



Salt Spring Island Watershed Protection Authority

Regular Meeting Draft Agenda

Date of Meeting: Friday September 22, 2017 10:30 am - 12:30 pm

Location: School District 64 portable, 112 Rainbow Rd., Salt Spring Island BC

Acronyms:

AGRI - Ministry of Agriculture

CEWG - SSIWPA Conservation and Efficiency Working Group

CRD - Capital Regional District

FLNRO - Ministry of Forests, Lands and Natural Resource Operations

NSSWD - North Salt Spring Waterworks District

MOE (ENV) - Ministry of Environment

SSIWPA - Salt Spring Island Watershed Protection Authority

TWG - SSIWPA Technical Working Group

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES

- 3.1 Draft minutes of the July 21, 2017 steering committee regular meeting - *attached for approval* p. 4

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** – *appendix 1* p. 10

4.5 **Technical Working Group update** – TWG Co-Chair

- 4.6 Conservation and Efficiency Working Group update - CEWG Chair**
- 4.7 SSIWPA Terms of Reference - proposed revisions by Islands Trust Staff -** p. 14
appendix 2
- 4.8 Budget update - appendix 3** pp. 40, 41, 42 and 62
- 4.9 Safe Water Yield Analysis**
- 4.9.1 TWG 'Response to Weijs' peer review of Safe Yield Report'
- attached as separate file
- 4.9.2 Safe Yield Final Report (St. Mary Lake example) (Reviewed by TWG)
- attached as separate file
- 4.10 SSI Groundwater Well Inventory and Survey project update -**
William Shulba
- 4.11 Correspondence**
- 4.11.1 To SSIWPA: CRD Staff Report to Integrated Resource Mgmt Advisory Cttee
6-28-17 - *appendix 4* p. 43
- 4.11.2 New dock query and response from Coordinator - *appendix 5* p. 49
- 4.11.3 From W. Shulba Islands Trust, to North Salt Spring Waterworks District
copied to SSIWPA (for information) - *appendix 6* p. 52
- 4.11.4 Real Estate Foundation BC Funding Application for
"SSI Targeted Groundwater Monitoring Pilot" project
- final submission attached as separate file
- 4.11.5 Royal Roads Partnership with SSIWPA - Report Summary sent August 31,
2017 - *appendix 7* p. 53
- 4.11.5 Royal Roads Partnership Project 2017 expense coverage - *appendix 8* p. 55
- 4.12 Events and Announcements**
- 4.12.1 Rainwater Home Tour hosted by SSIWPA October 14, 2017, 11-3pm
- appendix 9 p. 56
- 4.12.2 Blue Ecology workshop November 28, 2017 in Richmond, BC:
Interweaving First Nations Knowledge & Western Science - *appendix 10* p.
58
- 5. OTHER BUSINESS**
- 5.1 Questions and comments from members of the public.
- 6. UPCOMING MEETING** Friday, October 20, 2017 at 10:30 am

@ Portlock Portable, 143 Vesuvius Bay Rd.

7. ADJOURNMENT



Salt Spring Island Watershed Protection Authority

Minutes of a Regular Meeting

Date of Meeting: Friday, July 21, 2017
Location: School District Boardroom, 112 Rainbow Road
Salt Spring Island

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

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

Staff Present: Shannon Cowan, Coordinator
Justine Starke, Island Planner (North Pender Island)
William Shulba, Islands Trust Freshwater Specialist
Sarah Shugar, Recorder

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

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

Media and Others Present: 1 member of the public

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

1. CALL TO ORDER

Chair Grams called the meeting to order at 10:32 a.m. and welcomed William to the meeting. Introductions were carried out.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- 4.13 Correspondence dated July 20, 2017 from a member of the public regarding potential damage to fish habitat

By general consent, the agenda and addendum were adopted.

3. MINUTES

3.1 Draft Minutes of the June 23, 2017 Salt Spring Island Watershed Protection Authority Regular Meeting

By general consent, the Salt Spring Island Watershed Protection Authority Minutes of June 23, 2017 were adopted.

4. BUSINESS ITEMS

4.1 Chair's report

Chair Grams reported he attended the Wells and Groundwater workshop on June 30, 2017. There were 24 members of the public that attended the workshop and it may be worthwhile to run a second workshop.

4.2 St. Mary Lake water quality update – North Salt Spring Waterworks Representative

NSSWD Board Representative Stepaniuk reported the level of St. Mary Lake is 40.5 meters and that is above the July 2014, 2015 and 2016 levels. Water Conservation Level 3 is now in effect. NSSWD is in the process of reviewing Bylaw No. 274 - Water Distribution Regulation Bylaw 2016 and will change "Water Conservation Level" to "Water Restriction Level" to reflect that it is a restriction and not optional. Rainfall in the last 30 days was 0% and Environment Canada is predicting hot and dry conditions. There are no toxins in the St. Mary Lake treated water although there are low levels of toxins in the raw water (0.17 to 0.19 per mcg per litre) and the level of toxins is well below the acceptable level of 1.5 mcg per litre. The level of Maxwell Lake is approximately 12 inches below the weir.

4.3 Cusheon Lake water quality update – Beddis Water Commissioner

Committee Member Hewitt presented an update regarding the Cusheon Lake Watershed and the following highlights were noted: The lake level on July 20, 2017 was 1.33 metres with a corrected level of 1.196 metres. The corrected level in 2016 was 1.008 metres. The Secchi disk measurement was 4.9 m on July 20, 2017, slightly higher than June 2017. The flow rate in Cusheon Creek is 0.07 metres/second. The flow is measured just downstream from Island Stream and Salmon Enhancement Society's hatchery, which features pumping from a well to a fish tank and it empties into Cusheon Creek, adding to the lake outflow volume. Lake outflow is also altered by beaver dam activity: the beaver dam was opened up at the top, approximately 15 cm wide and 5 cm deep. Precipitation received at Gulf Island Secondary School: July

2015: 10.6 mm; July 2016: 16.5 mm; July 2017: 0.2 mm. The Ministry of Environment has installed platforms as part of a research project to find Nutria. Residents have expressed concern regarding large masses of filamentous algae that is lime green, floating and submerged.

