



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

Date of Meeting: Friday February 17th, 2017 10:30 am - 12:30 pm

Location: School District Boardroom, 112 Rainbow Rd., Salt Spring Island, B.C.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES

- 3.1 Draft minutes of the January 20, 2017 SSIWPA steering committee meeting – *for approval*
- 3.2 Draft minutes of the February 6, 2017 SSIWPA steering committee special meeting – *for approval*

4. BUSINESS ITEMS

- 4.1 **Chair's report** - G. Grams
- 4.2 **St. Mary Lake water quality update** – NSSWD Board Representative
- 4.3 **Cusheon Lake water quality update** – Beddis Water Commissioner
- 4.4 **Coordinator's report** – *attached*
- 4.5 **Technical Working Group update** – TWG Co-Chair
- 4.6 **Conservation and Efficiency Working Group update** - CEWG Chair
- 4.7 **Draft Outreach Plan 2017-18** - *attached (2 pages)*
- 4.8 **Budget**
 - 4.8.1 Updated Annual SSIWPA Budget 2017-18 - *attached*
 - 4.8.2 Year to date expenditures report as at December 31, 2016 - *attached*

4.9 Draft 2017-18 IWM Program Workplan and Deliverables Table - attached
(5 pages)

4.10 Real Estate Foundation Grant Program - Discussion of priorities
application deadline **Feb 21, 2017!**
(Working Group updates and project proposals for consideration to be
appended as attachments when available)

4.11 Correspondence

4.11.1 Local Trust Committee correspondence re: 'Sustainable Yield Analysis for St.
Mary Lake' approved external review and RRU project - *attached*

4.11.2 RRU project - signed Letter of Agreement on behalf of SSIWPA - *attached*

4.11.3 RRU project budget proposed increase for resolution without meeting -
attached

4.11.4 Ken Lee's notice of resignation from SSIWPA's Conservation and Efficiency
Working Group - *attached*

5. OTHER BUSINESS

5.1 Questions and Comments from Public

6. CLOSED MEETING RESOLUTION

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.

7. 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.

8. UPCOMING MEETING Friday, March 17, 2017 at 10:30 am
@ School District 112 Rainbow Rd.

9. ADJOURNMENT



Salt Spring Island Watershed Protection Authority

Minutes of a Regular Meeting

Date of Meeting: Friday, January 20, 2017
Location: 110 Park Drive, All Saints By The Sea
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
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNRO)
Derek Masselink, Ministry of Agriculture
Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director
Ron Stepaniuk, District Manager, North Salt Spring Waterworks District (NSSWD)

Regrets: Lorrie Hunt, Fernwood Water Service Area Commissioner

Staff Present: Shannon Cowan, Coordinator
Justine Starke, Island Planner (North Pender Island)
Sarah Shugar, Recorder

Technical Working Group Liaison: Don Hodgins, Co-chair, SSIWPA Technical Working Group
Ian DeBie, Co-chair, SSIWPA Technical Working Group

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

Media and Others Present: 8 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 10:01 a.m.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 4.6 Memo to Chair Grams re: external review of TWG sustainable yield model report (Dated January 17, 2017)
- 4.7 Conservation and Efficiency Working Group Report January 2017

The following item was removed from the agenda:
4.10 Steering Committee Membership Discussion

By general consent, the agenda was adopted as amended.

3. MINUTES

3.1 Draft Minutes of the November 25, 2016 Salt Spring Island Watershed Protection Authority Regular Meeting

The following amendment to the minutes was presented for consideration:

Item 4.3 replace “The uncorrected Lake gauge measurements are as follows: Nov. 4, 1.696 m; Nov. 15 1.456m; and Nov. 24 1.47m.” with “The corrected Lake gauge measurements are as follows: Nov. 4, 1.562m; Nov. 15 1.322m; and Nov. 24 1.336m.”

By general consent, the Salt Spring Island Watershed Protection Authority Minutes of November 25, 2016 were adopted as amended.

W. McIntyre arrived at the meeting at 10:18 a.m.

4. BUSINESS ITEMS

4.1 How do the parts of SSIWPA fit together: A Terms of Reference Refresher

Planner J. Starke presented the Salt Spring Island Watershed Protection Authority Terms of Reference Adopted August 29, 2013; Amended October 18, 2013; and Amended November 28, 2014 document.

The following comments and questions were noted:

- There was question regarding whether SSIWPA membership should be more inclusive and include private water users. It was noted the Water Districts are elected commissioners and therefore can be changed if the community decides. The users of the water are not managing the water; FLNRO represents the private water users. There was a question regarding whether the mission and the purpose are fully met using this accountability model.
- There was question regarding the importance of SSIWPA agencies and/or other water districts and stakeholders communicating about consistent methodology for research and consulting work on SSI water resources.
- There was question regarding whether SSIWPA should alter the workplan to include some of these items.
- There was question regarding whether the Terms of Reference should include “to provide the necessary resources”?
- There was question regarding the sustainable limits.
- It was noted FLNRO is the statutory regulatory body. Input from SSIWPA may be perceived as fettering a decision of FLNRO. It was questioned whether SSIWPA could be considered an advisory committee to the Islands Trust? Clarification from SSIWPA founding Chair was that SSIWPA could be an advisory group to all of the agencies that participate.

- The TWG should have a formal recommendation process to SSIWPA.
- It was noted it is the responsibility of each representative of steering committee to participate in SSIWPA from the awareness and knowledge-base of that member agency and to advise SSIWPA on implications of that agency's responsibility on the issues relevant to SSIWPA.
- It was noted the Local Trust Area jurisdiction over land use planning is relevant to the work of SSIWPA.
- It was noted the change in close steering committee monitoring of TWG work occurred over the last 12 months when quantity became an issue. The TWG took the initiative to do some background study and modelling without clear direction by steering committee, on areas in the approved project charter for the IWM program.
- It was noted the implications of the TWG initiative are really important to the NSSWD.
- It was noted it is important that the work of SSIWPA, TWG and CEWG are aligned with the greater community and the work of the Province.

By general consent, the Salt Spring Island Watershed Protection Authority agreed Planner Starke will look into coordination agreements further and "coordination agreements" will be added to a future meeting agenda.

4.2 Chair's Report

Chair Grams reported he met with Committee Member Pat Lapcevic and Islands Trust staff to discuss SSIWPA membership. He also reported that he prepared an article for the Watermark Newsletter and worked on maintenance and updates to the SSIWPA website.

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

Committee Member Stepaniuk reported both St. May Lake and Maxell Lake are full and overflowing. There are twice weekly sampling protocols for both raw and treated water for St. Mary Lake and a toxin was detected in raw water that is below the acceptable level. He also reported he met with lab personnel and staff regarding notification of ratepayers when toxins are detected. Island Health will send out a one-time letter to advise that individual water licence holders are responsible for conducting their own water testing. The NSSWD and the CRD will continue to post the water testing results and the CRD Emergency Services Coordinator will circulate emergency reporting by email. It was noted the NSSWD and CRD would communicate regarding aligning the format for toxin reporting.

