewritten purpose statement. However wording that was considered at the last SSIWPA meeting implied that the sustainable yield of our water sources has not already been exceeded. In fact, in some areas sustainable yield has been exceeded. Salt Spring Water Company is delivering bulk water to over 100 households, meaning their wells are failing at least part of the year. Also, I have heard that Scott Point water system has saltwater intrusion. The SSIWPA study could look into this. For this reason, I suggest that the stated purpose of the study could include wording such as "...protect and prevent further degradation of potable water sources".

**CEWG Program Charter details**

Existing language: "4.1.1 Audit water delivery and distribution systems....."

Comment: Local water delivery systems are managing their supply and demand already; so it isn't clear why SSIWA's involvement is needed. I suggest this wording be re-phrased to offer "assistance" from SSIWPA in assessing their supply system or asking them if they would like their desired efficiency upgrades to be incorporated into the report.

**Utilization of local knowledge and history**

Comment: It is not clear where in the process or how there will be an opportunity for this study to access local knowledge such as that of well drillers, water delivery companies, people who have been constructing buildings on the island for many years, and people who have been involved with water issues for many years but have no specific technical training. Individuals with this knowledge need to be involved at the earliest possible stage of this study so that they can provide critical knowledge to assure the project is as productive as possible.

Thank you for your attention to this matter.