4.4 Coordinator's report

Coordinator Cowan presented the Coordinator's Report for the period of June 16, 2017 to July 15, 2017 and highlighted the following items: The Stream Monitoring program is ongoing and none of the streams have dried up yet, although McFadden Creek is expected to be dry soon. Last month it was reported that there was an issue with the monitoring equipment in Fulford Creek and the equipment was recovered and is now in place. There are temperature data loggers in four of the minor creeks and, level loggers in 2 of the major creeks. The FLNRO Fish and Wildlife aquatic ecologist will be conducting the third site visit, next week, to check on the water level data loggers and temperature data loggers. Data sharing with the community wells groups (improvement districts and private water systems groups) is ongoing and Coordinator Cowan will upload the data to a confidential online folder, so that it will be available to the Data Users that have signed a Terms of Use Agreement. SSIWPA will submit a request to North Salt Spring Waterworks District for two of the wells that the District manages. Eighteen groups (water districts, community groups) were formally invited to be part of the Rainwater Harvesting Tour and the Water Preservation Society agreed to co-host the event with SSIWPA. The Watermark newsletter was published on July 20, 2017. Islands Trust has requested that Coordinator Cowan attend the Planner in the Park events that will be held at the Tuesday Farmer's Market in Centennial Park in July and August 2017.

By general consent, the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would attend two or three "Planner in the Park" events in August, 2017.

4.5 Technical Working Group update

Technical Working Group Co-chair Hodgins presented the following report:

- Task 1 – Safe Supply from Surface water: The TWG assessment of the response to the Weijs review and the revised report is complete and the TWG met on July 11, 2017 to approve. Subsequent approval of resolution obtained by email (with two abstentions) as follows: "that the SSIWPA-TWG approve Appendix E document (authored by D. Hodgins, dated July 1 2017 version), and the Revised version of "Safe Water Yield Analysis for Surface Water Resources" (by D. Hodgins, dated July 1 2017) to be sent from TWG to Steering Committee as a response to the Weijs review of the original "Safe Water Yield Analysis for Surface Water Resources" dated December 2016."
- A comparison of the Kerr Wood Leidal 2015 "St. Mary Lake Water Availability and Demand Climate Change Assessment" with the TWG's "Safe Water Yield Analysis" is complete. The TWG approved the following resolution by email: "That SSIWPA - TWG approve the proposed memo to advise Steering Committee on comparative methods

used by Kerr Wood Leidal in the 2015 St. Mary Lake report, and by TWG's D. Hodgins in the draft 2017 St. Mary Lake Safe Yield Analysis report”.

4.6 Conservation and Efficiency Working Group update

Conservation and Efficiency Working Group Chair Ungerson reported the CEWG did not meet in July.

4.7 Technical Working Group ‘Terms of Reference’

The draft Technical Working Group Terms of Reference was presented. Coordinator Cowan presented the questions (1) “Is it the role of TWG to fill the critical information gaps and if yes, what methods are appropriate according to each agencies policies and procedures?” (2) “Are there any methods that would not be appropriate?” (3) “Is there a barrier for your agency to be able to use the data generated by such TWG action?” Committee Member Stepaniuk reported that a newly appointed NSSWD Trustee would likely be appointed to SSIWPA and requested that any decision about changes to the TWG Terms of Reference be tabled to the next meeting.

There was discussion and the following comments were noted:

- Identifying data gaps seems reasonable.
- There was question regarding whether it would be more appropriate to have a third party fill the data gaps.
- The TWG would receive a workplan from the Steering Committee regarding any work.
- It would be important to have a feedback loop to ensure that filling a data gap is a worthwhile activity and is in line with SSIWPA’s mandate and agreed workplan.
- The CRD would have concern if the data included personal information such as specific property owner information.
- It would be appropriate for some of the data gaps to be filled by the agency that needs the information.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to request that Coordinator Cowan revise the draft Terms of Reference to replace “To bring to SSIWPA Steering Committee suggested methods by which those gaps could be filled.” with “To bring to SSIWPA Steering Committee recommend options by which those gaps could be filled.” and to add an objective to indicate “the work of the TWG is directed by SSIWPA”.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to defer a decision on the revised draft of the Technical Working Group Terms of Reference until the next regular meeting.

4.8 Technical Working Group ‘Response to Weijs’ review of Safe Yield Report’

TWG member Beall presented the Technical Working Group ‘Response to

Weij's review of Safe Yield Report' and reported that the TWG has agreed it is ready for public distribution.

There was discussion and the following comments were noted:

- Concern was expressed regarding publishing the response at this time.
- Support was expressed to publish the response following receipt of the EcoFish report regarding Duck Creek and the Kerr Wood Leidal update in September/October 2017.
- Support was expressed to publish the review with the caveat that the reports are based on different data sets.
- The Kerr Wood Leidal report will be new work and will likely create confusion whenever it is released whether now or later.

By general consent, the Salt Spring Island Watershed Protection Authority agreed to defer the 'Response to Weij's review of Safe Yield Report' to the next meeting.

By general consent, the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would forward the 'Response to Weij's review of Safe Yield Report' to William Shulba for peer review.

4.9 Action 4.10 from Steering Committee meeting June 23, 2017

On behalf of TWG, member Don Hodgins presented a method comparison between TWG's "Safe Water Yield Analysis" and Kerr Wood Leidal's 2015 "St. Mary Lake Water Availability and Demand Climate Change Assessment". In summary, the studies answer fundamentally different questions.

4.10 'Well Inventory' project launch update

Coordinator Cowan reported Task 5a - the Well Inventory project is moving forward. William Shulba reported he would like to use the Leapfrog Hydro model and suggested that the project be separated into two phases.

By general consent, the Salt Spring Island Watershed Protection Authority agreed William Shulba would update Sylvia Barroso regarding the Well Inventory project.

4.11 'Groundwater Monitoring' Draft REFBC funding application

Coordinator Cowan presented the draft General Grant Application Form for SSIWPA Groundwater Monitoring Project and noted that funding has been confirmed from all three matching funding partners (CRD, FLNRO and Islands Trust).

4.12 Events and Announcements

- 4.12.1 Royal Roads University - SSI Rainwater Project Final Presentation
- Monday, August 28, 2017 - Invitation to attend for SSIWPA Steering Committee or Working Group members

4.12.2 Salt Spring Fall Fair booth September 16 and 17, 2017

Coordinator Cowan reported SSIWPA will have a booth at the 2017 Fall Fair and she will circulate a sign up sheet.

4.12.3 Rainwater Home Tour hosted by SSIWPA October 14, 2017 update

Sharon Bywater reported there are six participants confirmed and three more sites that have not been confirmed.

4.13 Correspondence dated July 20, 2017 from a member of the public regarding potential damage to fish habitat

It was noted the member of the public could contact the Report all Poachers and Polluters (RAPP) line.

By general consent, the Salt Spring Island Watershed Protection Authority agreed Committee Member Starke will refer this back to the Islands Trust.

5. OTHER BUSINESS

5.1 Questions and Comments from Public

One member of the public expressed support to defer the release of the Technical Working Group's 'Response to Weij's' review of Safe Yield Report' until following the Incorporation Referendum. The member of the public also expressed support to include a 50-year return period to reflect more extreme climate events and added that a precautionary approach is necessary.