There was question regarding whether the species would be reported. It was noted the toxin type will be reported, not the species of the algal bloom.

4.4 Cusheon Lake Water Quality Update – Beddis Water Commissioner

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

- The lake froze in early December 2016. It started freezing at the east end on December 5, 2016 and no lake water monitoring could be done;

- The Secchi Disk measurement was as follows: Nov. 28, 2.2 m; Dec. 3, 2.5 m.; Jan. 14, 3.35 m;
- The corrected Lake gauge measurements are as follows: Nov. 28, 1.786 m.; Dec. 3, 1.47 m.; Jan. 14, 1.37 m although the lake is frozen and water could actually be lower;
- Rainfall quantities received at Gulf Island Secondary School: Dec. 2016, 81.5 mm; Jan. 2017, 34mm; Compare this with Dec. 2015, 205.2 mm; Jan 2016, 146.3 mm; Dec. 2014, 107.9mm and Jan. 2015, 95.2 mm;
- The lake changed in Jan., stratification may be complete;
- Flow gauge measurement in Cusheon Creek on Nov. 23 was 0.436 m. There was low flow from Tyler Brook and Stewart Road and this continued even in the cold weather. The flow gage Level on Jan. 9 was 0.38 and dropped to a level of 0.325 on Jan.18. This shows that the lake has been steadily dropping though the cold weather. There was reduced flow into the lake from the upper watershed and ditches.
- The issue of Manganese in the Beddis System has been resolved.
- The CRD will conduct testing for Disinfectant By-Product's (DBP's) in February 2017.

4.5 Coordinator's Report

Coordinator Cowan presented the Coordinator's Report for the period November 19, 2016 to January 14, 2017 and noted two additional completed November 25th meeting action items: 4.11.4 communication was forwarded to the Ministry of Transportation and Infrastructure regarding garbage around St. Mary Lake and, 4.11.3 a correspondence item was forwarded to the TWG. She also reported the Terms of Reference for the Working Groups would only be amended upon request by the Steering Committee.

There was question regarding an action item (Item 4.5) from the last meeting and it was clarified that the action item "Coordinator Cowan will draft a revision to the 2015 St. Mary Lake Management Plan Action for more intensive sampling, to be submitted to the TWG and Steering Committee." is clarified as "Coordinator Cowan will review the "intensive sampling" management action and submit a clarification to the 2015 St. Mary Lake Management Plan."

4.6 Technical Working Group Report

Technical Working Group Co-chair Hodgins presented a memorandum dated January 17, 2016 regarding an External Review Proposal – TWG Sustainable Yield Model for Surface Water Resources.

4.7 Conservation and Efficiency Working Group Report

Conservation and Efficiency Working Group Chair Ungerson presented the CEWG report for January 2017.

4.8 Annual Report 2016 Final

Chair Grams presented the Final Annual Report 2016.

By general consent, the Salt Spring Island Watershed Protection Authority approved the Final Annual Report 2016.

4.9 Election of SSIWPA Chair

Coordinator Cowan called for nominations for the position of Chair. George Grams was nominated. Coordinator Cowan called a second and third time for nominations. George Grams was elected Chair by acclamation.

Coordinator Cowan called for nominations for the position of Vice Chair. Wayne McIntyre was nominated. Coordinator Cowan called a second and third time for nominations. Wayne McIntyre was elected Vice Chair by acclamation.

D. Masselink arrived at 11:18 a.m. Chair Grams introduced D. Masselink.

4.10 Steering Committee Membership Discussion – none

4.11 Workplan Drafts

4.11.1 SSIWPA Draft Workplan 2017

Coordinator Cowan presented the SSIWPA Draft Workplan 2017.

The following comments and questions were noted:

- The Maxwell Lake Source Hydrology Report will identify the environmental flow needs for Duck Creek.
- There was question regarding what the difference might be between scope of proposed Kerr-Wood Leidal hydrological report of SML and TWG sustainable yield analysis of SML, and where does the proposed updating of Maxwell watershed hydrology by Kerr-Wood Leidal fit in? Answer: The KWL hydrology report will provide yield. It was noted the TWG work is a generalized model for assessing any watershed and the working example question is what is the sustainable yield of St. Mary Lake, considering all licenses and all consumers, not only NSSWD. It will inform the land use planning decisions.
- There was question regarding who is undertaking the sustainable yield analysis action and who is the agency responsible?

In the discussion, the following changes were noted:

- 3.1.1.1 - supply source hydrology: Maxwell lake watershed - add Kerr-Wood Leidal work will be complete in 2018
- 3.1.1.1 - supply source hydrology: Cusheon lake watershed – fine as is in the workplan – clarified that further work with other agencies and possible future action would be to request Beddis Water Commission to explore interest in supply source hydrology for the Cusheon Lake Watershed.
- 3.1.1.1 - lake level and stream flow: compile existing data – could be grant proposal
- 3.1.1.2 - FLNRO will use the data to understand the carrying capacity of aquifers, and the community can use it for land use

planning.

Committee Member Masselink requested a \$2,000 funding contribution for an update of the existing land use inventory to identify the agricultural uses including irrigation systems and how the demand has changed.

I. DeBie left the meeting at 11:55 a.m.

By general consent, the Salt Spring Island Watershed Protection Authority agreed W. McIntyre will explore Community Works Funding and Chair Grams will explore Local Trust Committee funding for funding request of \$2,000.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to add another column to identify what agencies will contribute to implementation.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to request Coordinator Cowan to prioritize the workplan items that were identified as “longer term goals” for consideration at the next meeting.

4.11.2 TWG Workplan - 2017-18 Draft

The Draft TWG Workplan was presented.

4.11.3 CEWG Workplan Draft

The Draft CEWG Workplan was presented and the following items were noted:

- 4.1.2 Research and report on reclaimed grey water recycling alternatives - It was noted W. McIntyre would discuss the Ganges Sewer upgrade plan regarding reclaimed grey water recycling alternatives with S. Ungerson.
- 4.1.3 Explore specific incentives for conservation and potable demand management (reduction)
- 4.1.1 Compare usage data different user types commercial/gw/surface
- 4.1.1 Collect data and analyze impact of bottled water use on reduction of domestic use of other supplies –will be in the Royal Roads project.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to request the CEWG to provide further information regarding water conservation outreach with Elementary Schools.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to request the CEWG to define comparison of usage data and to indicate the purpose for this item.

By general consent, the Salt Spring Island Watershed Protection

Authority agreed Coordinator Cowan would revise the draft workplan and schedule a special meeting for consideration and approval of the revised draft workplan.