6. NEXT MEETING

The next regular meeting is scheduled for Friday, August 18, 2017 at 10:30 a.m. to 12:30 p.m. at the School District 64 Boardroom Portable, 112 Rainbow Road.

7. ADJOURNMENT

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

George Grams, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder



Coordinator's Report

For the period: July 22 – Sep 13, 2017

Meeting Admin:

- Coordinated quorum and cancellation of August meeting
- Created and coordinated agenda package September 22, 2017
- CEWG meeting agenda, coordination and minutes drafted and sent to group after August 4th informal meeting
- Corresponded with working group Chairs about agendas, times for both August and September working group informal meetings
- Planning for October formal working group meetings – agenda, topics, times

Project Management/Facilitation:

Integrated Water Management Program

- Targeted Well Inventory Project (Task 5a)
 - Met with contractor (S Mracek) and supervisor W Shulba to orient both to SSIWPA and the workplan overall and how this task fits in
 - Correspondence and assistance with Shulba's adoption of this Workplan task within his supervisory responsibilities within Islands Trust SSI Watersheds Project
 - Correspondence with proponents who may be suitable contractors for phase 2 of the task area – Targeted Well Survey Fieldwork portion
- Community well (groundwater districts or small water systems) supply and consumption study (Workplan Tasks 4c and 5c)
 - Data set was compiled, organized and shared with data users in working groups (Aug. 9th) (two districts not yet complete before 2015; 1 not accessed yet)

- Sent request for data-sharing to NSSWD (for the data they collect for two smaller well systems) – included signed terms of use agreement, followed protocol for data requests (August 5th)
- Data entry for two small water systems for years before 2015 – from paper to electronic spreadsheet format (*in process*)
- Correspondence twice in August with system manager for community well data not yet accessed; Still no connection by phone for sharing although agreement was there to do so. (*in process*)
- Stream Monitoring (Workplan Task 3bii)
 - Coordinated data sharing during period (compiled and archived photos and measurements files)
 - Coordinated August 2 visits by FLNRO staff with local volunteer correspondence
 - Coordinated September 7th visit by FLNRO staff
- Correspondence with Aricultural Alliance and Islands Trust about AGRI's ALUI and AWDM
- Groundwater Monitoring Pilot Program (Task 5b)
 - Created proposed next steps task list for self plus 4 Islands Trust staff and 1 FLNR staff to meet SSIWPA-directed REFBC grant writing objective
 - Assisted with re-write to meet suggestions by REFBC grants coordinator
 - Liaised with staff about changes to each section of grant template between August 11-31 – clarified, shortened, adapted to new information attained
 - Wrote draft letters; coordinated signed final letters of support from CRD and FLNR
 - Edited and coordinated collaborative editing/approvals of each round of changes of grant proposal, especially cuts to meet word limits while insuring communication of original project outline
 - Coordinated submission of document with assistance of M Richards, W Shulba and other member agency staff
 - Submitted REFBC Grant Application for GW monitoring pilot August 31, 2017, completed 5-19-2017 Action 4.10.2

Budget

- Liaised with Trust Staff to organize matching fund origins for REFBC grant proposal
- Created budget year to date income statement for SSIWPA

Internal correspondence – SSIWPA member agencies

- Met with Planner Starke and William Shulba (Freshwater specialist) to orient William to two SSIWPA projects (5a and 5b, as well as the related 4c-5c)
- Liaised and met with M Richards, W Shulba and FLNR S Barroso
- Sent data request to NSSWD, followed up – pending as at Sept. 12
- Corresponded about updating of watersheds map (IT), water sources and supply services map (FLNR)
- Managed correspondence copied to SSIWPA for release in agenda package

Reading news, media and scientific research reports

- for SSIWPA process and structure ideas
- for networking and related watershed co-governance advances in other regional districts of B.C. Partnerships for Water Sustainability BC, POLIS, etc.
- review of hydrogeological reports about Bullock Lake Cottages development, and previous pump tests in area

Conservation and Efficiency Working Group Projects Coordination

- Attended final report presentation on behalf SSIWPA at Royal Roads August 28
- Wrote summary of final report
- Shared Royal Roads report with Steering Committee and CEWG
- Coordinated CEWG informal meeting August 4
- Assisted with online library research articles procurement (14 articles)
- Coordinated next steps in CEWG reporting process to Steering
- Coordinated CEWG meeting Sept 14th

Technical Working Group Projects Coordination

- Liaison with co-chairs several times August 31- Sept. 12 re: priorities, meetings, topics
- Coordinated development of agenda and formal meeting schedule

Outreach and Educational Event Planning and Coordination:

Watermark newsletter

- Wrote article for Sept newsletter to align with groundwater projects and rainwater tour advertising
 - sent for review to FLNR members (re Groundwater information therein) – in progress as at Sept. 12

Website:

- Posted in news about Keyline Water Management workshop coming in October at Bullock Lake Farm, SSI
- Posted rainwater tour map and info

Events and Publicity:

- Rainwater Home Tour – multiple communications by phone and email with 10 tour hosts to organize details of systems, interview for press release
- Drafting press release about RH Tour
- Liaised with designer to build map and tour info for publicity
- Liaised with S Klaver, Trust office, re Market in the Park
- Liaised with J Dubyna, Trust staff, re: referrals for groundwater licensing and fact that SSIWPA does not have a role in referrals, but pointed her to several SSI maps and groundwater resources to aid with her query
- Purchased new Display Board for Fair Booth and other Outreach
- Drafted design and new elements (e.g. IWM Program Objectives; Workplan Milestones Achieved; Next steps; images) for new Display Board Posters
- Liaised with two different graphic designers to get outreach materials completed
- Ordered printing both in house and locally for large display items and bulk tour maps
- Responded to member of public about rain collection (queried by email)
- Follow up with Vital Signs author about water resources and management on SSI
- Corresponded with Agricultural Alliance about methods for Ag Land Use Inventory currently underway



Islands Trust

MEMORANDUM

File No.: SSI LTC Watershed Management
SSIWPA Terms of Reference

DATE OF MEETING: September 22, 2017
 TO: Spring Island Watershed Protection Authority (SSIWPA)
 FROM: Justine Starke, Island Planner
 SUBJECT: SSIWPA Terms of Reference – Suggested Revisions

PURPOSE

The purpose of this report is to bring forward Islands Trust staff suggestions for revisions to the Terms of Reference for the Salt Spring Island Watershed Protection Authority (SSIWPA) steering committee. These Terms of Reference have been reviewed from the perspective of providing a reasonable framework for the coordination and assistance functions that have been delegated from the Islands Trust Council to the Salt Spring Island Local Trust Committee (LTC), which uses this authority to coordinate the work of SSIWPA. The suggested revisions will improve the clarity, purpose, and role SSIWPA. The goal is to ensure the overall work of SSIWPA is effective and has the best chance of implementation by member agencies.