4.11.4 External Review Proposal – TWG Sustainable Yield Model for Surface Water Resources

D. Hodgins presented a memorandum regarding External Review Proposal – TWG Sustainable Yield Model for Surface Water Resources.

There was question regarding whether SSIWPA would like to develop a protocol for this type of request. Concern was expressed regarding the consultant presenting findings to one member and that findings should be presented to the Steering Committee. Concern was expressed regarding whether the findings will be in a standardized methodology.

By general consent, the Salt Spring Island Watershed Protection Authority agreed Chair Grams would request the Salt Spring Island Local Trust Committee to approve the External Review Proposal up to the cost of \$2,750, subject to a few outstanding items.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to appoint Derek Masselink, Ministry of Agriculture to the Steering Committee.

The meeting moved in camera at 12:24 p.m. and reconvened at 1:15 p.m. See Item 7 and Item 8.

P. Lapcevic left the meeting at 12:46 p.m.
D. Masselink left the meeting at 12:55 p.m.

4.12 **Comment on Islands Trust Water Specialist Position Draft Description**

Chair Grams presented the Background and Request for Steering Committee to Provide Input into Islands Trust Freshwater Specialist Position.

By general consent, the Salt Spring Island Watershed Protection Authority agreed Chair Grams would recommend the Islands Trust Freshwater Specialist Position include 5-7 years of experience and ask whether a hydro geologist would be more appropriate for the Trust Area in consideration of groundwater being the major source of freshwater.

4.13 **SSIWPA Outreach 2017**

Coordinator Cowan reviewed the SSIWPA Outreach Plan for 2017. There was discussion and it was noted outreach would focus on (1) an activity that a member is involved in and SSIWPA could support; and (2) if there is a gap that is identified then SSIWPA could take the lead.

By general consent, the Salt Spring Island Watershed Protection Authority

agreed Committee Members would send feedback regarding the SSIWPA Outreach Plan 2017 to Coordinator Cowan for consideration at the next meeting.

4.14 Correspondence

4.14.1 SSIWPA Chair's invitation to regional agrologist

4.14.2 Solid Waste Management Presentation Summary by CRD

The correspondence items were received for information.

5. OTHER BUSINESS

5.1 Questions and Comments from Public

A member of the public expressed appreciation for Planner Starke's presentation regarding Committee Terms of Reference and suggested the CEWG mandate may be too broad. The member of the public also expressed support for the TWG's External Review proposal.

6. CLOSED MEETING RESOLUTION

At 12:24 p.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.

CARRIED

7. OPEN MEETING RESOLUTION

At 1:15 p.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

8. RISE AND REPORT

The Salt Spring Island Watershed Protection Authority agreed to reappointed Ian DeBie, Fred Beall, Don Hodgins, Julie Ann Ishikawa, Kevin Chipperfield, Dale Green, Katsky Venter and Sylvia Barroso to the Technical Working Group.

The Salt Spring Island Watershed Protection Authority agreed to appoint Francois La Fontaine and reappoint Sandra Ungerson; Ian Peace and Ken Lee to the Conservation and Efficiency Working Group.

9. NEXT MEETING

The next regular meeting is scheduled for Friday, February 17, 2017, 10:30 a.m. to 12:30 p.m. at the School District 64 Boardroom Portable, 112 Rainbow Road.

10. ADJOURNMENT

By general consent the meeting adjourned at 2:03 p.m.

George Grams, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder

DRAFT



Salt Spring Island Watershed Protection Authority

Minutes of a Special Meeting

Date of Meeting: Monday February 6, 2017
Location: via Web-conference

Members Present via web conferencing:

George Grams, Chair, Islands Trust Local Trustee
Dale Green, Capital Regional District, Integrated Watershed (via telephone conferencing)
Doreen Hewitt, Beddis Water Service Area Commissioner
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNRO)
Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director
Ron Stepaniuk, District Manager, North Salt Spring Waterworks District (NSSWD) (joined the meeting at 10:48 am)

Regrets: Lorrie Hunt, Fernwood Water Service Area Commissioner
Derek Masselink, Ministry of Agriculture

Staff Present: Shannon Cowan, Coordinator, Facilitator and Recorder
Justine Starke, Island Planner (North Pender Island)

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

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

1. CALL TO ORDER

Chair Grams called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was adopted as written.

3. BUSINESS ITEMS

3.1 Workplan:

3.1.1 Deliverables Chart for the IWM Program Attached, final page

The facilitator guided the group to respond from their agency's perspective, expressing support/comments/questions about each.

The agency and implementation column of the deliverables chart was addressed in a subsequent discussion.

In the primary general discussion of the deliverables chart, as presented, the following comments were of note:

#2 – may be lower priority than #1

#3 – In discussion of clarification of this as a deliverable, it was summarized: “#3 is desirable, to the extent that is feasible, to give confidence and empirical support to the water budget work of Golder Associates, and past quantity/hydrology reports which will be used as a base for sustainable yield analysis (#1) for each watershed of interest. It was too soon to consider the means to determine priority areas for #3 within the watersheds of interest.

#4 – This item was questioned by Chair Grams – Is it more about capacity of the resource or about manipulation through conservation measures? It was suggested that it might belong more under an IWM objective about demand/ efficiency, not about quantification of supply. The points were made that this item would serve as a means to establish actual demand in each zoned area, to reaffirm or challenge estimates for demand that are currently in the Official Community Plan, and to be useful in land use planning activities, such as subdivision and re-zoning requests. One member stated that the deliverable 4 aims to answer the question “Is there enough water in the subsurface to meet current and future demand?”

There was a lengthy discussion about the usefulness of #4, #5 and #6 to both Local Trust Committee and to Golder Associates in the determination of island-wide water budgets.

Member Stepaniuk joined the meeting at 10:48am.

#5 – This item was clarified as monitoring level data in unused/active wells in areas thought to be “representative” of stressed or abundant groundwater resources. This program would be developed with well-owner participation and willingness. It was noted that the health of the groundwater resource could be better understood if the current 3 wells in the provincial network could be enhanced by any number of more active/unused wells (with use of flow meter to collect level data and withdrawal data).

#7b – remove the “coarse scale” and reference to units

#8b – A concern was expressed regarding the feasibility of 8b given the current health regulations upheld by the Ministry of Health. After discussion about #8c, the assessment of technologies or alternatives within current regulatory framework, it was generally agreed by others in the group that pursuit of 8b from a technical perspective (rather than a regulatory perspective) should be undertaken first.

ACTION: It was noted that there may be a need for a separate session or meeting wherein the working group members might be able to explain to Steering Committee exactly what steps will be undertaken by working groups to achieve the deliverables.