BACKGROUND

SSIWPA was established in 2012 to provide a coordinated approach to addressing toxic algal blooms and poor water quality in St. Mary Lake. SSIWPA provides a coordinated governmental and agency approach to watershed management and the protection of freshwater resources on Salt Spring Island. It is comprised of provincial government, local government, and improvement district member agencies, each who have a responsibility and authority for the use and management of water resources and the watersheds in the Salt Spring Island Local Trust Area.

The first Terms of Reference (ToR) for SSIWPA was adopted on August 29, 2013, which was subsequently endorsed by the Salt Spring Island Local Trust Committee. The Terms of Reference were amended on October 18, 2013 and again on November 28, 2014.

ANALYSIS

Spring Island Watershed Protection Authority Terms of Reference

In the time since SSIWPA was created, it has completed the St. Mary Lake Watershed Management Plan and shifted its focus to the Cusheon Lake watershed and to conducting an Integrated Water Management Program to review all freshwater resources on Salt Spring Island. The scope of SSIWPA has been expanded to include groundwater and surface water resources and their watersheds. Suggested amendments to the Terms of Reference incorporate lessons that have been learned over the past four years of work and bring them up to date with the current direction of SSIWPA's work.

The proposed amendments to the SSIWPA Terms of Reference are attached as Appendix 1 (Appendix 1(a) shows the changes tracked in the previous version and Appendix 1(b) shows the final proposed version.

Discussion of Proposed Amendments

Overall Changes

- Throughout the document outdated references have been removed, language clarified and made current, and grammar improved.
- Took out specific references to the watershed management planning program for St. Mary Lake.

Name of the Salt Spring Island Watershed Protection Authority:

- The name is proposed to be changed to “The Coalition of Salt Spring Island Watershed Protection Authorities (SSIWPA). This renaming will more appropriately relay the role of SSIWPA without requiring a change to the acronym.

Background

- The background section is proposed to be refined to remove outdated information about the history of St. Mary Lake’s watershed management plan.

Guiding Principles:

- Re-formatted by numbering
- Added the following additional principles to clarify the role of SSIWPA and encourage better cooperation and relationship building across its member agencies:
 - *To recognize that SSIWPA itself does not carry authority but is rather a collective of agencies, each with independent legislative responsibilities and authorities.*
 - *To foster an environment of collaboration and enlarged thinking, where the collective goals of SSIWPA are focused on the health and protection of Salt Spring Island water resources.*
 - *To share all relevant public information that may assist SSIWPA in its process of inquiry and coordination of strategic policy development.*
 - *SSIWPA will respect the autonomy, authority and respective responsibilities of its member agencies.*
- Suggest removing “include all stakeholder that wish to be involved,” because this is addressed in other places in the document.

Aims and Objectives

- Clarified that SSIWPA makes recommendations to its member agencies and others with responsibility for freshwater protection.
- Added the following additional principles to clarify the role of SSIWPA as a coalition of agencies with individual authorities and responsibilities:
 - *To work together and develop recommendations that can be implemented by member agencies with the legislative authority to do so.*
 - *To develop and update an Integrated Waters Management Plan for Salt Spring Island that ensures a sustainable freshwater supply for human use, and that protects against over-demand and degradation of the resource and the natural systems that depend on it.*

- *To share information, technical reports, and data wherever possible.*
- *To share and support the existing work programs of member agencies and collaborate to avoid duplication of efforts.*

Scope and Geographical Area

- Added a sentence to clarify the scope as follows:
 - *The scope of SSIWPA includes drinking water resources found in surface water bodies and groundwater aquifers on Salt Spring Island.*

Participants

- Added the following sentence to make clear the role of member agencies' representatives:
 - *It is the responsibility of each SSIWPA member to consult their host agency and bring relevant agency information to the discussion. It is likewise the responsibility of each SSIWPA member to communicate relevant SSIWPA decisions back to their host agency and advance implementation wherever feasible.*
- Updated new provincial ministry names
- Added a number of the smaller water improvement districts on Salt Spring Island to enable the possibility of future membership on SSIWPA if needed.
- Clarified the following: "The SSIWPA steering committee membership may change over time, and numbers may fluctuate, depending on the specific needs of current work programs for coordination across jurisdictions. It may not be necessary for all agencies listed to participate in SSIWPA on a continuing basis."

Funding:

- Inserted information about the funding structure for coordination of SSIWPA.

Staff Resources:

- Removed outdated information and updated information about the coordination of SSIWPA, and the in-kind contribution of staff support by member agencies.

Guidelines for Decision Making:

- Removed consensus decision making as the default procedure for decision making. This has to do with feedback from member agencies about the problems with the consensus model not recording dissenting votes. It is problematic for agencies to not have opportunity to have their opposition recorded should their agency disagree with a decision that SSIWPA makes.
- It is suggested that Robert's Rules of Order be used to guide meeting procedures and that SSIWPA vote on the decisions that are made.

- Establishes a quorum of 50% of current SSIWPA members. Because SSIWPA membership fluctuates, the number of members also fluctuates. It will be important to have the minutes always record the current membership at the top of the meeting record and that the coordinator and Chair are aware how many members constitute a quorum at every meeting.

RECOMMENDATIONS

It is recommended THAT the Salt Spring Island Watershed Protection Authority adopt the steering committee Terms of Reference attached as appendix 1(b) of the Islands Trust Memo dated September 22, 2017.

Submitted By:	Justine Starke, Island Planner	September 12, 2017
Concurrence:	Stefan Cermak, Regional Planning Manager, Salt Spring Island	September 13, 2017

ATTACHMENTS

1. Attachment 1a) SSIWPA – Revised Terms of Reference 2017 (changes tracked)
2. Attachment 1b) SSIWPA - Revised Terms of Reference 2017 (final)



Terms of Reference

Adopted August 29, 2013; Amended October 18, 2013

Amended November 28, 2014. [Draft Amendments](#) September 22, 2017.

Background

The [Coalition of](#) Salt Spring Island [Watershed](#) Protection ~~Authority~~ ~~Authorities~~ (SSIWPA) was created to provide a coordinated governmental and agency approach to watershed management and the protection of fresh water resources on Salt Spring Island. It is comprised of government member agencies with responsibility and authority for the use and management of water resources and the watersheds in the Salt Spring Island Local Trust Area.

~~The Salt Spring Island Water Council and the St. Mary Lake Steering Committee (SMLSC) preceded SSIWPA. In 2003, Water Council was formed as an Advisory Committee established by then CRD Director, Gary Holman, consisting of provincial and local government representatives, water district directors, SSI environmental groups, and water research experts. SMLSC was an extension of Water Council formed for the purpose of creating a management plan for St. Mary Lake. SMLSC provided the 2009 Watershed Management Plan for St. Mary Lake, which SSIWPA is peer reviewing. The Water Council evolved into a private society in 2011.~~

~~To improve transparency and accountability, the SSI LTC voted in 2011 to re-structure watershed management and sought approval from Trust Council to establish an inter-governmental Steering Committee with the capacity to coordinate watershed management on Salt Spring Island. In June 2013, the Salt Spring Island Local Trust Committee were awarded delegated powers by Trust Council to permit the LTC to undertake coordinated management of the several agencies recruited to collaborate on watershed management.~~

These Terms of Reference have been developed for the purpose of guiding the [procedures and scope of](#) SSIWPA and providing information to its member agencies. They may eventually be replaced or form part of a formal coordination agreement between the member agencies, such as may be developed pursuant to s. 9 of the Islands Trust Act. SSIWPA and its member agencies recognize the involvement and participation of residents, stakeholders, and community organizations as a vital component of watershed management on Salt Spring Island.

1 Bylaw 154: <http://www.islandstrust.bc.ca/media/222960/bylaw154delegationpowers.pdf>

www.ssiwatersheds.ca

c/o SSI Islands Trust ~ 1-500- Lower Ganges Road, Salt Spring Island V8K 2N8

Coordinator Shannon Cowan ssiwpacoord@gmail.com 250-537-4847

Mission Statement

To cooperate on the development and implementation of policies and initiatives for improved raw water quality, and coordinated management of quantity of Salt Spring Island freshwater sources.

Purpose

SSIWPA member agencies will collaborate in watershed governance and cooperate to pool resources, gather and share information, strategize on integrated policy development, and coordinate actions for improved raw water quality, management of quantity, and the health and protection of both surface and groundwater watersheds in the Salt Spring Island Local Trust Area.

Guiding Principles

1. To recognize that SSIWPA itself does not carry authority but is rather a collective of agencies, each with independent legislative responsibilities and authorities.
- ~~1.2.~~ To consider the interrelationships of the various values of ~~the~~ watersheds towards maintaining a balance of the natural, cultural, social and economic values of the community;
- ~~2.3.~~ To establish and respect the ecological limits of surface water and ground-water watersheds;
- ~~3.~~ to use a consensus-based decision-making model;
4. To foster an environment of collaboration and enlarged thinking, where the collective goals of SSIWPA are focused on the health and protection, and stewardship of Salt Spring Island water resources.
- ~~4.5.~~ To ensure that all discussions and dialogue promote a proactive, respectful and cooperative approach towards all issues;
- ~~5.6.~~ To respect each participant's commitment to professional associations or responsibilities to individual employers or self;
- ~~6.7.~~ To consult and engage the community in stewardship initiatives;
o include all stakeholders that wish to be involved;
8. To operate and communicate in an open, transparent and accountable manner.
9. To share all relevant public information that may assist SSIWPA in its process of inquiry and coordination of strategic policy development.
- ~~7.~~
10. Decisions made by SSIWPA are non-binding on any member agencies.
- ~~8.11.~~ SSIWPA will respect the autonomy, authority and respective responsibilities of its member agencies.

Aims and Objectives

1. To work together and develop recommendations that can be implemented by member agencies with the legislative authority to do so.

- ~~1. To develop and update Watershed Management Plans for Salt Spring Island with the purpose of improving source water quality and to manage quantity;~~
2. To integrate policy development and implement strategies that will lead to the long-term health, protection and stewardship of fresh water resources;
3. To make recommendations that promote remediation of surface water quality and address root causes of watershed ecosystem decline;
4. To determine sustainable water quantity limits and recommend agencies to undertake integrated community planning that respects those limits;
- ~~4.5. To develop and update an Integrated Watershed Management Plan for Salt Spring Island that seeks to ensure a sustainable freshwater supply for human use, and that protects against over-demand and degradation of the resource and the natural systems that depend on it.~~
6. ~~†~~To cooperate with other agencies and groups having jurisdiction or interests within the Salt Spring Island Local Trust Area watersheds;
7. To share information, technical reports, and data wherever possible.
- ~~5-8. To share and support the existing work programs of member agencies and collaborate to avoid duplication of efforts.~~
- ~~6-9. To draw on the expertise and experience of groups and individuals that have a history of working to protect and restore Salt Spring Island's water resources;~~
- 7-10. To engage the community in consultation processes that enable consideration of proposed actions according to multiple values and objectives;
- ~~8-11. To provide advice to other agencies or groups where appropriate;~~
- 9-12. To support outreach and education that enhances and encourages watershed care and protection and to increase understanding of water science, stewardship and management activities;
- ~~10-13. †~~To seek funding for priority actions.

Scope and Geographical Areas

The capacity of SSIWPA and its ability to be effective is linked to time and resources. The scope of SSIWPA includes Salt Spring Island watersheds and freshwater resources such as rainwater, surface water, and groundwater as they relate to drinking water and ecological needs. Initially, SSIWPA will focus its efforts on protection of the St. Mary Lake watershed and remediation of the raw water quality in St. Mary Lake. Details of the St. Mary Lake Watershed are attached in schedule A.

Participants

SSIWPA members consist of government agencies that have responsibility for water and watershed management, the delivery of potable drinking water, or the assurance of safe drinking water, including,

but not limited to: local and regional government organizations, First Nations, the provincial government, the federal government, health authorities and improvement districts.

All representatives of member agencies will devote their time to the operations of SSIWPA without remuneration by SSIWPA and will respect these Terms of Reference. It is the responsibility of each SSIWPA member to consult their host agency and bring relevant agency information to the discussion. It is likewise the responsibility of each SSIWPA member to communicate relevant SSIWPA decisions back to their host agency and advance implementation wherever feasible.

Representation on the SSIWPA steering committee may include the following agencies: ~~member~~ agencies of SSIWPA will initially include:

Provincial Ministries:

BC Ministry of Environment and Climate Change Strategy ~~BC Ministry of Environment~~

BC Ministry of Forest, Lands, Natural Resource Operations and Rural Development

BC Ministry of Agriculture

BC Ministry of Health

Local Governments

Islands Trust (Salt Spring Island Local Trust Committee)

Capital Regional District

Vancouver Island Health Authority

Improvement Districts

North Salt Spring Waterworks District

Scott Point Water District

Mt Belcher Water District

Harbourview Waterworks District

CRD Local Service Areas:

Fulford Harbour Waterworks District

Beddis Waterworks District

Cedar Lane Waterworks District

Cedars of Tuam Waterworks District

Fernwood-Highland Waterworks District

Strata Corporations:

Maracaibo

[Reginald Hill](#)
[High Hill Road](#)
[Swan Point](#)
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~~[Fernwood Water Local Service Commission \(CRD\)](#)~~
~~[North Salt Spring Waterworks District](#)~~
~~[Salt Spring Island Local Trust Committee](#)~~

[The SSIWPA steering committee membership may change over time, and numbers may fluctuate, depending on the specific needs of current work programs for coordination across jurisdictions. It may not be necessary for all agencies listed to participate in SSIWPA on a continuing basis.](#)

All member agencies will provide written confirmation to the Chair regarding the name of their appointed representative on SSIWPA, and any approved alternate(s). The appointed representative(s) will remain in their position until the member agency provides written notice of a replacement.