More detail on 8a, 8b and 8c could be very helpful. A CEWG member who was observing the meeting gave some more clarity to each of these deliverables.

Clarity was sought on what was meant by “water budget” in item #10. Concern was expressed about the ability for deliverable #10 to effectively address the whole resource surface and groundwater as one. The metaphor of a bank account was used to explain the intent of this deliverable.

In the second round of discussion for item 3.1.1, members present were asked to comment about 1) whether each deliverable was essential for the achievement of IWM program goals, 2) whether there was agency support for each (and how the agency might use the deliverable), and 3) whether the community needs these deliverables specifically in order to reach a holistic solution to the issue of sustainable management of water resources. The following comments were noted:

FLNRO is interested in better understanding of water resources on Salt Spring in order to better undertake allocations. FLNRO is likely to see the value in all deliverables on this list as essential to the holistic solution that SSIWPA agencies are seeking to create for SSI. FLNRO is likely to support and use deliverables 1-7 under the guidance and regulations of the new Water Sustainability Act; also interested in #11 when the time comes. Ministry of Environment is more appropriate agency for deliverable 10. Deliverables 8a-c related to conservation efforts do not contribute to decisions under the Water Sustainability Act, therefore are of less interest to FLNRO.

NSSWD is likely to support all deliverables on this list as essential to the holistic solution that SSIWPA agencies are seeking to create for SSI under the IWM program.

ACTION 3.1.1.1: Member Stepaniuk agreed to discuss with NSSWD Board which deliverables on the current list are of interest to and supported by NSSWD. Are deliverables #1-3 in conflict or complimentary to the work of KWL that NSSWD is contracting? He will report back at the next Steering Committee meeting February 17, 2017.

In particular, it will be helpful if NSSWD as a member agency of SSIWPA can report whether, and how exactly #1,2,3 may be overlapping with Kerr Wood Leidal contracted work on sustainable yield, climate change impact assessment, and/or hydrological assessments in St. Mary Lake watershed, and Maxwell Lake watershed, in the years 2017, and 2018, respectively, before SSIWPA agrees to the workplan.

All of the deliverables appear to be essential for the work of the Local Trust Committee with regard to coordinated water management. There is support for all of the deliverables in the current Official Community Plan. All of the deliverables appear to be essential to the wider community for a holistic solution to the issues of water availability and usage. This member also sought some clarification on the deliverables from those in the meeting, especially on item #8.

Beddis Water District is likely to be most implicated/interested in deliverables #10 and to some extent #3, especially as it relates to the upper Cusheon watershed because of potential for water quality impacts due to activities in the upper watershed.

ACTION 3.1.1.2: Member Hewitt agreed to share the list of deliverables with the Beddis District Commission for comment, and to report to steering committee any

specifics already begun at CRD-Beddis District in the work leading up to proposed deliverable #10.

ACTION 3.1.1.3: The CRD Director Vic-Chair McIntyre agreed to consult with CRD Environmental Services Committee, the CRD Integrated Water group (water management and lake testing for CRD-managed Salt Spring Island source water districts) and the building inspection office regarding the list of proposed deliverables and to report back to steering committee.

ACTION 3.1.1.4: Member Green agreed to discuss deliverables #8, 8a, 8b, 8c with others within the CRD with regard to the proposed changes to the CRD bylaw about quality as opposed to management of quantity.

3.1.2 This discussion item was deferred to a later meeting.

4. **There was no other business.**

5. **ADJOURNMENT**

By general consent the meeting adjourned at 12:00pm.

George Grams, Chair

CERTIFIED CORRECT:

Shannon Cowan, Recorder



Coordinator's Report

Nov 19, 2016 – January 14, 2017

Meeting Admin:

- Created agenda for special steering committee meeting February 6th, facilitated meeting using web conferencing, recorded meeting (audio file) and drafted minutes from recording, sent minutes to steering committee
- Created February 17th Steering Committee agenda cover and package attachments with steering Chair
- Created February 17th closed meeting agenda and attachments
- Forwarded agendas to steering committee members, facilitated pre-meeting confirmation of agenda details and clarifications
- Created January 24th CEWG meeting agenda cover and attachments with CEWG Chair
- Created January 31 TWG meeting agenda cover and attachments with TWG co-Chair
- Forwarded CEWG and TWG meeting agendas to working group members, and posted online
- Posted all January meetings in online SSIWPA calendar
- Posted notice of the CEWG meeting in the SS Exchange, to serve as public information
- Created draft minutes January 24th CEWG meeting, and circulated draft minutes to CEWG chair and members
- Created draft minutes January 31 TWG meeting and circulated draft minutes to TWG co-chairs and members
- Created and loaded onto website adopted minutes for TWG meetings (October 11, 2016 and December 13, 2016)
- Created and loaded onto website adopted minutes for Steering cttee meeting November 25, 2016

- Request for printing of adopted mins Nov 25th – obtained signatures and filed at Trust office SSIWPA binder
- Created CEWG adopted minutes October, 2016, and loaded onto website
- Provided review and clarification of items in draft minutes January 20th steering committee regular and closed meetings – sent proposed changes to minute-taker and steering committee chair
- Participated in meeting with FLNRO steering member and TWG member – January 9th in Nanaimo FLNRO offices
- Facilitated agenda and meeting with Royal Roads students (w/ planner Starke, CEWG Chair Ungerson)
- Created and managed weather changes to meeting venue bookings for January – June
- Coordinated catering and paid invoices for Jan 18 and Jan 20th meetings

Project Management/Facilitation:

General

- Several internal communications with steering cttee members and working group members about past minuted items and letters
- roles and responsibilities of working groups, terms of reference review (Steering, WGs), consultation with Planner and Chair on group function 3 phone meetings
- invited new steering committee member from agency AGRI (regional agrologist)
- corresponded with steering committee about acceptance of steering committee position by regional agrologist
- correspondence with Islands Trust staff (C Frater) regarding outreach and education about groundwater program planning for all Gulf Islands areas for 2017
- correspondence with committee members between meetings for follow up on specific action areas

Integrated Water Management Program

- 7 drafts of SSIWPA IWM program workplan 2017-18 – multiple revisions and re-formatting, phone meetings with several members
- created and guided facilitated discussion in special meeting Feb 6th to approve deliverables of the program workplan
- ongoing facilitation of development of grant proposals for funding needs related to workplan priorities

Budget

- Made minor amendment to approved 2017-18 budget to reflect change (removal of Administration levy from total tax requisition revenue planned)
- Communicated with finance officer Roggers, received income statement for SSIWPA year to date Dec. 31, 2016.
- Presented income statement to SSIWPA steering committee
- Presented request for resolution without meeting to steering committee to meet deadline for budget increase approval by Royal Roads student project group (Feb. 14)