Budget

SSIWPA shall, on or before the 30th day of August in each year, prepare and submit a proposed budget covering all anticipated costs for the following fiscal year.

Resources

Funding

[The Islands Trust supports SSIWPA by funding coordination using a special property tax requisition collected from the Salt Spring Island Local Trust Area. This funding source is at the discretion of Islands Trust Council and considered on an annual basis in the Trust Council budget process. Contract assistance and the administration of funding will be carried out by Islands Trust Council, with direction from the Salt Spring Island Local Trust Committee, which will consider recommendations or requests from SSIWPA as communicated to it by its liaison to SSIWPA.](#)

All SSIWPA participants will be encouraged to seek and, where possible, contribute funding or in-kind resources to meet the objectives of SSIWPA. Funding sources to support the operations of SSIWPA are to be determined and will be established through written agreement of the member agencies.

Staff Resources

[Coordination of SSIWPA activities, including administrative support such as meeting coordination, records maintenance, financial management, and project management will be carried out by a contract coordinator, and funded by Islands Trust.](#)

~~In kind staff support to SSIWPA will be provided by each member agency at its discretion. Interim
On an interim basis, staff support to SSIWPA will be provided by Islands Trust staff assigned to the Salt Spring Island Local Trust Committee, subject to approval by resolution of the Salt Spring Island Local Trust Committee regarding the amount and type of staff time that can be devoted to SSIWPA operations.~~

Long Term

~~Subject to funding and future agreements regarding the provision of staff resources, SSIWPA may identify the need for additional staff positions, such as a position of Coordinator, responsible for organizing all meetings, preparing agendas, taking meeting notes, pursuing funding, or other activities as deemed appropriate.~~

Administration

~~On an interim basis, Salt Spring Island Local Trust Committee will provide secretariat services through the administrative systems of the Islands Trust. Subject to available resources approved by resolution of the Salt Spring Island Local Trust Committee, staff resources will be responsible for providing administrative support such as meeting coordination, records maintenance, financial management, staff hiring and supervision and contract management.~~

Contract Assistance

Interim

~~On an interim basis, c) Contract assistance to fulfill SSIWPA objectives may be obtained:~~

- a) through the Islands Trust, subject to approval of the Salt Spring Island Local Trust Committee and subject to the procurement processes and policies of the Islands Trust Council, or
- b) through the Capital Regional District, subject to procurement processes and policies of the Capital Regional District Board.
- ~~b)c) Through another member agency, subject to the procurement policies of that agency.~~

Volunteer Assistance

SSIWPA may, from time to time, consider proposals or invite specific individuals, groups or agencies to attend meetings on a voluntary basis to make presentations on specific technical issues, which will contribute to the deliberations on specific agenda items.

Guidelines for Decision-making

1. Decisions made by SSIWPA will support the Purpose and Objectives defined in these Terms of Reference.

2. Meeting procedures will follow Roberts Rules of Order, and while SSIWPA is encouraged to seek consensus in its deliberations, final decisions will be made by the consent of the majority.
3. A quorum for a meeting shall be 50% of the members who form SSIWPA steering committee at that point in time.
- ~~4.~~ It is understood that decisions of SSIWPA will be taken to the relevant agency for consideration. Where a further decision is required by an elected body, one member of which serves as liaison to SSIWPA, the elected official will bring the position of SSIWPA forward in a neutral manner and may oppose the position if they do not consider it to be in the best interests of the electors generally.

~~Decision making is by consensus. Consensus is defined as agreement by the designated representative or alternate of each member. There are two levels of consensus, Full and Working:~~

~~Full consensus— all representatives agree and support the decision;~~

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

~~Where consensus is not reached, issues may be tabled at least once, but no more than three times. A majority and a minority opinion statement will be recorded in writing in the meeting notes if a consensus cannot be achieved at the third tabling. Every effort will be made to explore, understand and accommodate the interests of dissenting viewpoints.~~

Meetings

Regular Working Meetings of SSIWPA will be held monthly—with the date, time and location of each Working Meeting being established by agreement of the representatives of member agencies in January of each year. Meetings may be re-scheduled by consent of SSIWPA members.

Special Working Meetings may be called by the Chair as required, provided that all members will receive a minimum notice of two working days in advance of a Special Meeting. Notice of Special Working Meetings may be waived by consent of SSIWPA members.

SSIWPA meetings will be open to the public to observe, provided that meetings may be closed to public in a manner consistent with s. 90 of the BC Community Charter.

An annual meeting of SSIWPA will report back to the community by November of each year.

Notice of Meetings

Notice of the date, time and location of meetings will be posted on the SSIWPA website in January of each year. Notice of rescheduled meetings will also be posted on the SSIWPA website in a timely manner.

Conduct of Representatives of Member Agencies

Representatives of member agencies will be expected to behave with due decorum. That is to say:

1. Meetings will be conducted with decorum, and generally follow Robert's Rules of Order as interpreted by the Chair;
2. communications at all meetings will be respectful, considerate, honest, and issue-focused;
3. all viewpoints will be encouraged, respected, and considered;
4. representatives will make every effort to resolve issues at the table, and will avoid seeking alternative decisions outside this process;
5. representatives should have a common understanding of the mandate of SSIWPA, demonstrate mutual respect to other participants, and be accountable to share information to and from the group or agency they represent
6. It is understood that members are delegates from the agencies they represent and serve at the pleasure of the agency that has appointed them.

Conduct of Meeting Observers

Members of the public who wish to address the SSIWPA may make a delegation request in writing, one week prior to a scheduled meeting or by request to the Chair during attendance at a meeting. Each delegation will be limited to five minutes. Longer presentations may be requested, and agreed to by SSIWPA members.

Members of the public are expected to behave with due decorum and respect any rulings of the Chair.

Chair

At the initial Working Meeting of SSIWPA each year, a Chair and Vice Chair will be elected by and from the authorized representatives of member agencies.

The Chair is responsible for preserving order at every meeting of the SSIWPA and may make such rulings as are necessary to do so. The chair is to serve without remuneration. The role of the Chair is to include the following duties:

1. Liaise with the SSIWPA Coordinator and Steering Committee members to set agenda topics.
2. Ensure distribution of meeting minutes to members and the public, through the SSIWPA Coordinator.
3. Liaise with SSIWPA Coordinator, SSIWPA Steering Committee, and Islands Trust to effectively facilitate and coordinate SSIWPA.