Conservation and Efficiency Working Group Projects Coordination

- communications with CEWG members (weekly informal coffee meetings and several phone meetings)
- assisted CEWG to develop and revise (several versions) IWM objectives draft workplan
- assisted CEWG with next steps, action plan management between meetings
- provided group members with specific reports (access to online sources) and relevant background information for group tasks (ongoing)
- outreach to invite new member to apply
- forwarded new member application to steering committee
- sent new member formal acceptance / welcome letter to the CEWG

Technical Working Group Projects Coordination

- Workplan for IWM program objectives – development and multiple revisions, several phone meetings with one of co-Chairs
- Overlap between CEWG and TWG workplan – identification, clarification, communication with members
- Assistance to create and forward memo about request from TWG to steering committee for external peer review of project report created by TWG (Sustainable Yield Analysis for SML)
- Coordination / phone and freezer support for TWG soil sampling pilot at Langs Road site on Saturday January 28th, 2017

Outreach:

Public Presentations/Conferences and Media

- Hosted the January 18th Groundwater licensing event at Farmer's Institute

Outreach and Educational Event Planning and Coordination

- Updated outreach plan 2017, in both January and February agendas
- Forwarded letter to SSIWPA from member of the public to Ministry of Transportation and Infrastructure representative
- Communications with members of the public about rainwater harvesting rebate by Water Council
- Communication with a consultant who requested information and maps about stormwater management for part of SSI (directed to agency websites, CRD, and Islands Trust, and to published reports by Dr. Sprague which are on SSIWPA library)
- Communications with members of the public about possible algal blooms under the ice at St. Mary lake and suggested idea of floating islands for nutrient uptake and lake remediation
- Events:
 - Publicity and promotion for groundwater licensing for agriculture and non-domestic wells event January 18
 - Follow up to Jan 18th event with clarification of information provided to Driftwood reporter
 - Follow up – sent audio and presentation files for approval by Ministry
 - Follow up to event with request to FLNRO for sharing presentation slides and audio file. Sharing audio file with FLNRO. Awaiting confirmation to publicize.

Watermark newsletter

- Coordinated January edition written pieces
- Assembled and sent January edition
- Started draft February edition

Website:

- News posts for Jan 18th event, and tax requisition release on Islands Trust link

Coordinator Action Items – IN PROCESS:

Grant proposal application for REFBC Freshwater Sustainability General Grant – begun but needs direction as to project description, budget, partners, lead agency, etc.

Item 7.4 September 26, 2016: Coordinator to formally approach community wells/water groups for data-sharing request. (on hold for now until workplan formally approved)

Item 7.7.2 Sept 26, 2016: Funding competition applications

Publication protocol revision

Development of data sharing agreement template

Terms of reference revisions for working groups

Who does what with water – chart for outreach (revisions in process)

Website:

SSIWPA reports – moved to home page from library to make more accessible – in process

Agendas and minutes – link to them directly from home page – in process

<i>IWM Objective</i>	<i>no.</i>	<i>Deliverables</i>	<i>Working group</i>	<i>2017-18</i>	<i>2018-2020</i>	<i>2020-2025</i>	<i>Agency to implement</i>
Quantify renewable resource	1	Sustainable yield analysis results for surface resources - reports	TWG	SML, MAX	CLW, WW	STW, BLW, FLW	FLNRO, LTC
	2	Assessment of climate impacts and mitigation within sustainable yield models- reports	TWG	SML, MAX	CLW, WW	STW, BLW, FLW	LTC
	3	Hydrological data collection (levels, flows, meteorological) - data files, reports (to fill gaps)	TWG	SML, MAX, CLW	WW	others	FLNRO
	4	Water supply/utilization analysis - GIS dBase and reports (parcel ID level)	TWG	start	✓	ongoing	LTC
	5	Groundwater monitoring program	TWG, CEWG	start	✓	ongoing	FLNRO
	6	Agricultural water use survey - report (part of Land Use Inventory)	AGRI	✓			AGRI
	7a	Geospatial results: aquifer mapping, conceptual models, hydrostratigraphic interpretations - reports (w/ groundwater literature review)	GOLDER	✓			FLNRO
	7b	Aquifer water budgets (coarse scale: island in 3 'aquifer' units)	GOLDER	start	✓		FLNRO
Optimize resource efficiency	8	Conservation technological options assessment reports (phases 1-3)	CEWG	✓			LTC, CRD
	8a	Efficiency of rain harvesting and storage alternatives, case examples - report	CEWG (RRU)	✓			LTC, CRD
	8b	Efficiency of reclaimed greywater recycling alternatives, case examples - report	CEWG	✓			LTC, CRD
	8c	Feasibility of alternative conservation technologies in local regulatory framework (incentives) - report	CEWG	✓			LTC, CRD
Quality	10	Collaborative Water Quality Monitoring Program	TWG	CLW			CRD-Beddis
Long Term Goal	11	Island-scale water budget and water sustainability plan	TWG, CEWG			✓	LTC

SSIWPA Outreach Plan Draft version 2 - for 2017

Item	Date	Agency and Detail
1) Host Water Licensing and Agriculture Workshop	January 18-completed	FLNRO, Coordinator \$100 - advertising, refreshments plus Coord time (20h) - from different fiscal budget
2) Fall Fair: Booth (combine single booth with Islands Trust)	September 16 & 17	Coordinator and SSIWPA volunteers, and Islands Trust members for booth staffing \$200 - printing, materials, plus Coord time (20h), volunteer hours
3) Rainwater Harvesting Tour	October	Coordinator w/ Sharon Bywater \$1000 - graphic design, printing, advertising, plus coord time (12 h)
4) Publicity - support for Salmon Enhancement-Cusheon Lk Stewardship Riparian Shoreline Workshop(s)	TBD spring	Co-publicize workshops. \$200, plus coordinator time (4 h)
5) Host workshop		Depending on working group progress. Would be directly linked to working group action items. Based on community need. To be approved at Steering committee first. \$2,000 - venue, food, travel, honorarium, advertising, plus Coord time. (20 h)
6) Publicity - support for Well Owner Workshop	May-June, 2017	Islands Trust - a separate project charter. SSIWPA to attend, co-publicize. (Coord time only)

Outreach and Events, Education - In the SSIWPA Budget

Budget category: Events and Communications
(\$8,000 for April 1, 2017 - March 31, 2018)

Projected expenses in proposed table, here above:
\$3,400 of \$8,000 available in this fiscal budget.

Additional expenditure area:

Propose that the Royal Roads student travel budget (part of events and communications) could be applied here from this portion of overall funding: \$702.80.

Remainder becomes:
\$3,900

What does SSIWPA want to use these coordination funds to accomplish?
How might they be supportive of workplan areas?

SSIWPA 2017 Budget- ADOPTED (revised January 30, 2017)
Period: April 1, 2017 - March 31, 2018

Revenue			
Item	Source	Cash	In Kind
Coord	Tax Requisition	98,500.00	-
	Local Trust Committee		
	Watershed Protection Project ²		20,000.00
	Office Services ²		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 ¹	45,000.00	
Total Income		162,500.00	50,250.00
Expenses			
Coord	Coordinator contracts	85,000.00	-
	Events and Communications	8,000.00	-
	Meetings	5,500.00	-
	Local Trust Committee		
	Watershed Protection Project		20,000.00
	Office Services		250.00
	subtotal	98,500.00	20,250.00
SML	Septic wells - clean up	2000.00	
	Sediment pore chemistry	10000.00	
	Stewardship workshop, signage	1000.00	
	Turnover Lake P monitoring	3000.00	
	subtotal	16,000.00	-
IWMP	Stormwater-groundwater assessment	45,000.00	30,000.00
	Cusheon Monitoring	3,000.00	-
	subtotal	48,000.00	30,000.00
Total Expenses		162,500.00	50,250.00
Surplus/Deficit		-	-

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

² see Islands Trust addendum

* Provincial project linked to SSIWPA-TWG Groundwater

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
WATERSHED PROTECTION AUTHORITY
FOR REVENUE/EXPENDITURES RECOGNIZED TO December 31, 2016**

REVENUE	YTD ACTUALS	BUDGET	BALANCE REMAINING	% OF BUDGET SPENT YTD
SSI LTA Special Property Tax Requisition	\$ 110,500.00	110,500.00	0.00	100%
Vancouver Foundation - Philip and Muriel Berman Foundation		2,500.00	2,500.00	0%
Total Revenue	\$ 110,500.00	\$ 113,000.00	\$ 2,500.00	98%
EXPENSES				
SSIWPA Coordination	62,228.44	85,000.00	22,771.56	73%
Meeting cost	1,929.21	5,500.00	3,570.79	35%
Community Events and Communications	2,723.79	8,000.00	5,276.21	34%
Administration Levy	9,000.00	12,000.00	3,000.00	75%
Vancouver Foundation grant fund expenditure (TWG)	0.00	2,500.00	2,500.00	0%
Total Expenses	\$ 75,881.44	\$ 113,000.00	\$ 37,118.56	67%
Total Surplus (Deficit) to date	\$ 34,618.56	\$ -		

Draft for discussion

IWM Obj.	IWM Task	Workplan Task	Watershed / District	Agencies Cooperating	Working Groups	Consultant	Timeline	Funding	Deliverable	Notes	Questions for steering to consider
1&2	Quantify renewable resource -supply									Notes	Questions for steering to consider
1	3.1	1a- Sustainable yield analysis	SML	FLNRO, LTC	TWG		Mar-17		sust. yield report	run sustainable yield models; compare consumption (obj 2) with renewable supply (obj 1) by watershed; assess uncertainty	
1	3.1	1b - Sustainable yield analysis	MAX	FLNRO, LTC	TWG		summer 2017 - 2018		sust. yield report	Maxwell sustainable yield model. Data from KWL hydrology of MAX will be necessary to begin.	
1	3.1.1.3	2 - Climate impacts assessment for SML sustainable yield report	SML	FLNRO, LTC	TWG		2017 - 2018		climate impact report		
surface - supply quantity											
1	3.1.1.1	3.a)i) supply source hydrology	SML	FLNRO, LTC	TWG	KWL	2017			NSSWD to contract Kerr-Wood Leidal	Would NSSWD share scope of work for KWL study of Maxwell with SSIWPA first?
1	3.1.1.1	3.a)ii) supply source hydrology	MAX	FLNRO, LTC	TWG	KWL	2018			NSSWD to contract Kerr-Wood Leidal	Would NSSWD share scope of work for KWL study of Maxwell with SSIWPA first?
1	3.1.1.5	3.b)i) levels, flows (data compilation)	SML, MAX	FLNRO, LTC	TWG	share with Golder	2017		hydrology, meteo data files	have data at TWG & NSSWD	NSSWD board to comment on support, interest as cooperating agency. CRD stormwater interested agency?
1	3.1.1.5	3.b)ii) levels, flows, meteorology (new data)	CLW	FLNRO, LTC	TWG	share with Golder	Feb-Jul 2017	grant?	hydrology, meteo data files	Fill data gaps for CLW. TWG design and methods/analysis. Data collect by local contractor (environmental scientist); funding for equipment and data contract. Share with Golder for Ph 2. Outflow only May-Jul. WW as well?	Is CRD Stormwater Program (Integrated Watersheds) an interested agency? Is NSSWD? SSIWPA might request Beddis Water Commission to explore interest in supply source hydrology for the Cusheon Lake Watershed?
groundwater - supply quantity											
1	3.1.1.2	5.a) wells inventory (active, inactive)	island	FLNRO, LTC	TWG		2017, part complete		GIS dBase	A map product is already complete for Wells Database sites by FLNRO. TWG to undertake community outreach to identify, map (possibly register) other active wells not in registry, and inactive wells.	what is protocol for data sharing of GIS dBase already held at FLNRO? Ongoing updating protocol?
1	3.1.1.2	5.b) groundwater monitoring program	island	FLNRO, LTC	TWG	?	2017-ongoing	grant, combine with CEWG #8 Ph. 2?	data files, reports	Grant possible: Combine TWG, CEWG objectives. indiv. well owners; incl. inactive wells (GPS); provide onsite inspections for well head protection, cross-reference and correlate to well records in the WELLS database.; student or contractor complete work; FLNRO/MOE support for training	
1	3.1.1.2	5.c) compile existing supply data, and literature review	GW Comm. Systems	FLNRO, LTC	COORD, TWG to review		2017		data files, reports	Data compilation. Analysis of supply volumes and characteristics of source areas, by gw district. Parameters TBD (groundwater table in wells, etc.). Cedar Ln, Cedars of Tuam, Reginald hill, Maracaibo, Scott Pt, Swan Pt, High Hill, Mt Belcher, Erskine, Merchant Mews.	What is protocol for data sharing between SSIWPA agencies? FLNRO to share with Golder consultants.
1	3.1	7.a) aquifer yield: geospatial analysis, literature review	island	FLNRO (ENV)	TWG to review	Golder Ph 1	spring 2017		model, report	Conceptual geological model and groundwater model: by aquifer units from usage data and supply data for aquifers (uncertainty, sensitivity analysis, id areas of risk)	