4. May act as a spokesperson for SSIWPA to the public, wherever possible with Steering Committee pre-approval of messaging content.

SSIWPA Coordinator will act as facilitator for Steering Committee meetings, unless otherwise arranged, such that the Chair is free to participate in the discussions and technical proposals. As facilitator, the SSIWPA Coordinator is charged with group process functions within and outside of SSIWPA regular meetings, to the extent that coordination resources allow. For more Coordinator duties, please refer to the SSIWPA Coordinator Contract with Islands Trust.

Location

Working meeting locations will be flexible and decided by SSIWPA and its Coordinator.

Sharing of Information

After a working meeting, the minute-taker who is responsible for taking minutes of each meeting will provide a draft to the Coordinator. The Coordinator will circulate the draft meeting minutes to the Chair and Islands Trust Planner, soon after the meeting. The Chair or Coordinator (or other designate) is responsible for ensuring that an agenda package is circulated to all participants at least one week prior to the next meeting.

Meeting minutes will be considered and adopted as soon as practicable, preferably at the next working meeting.

Committees and Working Groups

The SSIWPA may form an administrative committee—which will strive to achieve broad representation of all participants. The function of the administrative committee will be to ensure that the work SSIWPA continues between meetings and will fill an oversight role if a Coordinator position is created.

From time to time, SSIWPA may form ~~other committees to~~ working groups to research, assess and report on specific issues or opportunities as identified by SSIWPA.

Participation of community groups, ratepayers associations, business interests, and other stakeholders is welcomed, and will be formalized at times through the creation of issue specific Public Advisory Committees. In the absence of a formal Public Advisory Committee, stakeholders and interested individuals are encouraged to attend meetings and participate in public feedback sessions.

November, 2014 amendment: A Water Quantity Committee will be formed to address the addition to the SSIWPA purpose statement made as a result of SSIWPA meeting in October, 2014.

In addition, a Technical ~~Advisory Committee~~Working Group may provides expert scientific and technical advice to SSIWPA.

The terms of reference for committees can be accessed here: <http://ssiwatersheds.ca/>~~the Public Advisory Committee (link); Technical Advisory Committee (http://ssiwatersheds.ca/wp-content/uploads/2014/04/SSIWPA-TAC-Terms-of-Reference.pdf); the Water Quantity Committee (link).~~

Communications

SSIWPA will report to and consult with the community on issues and actions as appropriate.

A website, periodic public newsletters, brochures, other literature and/or media releases will be prepared as needed—resources permitting. SSIWPA will designate responsibility for external communications to one or more spokesperson(s).

These terms of reference will be reviewed at least every three years and updated as required.

Endorsements of Current SSIWPA Steering Committee:

	Agency	Name	Signature	Date
1.	BC Ministry of Environment and Climate Change Strategy			
2.	BC Ministry of Forest, Lands, Natural Resource Operations and Rural Development			
3.	Ministry of Agriculture			
4.	Capital Regional District			
5.	Beddis Waterworks District			
6.	Fernwood-Highland Water Local Service Commission (CRD)			
7.	North Salt Spring Waterworks District			
8.	Salt Spring Island Local Trust Committee			

Schedule A: St. Mary Lake Watershed

The St. Mary Lake Watershed is a multi-use watershed in the north part of Salt Spring Island. It is located in the traditional territory of the Coast Salish people. It is currently the source of domestic water for many of the island's residents, businesses, and institutions. St. Mary Lake is the largest lake on Salt Spring Island (with a surface area of 182 hectares), although it is relatively shallow and has a small watershed of 508 hectares. While approximately 20% of the watershed (110 hectares) on the western side of the drainage basin is owned and protected by the Salt Spring Island Water Preservation Society, it is estimated that 70% of the watershed has been modified by human use and most of the remainder is privately owned. There are over 200 residences in the watershed and 82 shoreline lots abutting the lake. Land uses within the watershed include residential, agricultural, institutional, and commercial accommodation. The Lake has a limited number of public access points and is used for several recreational purposes, including swimming, fishing, and boating. For fisheries purposes, a minimum flow into Duck Creek, which drains from the southwest part of the lake must be maintained.

St. Mary Lake is often compromised by the prevalence of algal and cyanobacterial blooms, most likely related to increasing phosphorus concentrations. Toxins produced by algal and cyanobacterial blooms are a health threat and can lead to lake closures health advisories warning people not to drink the water or swim in the lake. Poor lake water quality can significantly impact a number of community goals related to public and environmental health and economic sustainability.

The St. Mary Lake Watershed Management Plan (St. Mary Lake Steering Committee, 2008) recommends a range of actions by many different parties. A primary recommendation is that a coordinated, whole watershed approach is necessary to successfully address lake water quality and quantity. Implementation of the St. Mary Lake Watershed management plan has been slowed by the lack of a coordinated governmental approach to the activities of the many agencies and groups whose actions affect lake water quality, and by lack of peer review of the technical information on which the plan is based.

In response to community concerns and as a means of enabling accountable, collaborative watershed governance for St. Mary Lake, the Salt Spring Island Local Trust Committee established the Salt Spring Island Watershed Protection Authority (originally the St. Mary Lake Watershed Working Group) to oversee and manage remediation of the lake and protection of the watershed.

For more background, please see the 2008 St. Mary Lake Watershed Management Plan: <http://www.islandstrust.bc.ca/ltr/ss/pdf/ssstmarylkwrshedmgntmplan.pdf>

Changes to this Final Version November 28 2014, from 11-24-14 v2 Draft, include:

p.1—added “and coordinated management of” in the Mission statement preceeding “quantity”

p.1—added “management of” preceeding the word “quantity” in the Purpose statement

p. 2—added “to manage” preceeding the word quantity in the first listed Objective

p. 5—Chair section, Coordinator role: removed “moving the SSIWPA Steering Committee through the agenda topics and keeping time in the meetings, as well as”

Terms of Reference

Adopted August 29, 2013; Amended October 18, 2013

Amended November 28, 2014. Draft Amendments September 22, 2017

Background

The Coalition of Salt Spring Island Watershed Protection Authorities (SSIWPA) was created to provide a coordinated governmental and agency approach to watershed management and the protection of fresh water resources on Salt Spring Island. It is comprised of government member agencies with responsibility and authority for the use and management of water resources and the watersheds in the Salt Spring Island Local Trust Area.

These Terms of Reference have been developed for the purpose of guiding the procedures and scope of SSIWPA and providing information to its member agencies. They may eventually be replaced or form part of a formal coordination agreement between the member agencies, such as may be developed pursuant to s. 9 of the Islands Trust Act. SSIWPA and its member agencies recognize the involvement and participation of residents, stakeholders, and community organizations as a vital component of watershed management on Salt Spring Island.