Draft for discussion

IWM Obj.	IWM Task	Workplan Task	Watershed / District	Agencies Cooperating	Working Groups	Consultant	Timeline	Funding	Deliverable	Notes	Questions for steering to consider
2	Quantify renewable resource - demand									Notes	Questions for steering to consider
<i>surface sources - demand</i>											
2	3.1.2.1	4.a) compile usage data: surface districts	Beddis, Fulford	FLNRO, LTC	COORD, TWG		2017		usage data files	compile by watershed, multiple parameters (peak day distributions, high users, etc.). Have data: NSSWD (SML, MAX), FHWD. To get: Cusheon (Beddis), Fulford (Weston)	
2	3.1.2.1	4.b) water supply & utilization: correlate sfw usage with supply and zoning/ land use	SML, MAX, CLW	FLNRO, LTC	TWG		after task 5 (Oct 17-Feb18)		supply-utilization analysis report	Useful deliverable for land use planning, OCP, zoning. Other watersheds - this action is in the parking lot for future plan	What is protocol for data sharing between SSIWPA agencies? FLNRO to share with Golder consultants.
<i>agricultural demand</i>											
2	3.1.2.1	6. agricultural water use (new dataset - sfw, gw)	island	AGRI, FLNRO	COORD		2017		Inventory report, data files	WU Survey Design MAL. SHARE SSIWPA, FLNRO, ENV, Golder. Agrologist Masselink.	Will the AGRI action provide to SSIWPA surface usage data for Bullock, Stowel, Weston, Ford, Maxwell lakes?
<i>groundwater - demand</i>											
	3.1.2.1	4.c) compile usage data: groundwater districts	GW districts	FLNRO, LTC	COORD, TWG		2017		usage data files	DEMAND data, by gw district. Parameters TBD (groundwater table in wells, etc.).	Data sharing agreements with each cooperating community water district - required.
2	3.1.2.1	4.d) water supply & utilization: correlate gw usage with supply and zoning/ land use	GW units	Islands Trust	TWG		late 2017		supply-utilization analysis report	For community wells and gw recharge units/areas as defined by prioritization with FLNRO, Golder collab. Data needs: item 4b SHARE with Golder.	
2	3.1	7.b) aquifer water budgets	island	FLNRO (ENV)	TWG to review	Golder Ph2	2018		Available Water - SSI Budget	Analysis and characterization of GW (Estimates of volumes and flows between sfw-gw). Reporting out to FLNRO, MOE, SSIWPA.	

Draft for discussion

IWM Obj.	IWM Task	Workplan Task	Watershed	Lead Agency	Working Groups	Consultant	Timeline	Funding	Deliverable		
3 Assess conservation technology, efficiency of existing systems									Notes	Questions for steering to consider	
3	4.1.1	8. List and compare technologies and techniques for conservation and efficiency (In three phases, see notes)	island	LTC, CRD	CEWG		01/2017-09/2017	ph 2 part of 4b grant,	Characterization report 2) Applicability of priority technologies in cases of water use type	Phase 1: Characterize technological options and create assessment matrix of technology options by criteria. Phase 2: Further assess select technologies/alternatives (as directed by steering cttee, as funding allows) to determine demand-side efficiencies and feasibility of application on Salt Spring scenarios (8 user type "case" examples'). This will require data collection and analysis of usage data. Groundwater monitoring project as REFBC grant could be very useful here, in conjunction with TWG project needs. 3) Identify and report on barriers and opportunities to implementation of each, under current zoning and building bylaws. [Sandra -lead]	Compare usage data of different user types (see core list of 9 types', updated by CEWG Feb. 9 2017)
3	4.1.2 (a)	8.a) Research and report on rain harvesting alternatives	island	LTC, CRD	RRU, CEWG		03/2017 - 08/2017		case reports	Assess for multiple scales (domestic, multi-family domestic, commercial, institutional, agricultural) - specific examples and calculations for SSI-based field eg. Sandra.	
3	4.1.2 (b)	8.b) Research and report on reclaimed greywater recycling alternatives	North focus, island	LTC, CRD	CEWG		2017	grant?	case reports	Assess feasibility and potential for re-use of Ganges Harbour Treated Sewage as reclaimed (poss. engineering study) Ian P.	
4	4.1.3	8.c) Assess policies and incentives	island	LTC, CRD	CEWG		Summer-fall 2017		overall conservation and efficiency report	Not fully assigned. Ian P. - to analyse how Development Permit Areas could be deployed as mechanism for reclaimed water for certain uses on new builds (etc.)Analyse existing SSI bylaws/policies, compare with other water-stressed communities. (DPAs, building code, tourism-driven, rates). Explore specific incentives for conservation and potable demand management.	
3 3.2 Water Quality									Notes	Questions for steering to consider	
	3.2.1	9. a) quality monitoring	CLW	CRD-Beddis	TWG		2017 start or pilot			drinking water lakes and inflows	
	3.2.1, 3.2.2	9.b) review water quality reports	all	all	TWG		ongoing			Focus: drinking watersheds (SML, MAX, CLW, WW). Reports by agencies or consultants	
1,2,3,4 SSI Integrated Water Planning									Notes	Questions for steering to consider	
		10 - Island-scale water budget and Water Sustainability Plan		LTC	SSIWPA		late 2018		Island Lens: water budget	Conduct cost-benefit analysis and include risk assessment, application within OCP/ need for OCP review, etc.	At appropriate time, agencies of SSIWPA will be requested to contribute to plan under WSA, and to form agreements for implementing Plan.
1,2,3,4		Peer review					ongoing			outputs reviewed within SSIWPA agencies; where feasible, SSIWPA to discuss an agency to contract external review	

¹Cases: 1. bed and breakfast operation; 2. small resort; 3. median-sized single family dwelling; 4. multi-family dwelling; 5. small business that requires higher than average water; 6. civic building (recreation facility/library); 7. hospita/clinic/lab; 8. school; 9. small agricultural operation. Seasonal or year-round occupancy will be considered for each.

Water Conservation Outreach in Elementary Schools was moved to the "Workplan task parking lot", as a future possible task for SSIWPA to assign. The addition of a school under 4.1.1 (above) addresses some of the consumption information and specific needs of this user type.

The impact of bottled water use on offsetting demand for other potable sources is being considered through "consumption data collection", which is included above under phase 2 of CEWG 4.1.1 task area.

Data-sharing protocol will be addressed by memoranda of agreement between agency/organization acting as source of data, and SSIWPA steering committee. Use by working group members, SSIWPA agencies, notably FLNRO, Islands Trust, CRD and any private water district member agencies will be delineated. Sharing data with contract consulting firms should also be included where feasible (eg. Golder Associates, Waterline, OPUS, Kerr-Wood Leidal, etc.).

Watershed acronyms

SML - St Mary lake watershed (incl Duck Crk outflow)
MAX- Maxwell lake watershed,
CLW - Cusheon lk watershed, (incl outflow)
WW - Weston lake watershed
STW- Stowel lake watershed
BLW - Bullock Lke watershed
FLW - Ford lake and Fulford Creek watershed

Agencies

NSSWD - North Salt Spring Water District
Beddis - Beddis Water Service Area (Capital Regional District)
CRD - Capital Regional District
FLNRO - Ministry of Forests, Lands and Natural Resource Operations
AGRI - Ministry of Agriculture
LTC - Local Trust Committee of Islands Trust

<i>IWM Objective</i>	<i>no.</i>	<i>Deliverables</i>	<i>Working group</i>	<i>2017-18</i>	<i>2018-2020</i>	<i>2020-2025</i>	<i>Agencies Interested</i>
Quantify renewable resource	1	Sustainable yield analysis results for surface resources - reports	TWG	SML, MAX	CLW, WW	STW, BLW, FLW	FLNRO, LTC
	2	Assessment of climate impacts and mitigation within sustainable yield models- reports	TWG	SML, MAX	CLW, WW	STW, BLW, FLW	FLNRO, LTC
	3	Hydrological data collection (levels, flows, meteorological) - data files, reports (to fill gaps)	TWG	SML, MAX, CLW	WW	others	FLNRO, LTC
	4	Water supply/utilization analysis - GIS dBase and reports (parcel ID level)	TWG	start	✓	ongoing	FLNRO, LTC
	5	Groundwater monitoring program	TWG, CEWG	start	✓	ongoing	FLNRO, LTC
	6	Agricultural water use survey - report (part of Land Use Inventory)	AGRI	✓			FLNRO, AGRI
	7a	Groundwater geospatial results: aquifer maps, conceptual models, hydrostratigraphic reports + groundwater literature review	GOLDER	✓			FLNRO, LTC, ENV
	7b	Groundwater aquifer water budgets	GOLDER	start	✓		FLNRO, LTC, ENV
Optimize resource efficiency	8	Conservation technological options assessment reports (phases 1-3)	CEWG	✓			LTC, CRD
	8a	Efficiency of rain harvesting and storage alternatives, case examples - report	CEWG (RRU)	✓			LTC, CRD
	8b	Efficiency of reclaimed greywater recycling alternatives, case examples - report	CEWG	✓			LTC, CRD
	8c	Feasibility of alternative conservation technologies in local regulatory framework (incentives) - report	CEWG	✓			LTC, CRD
Quality	9	Collaborative Water Quality Monitoring Program	TWG	CLW			CRD-Beddis
Long Term Goal	10	Island-scale water budget and water sustainability plan	TWG, CEWG			✓	LTC

Item 4.14.1

Sent via email from Chair Grams

To: SSIWPA Coordinator

Feb 8, 2017

Shannon and Don

The LTC approved Don's peer review today and it was agreed Shannon and Sandra represent SSIWPA at Royal Roads.

George

Islands Trust local trustee

Item 4.14.2

Sent via email from Justine Starke

To: SSIWPA Coordinator, Royal Roads Project Team

Feb 9, 2017

Signed copy of the Letter of Agreement between SSI Local Trust Committee (for SSIWPA) and the Royal Roads Student Team, as required to follow the Royal Roads University project protocol for ethical conduct.

Inquiry Team Member Letter of Agreement

In partial fulfillment of the requirement for a BSc Environmental Science Degree at Royal Roads University, the Researcher, will be conducting a research study on Salt Spring Island to gain insight on rainwater harvesting on Salt Spring Island to guide initiatives and future decisions of the Salt Spring Island Local Trust Committee and its coordination of the Salt Spring Island Watershed Protection Agency (SSIWPA). The researcher's credentials with Royal Roads University can be established by contacting Mickie Noble (mickie.noble@royalroads.ca)

Inquiry Team Member Role Description

As a volunteer Inquiry Team Member assisting the Researcher with this project, your role may include one or more of the following: assisting to pilot the research questions to advise on the relevance and wording of questions and letters of invitation, supporting the logistics of the data-gathering methods, including observing, assisting, or facilitating an interview, taking notes, or reviewing analysis of data, to assist the Researcher and the organizational change process for the rainwater collection and water use survey. In the course of this activity, you may be privy to confidential inquiry data.

Confidentiality of Inquiry Data

In compliance with the Royal Roads University Research Ethics Policy, under which this inquiry project is being conducted, all personal identifiers and any other confidential information generated or accessed by the inquiry team advisor will only be used in the performance of the functions of this project, and must not be disclosed to anyone other than persons authorized to receive it, both during the inquiry period and beyond it. Recorded information in all formats is covered by this agreement. Personal identifiers include participant names, contact information, personally identifying turns of phrase or comments, and any other personally identifying information.

Personal information will be collected, recorded, corrected, accessed, altered, used, disclosed, retained, secured and destroyed as directed by the Researcher, under direction of the Royal Roads Academic Supervisor, Mickie Noble.

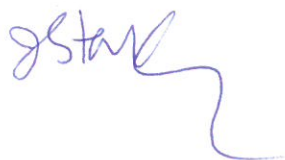
Inquiry Team Members who are uncertain whether any information they may wish to share about the project they are working on is personal or confidential will verify this with the Researcher.

Statement of Informed Consent

I have read and understand this agreement.

Justine Starke
Island Planner, Local Planning Services
Islands Trust
Name (Please Print)

Signature



Date

Feb. 10 2017

Please indicate below that, as our sponsoring organization (SSI LTC), no additional reviews other than the RRU ethical review are required.

Justine Starke
Island Planner

Name

on behalf of

J. Starke

Signature

Feb. 10 2017

Date

the Salt Spring Island Local Trust committee

On Feb 7, 2017, at 7:14 PM, Shannon Cowan <ssiwpacoord@gmail.com> wrote

To: SSIWPA Steering Committee via email

From: Coordinator

Request for Resolution without Meeting

That SSI Watershed Protection Authority agree by general consent to amend the project budget for the "Royal Roads University Environmental Studies Program Undergraduate Project: Assessment of Water Supply and Demand Opportunities to Optimize Rainwater Use on Salt Spring Island, B.C." from \$600 to \$702.80 total amount.

Replies:

By February 10th, 2017, as requested:

Moved and Approved by SSIWPA Chair Grams

Approved by Member Stepaniuk

No reply:

Member Hewitt

Member Hunt (absent)

Member Lapcevic

Member Masselink

Vice-Chair McIntyre

Not expected to reply to this motion:

Staff Member Starke

Staff Member Green

Received via email to: Coord, Sandra Ungerson and Ian Peace

Dated January 21, 2017

Hi Seewiggers

I am regretfully withdrawing from CEWG as of today. I am supportive of the work and have certainly enjoyed our meetings. However, looking at my family plans for 2017, I do not feel able, or qualified enough, to offer sufficient or effective attention to the tasks of this working group. It took me 4 weeks to figure out what FLENRO is!

Warm regards

Ken