Mission Statement

To cooperate on the development and implementation of policies and initiatives for improved raw water quality, and coordinated management of quantity of Salt Spring Island freshwater sources.

Purpose

SSIWPA member agencies will collaborate in watershed governance and cooperate to pool resources, gather and share information, strategize on integrated policy development, and coordinate actions for improved raw water quality, management of quantity, and the health and protection of both surface and groundwater watersheds in the Salt Spring Island Local Trust Area.

Guiding Principles

1. To recognize that SSIWPA itself does not carry authority but is rather a collective of agencies, each with independent legislative responsibilities and authorities.

1 Bylaw 154: <http://www.islandstrust.bc.ca/media/222960/bylaw154delegationpowers.pdf>

2. To consider the interrelationships of the various values of watersheds towards maintaining a balance of the natural, cultural, social and economic values of the community.
3. To establish and respect the ecological limits of surface water and groundwater watersheds
4. To foster an environment of collaboration and enlarged thinking, where the collective goals of SSIWPA are focused on the health and protection, and stewardship of Salt Spring Island water resources.
5. To ensure that all discussions and dialogue promote a proactive, respectful and cooperative approach towards all issues.
6. To respect each participant's commitment to professional associations or responsibilities to individual employers or self.
7. To consult and engage the community in stewardship initiatives.

8. To operate and communicate in an open, transparent and accountable manner.
9. To share all relevant public information that may assist SSIWPA in its process of inquiry and coordination of strategic policy development.
10. Decisions made by SSIWPA are non-binding on any member agencies.
11. SSIWPA will respect the autonomy, authority and respective responsibilities of its member agencies.

Aims and Objectives

1. To work together and develop recommendations that can be implemented by member agencies with the legislative authority to do so.
2. To integrate policy development and implement strategies that will lead to the long-term health, protection and stewardship of fresh water resources.
3. To make recommendations that promote remediation of surface water quality and address causes of watershed ecosystem decline.
4. To understand sustainable water quantity limits and recommend agencies to undertake integrated community planning that respects those limits.
5. To develop and update an Integrated Watershed Management Plan for Salt Spring Island that seeks to ensure a sustainable freshwater supply for human use, and that protects against over-demand and degradation of the resource and the natural systems that depend on it.
6. To cooperate with other agencies and groups having jurisdiction or interests within the Salt Spring Island Local Trust Area watersheds.
7. To share information, technical reports, and data wherever possible.
8. To share and support the existing work programs of member agencies and collaborate to avoid duplication of efforts.

9. To draw on the expertise and experience of groups and individuals working to protect and restore Salt Spring Island's water resources.
10. To engage the community in consultation processes that enable consideration of proposed actions according to multiple values and objectives.
11. To provide advice to other agencies or groups where appropriate.
12. To support outreach and education that enhances and encourages watershed care and protection and to increase understanding of water science, stewardship and management activities.
13. To seek funding for priority actions.

Scope and Geographical Areas

The capacity of SSIWPA and its ability to be effective is linked to time and resources. The scope of SSIWPA includes Salt Spring Island watersheds and freshwater resources such as rainwater, surface water, and groundwater as they relate to drinking water and ecological needs.

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All representatives of member agencies will devote their time to the operations of SSIWPA without remuneration by SSIWPA and will respect these Terms of Reference. It is the responsibility of each SSIWPA member to consult their host agency and bring relevant agency information to the discussion. It is likewise the responsibility of each SSIWPA member to communicate relevant SSIWPA decisions back to their host agency and advance implementation wherever feasible.

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from the Salt Spring Island Local Trust Committee, which will consider recommendations or requests from SSIWPA as communicated to it by its liaison to SSIWPA.

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Coordination of SSIWPA activities, including administrative support such as meeting coordination, records maintenance, financial management, and project management will be carried out by a contract coordinator, and funded by Islands Trust.

In kind staff support to SSIWPA will be provided by each member agency at its discretion.

Contract Assistance

Contract assistance to fulfill SSIWPA objectives may be obtained:

- a) through the Islands Trust, subject to approval of the Salt Spring Island Local Trust Committee and subject to the procurement processes and policies of the Islands Trust Council, or
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Volunteer Assistance

SSIWPA may, from time to time, consider proposals or invite specific individuals, groups or agencies to attend meetings on a voluntary basis to make presentations on specific technical issues, which will contribute to the deliberations on specific agenda items.

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Representatives of member agencies will be expected to behave with due decorum. That is to say:

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Chair

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The Chair is responsible for preserving order at every meeting of the SSIWPA and may make such rulings as are necessary to do so. The chair is to serve without remuneration. The role of the Chair is to include the following duties:

1. Liaise with the SSIWPA Coordinator and Steering Committee members to set agenda topics.
2. Ensure distribution of meeting minutes to members and the public, through the SSIWPA Coordinator.
3. Liaise with SSIWPA Coordinator, SSIWPA Steering Committee, and Islands Trust to effectively facilitate and coordinate SSIWPA.
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Location

Working meeting locations will be flexible and decided by SSIWPA and its Coordinator.

Sharing of Information

After a working meeting, the minute-taker who is responsible for taking minutes of each meeting will provide a draft to the Coordinator. The Coordinator will circulate the draft meeting minutes to the Chair and Islands Trust Planner, soon after the meeting. The Chair or Coordinator (or other designate) is responsible for ensuring that an agenda package is circulated to all participants at least one week prior to the next meeting.

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November, 2014 amendment: A Water Quantity Committee will be formed to address the addition to the SSIWPA purpose statement made as a result of SSIWPA meeting in October, 2014.

In addition, a Technical Working Group may provide expert scientific and technical advice to SSIWPA.

The terms of reference for committees can be accessed here: <http://ssiwatersheds.ca/>

Communications

SSIWPA will report to and consult with the community on issues and actions as appropriate.

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These terms of reference will be reviewed at least every three years and updated as required.

Endorsements of Current SSIWPA Steering Committee:

	Agency	Name	Signature	Date
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2.	BC Ministry of Forest, Lands, Natural Resource Operations and Rural Development			
3.	Ministry of Agriculture			
4.	Capital Regional District			
5.	Beddis Waterworks District			
6.	Fernwood-Highland Water Local Service Commission (CRD)			
7.	North Salt Spring Waterworks District			
8.	Salt Spring Island Local Trust Committee			

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
WATERSHED PROTECTION AUTHORITY
FOR REVENUE/EXPENDITURES RECOGNIZED
AS OF JUNE 30/17**

	YTD ACTUALS	BUDGET	BALANCE REMAINING	% OF BUDGET SPENT YTD
SSI LTA Special Property Tax Requisition	\$ 98,500.00	98,500.00	0.00	100%
Unspent funds from 2016/17 Special Property Tax Requisition	\$ 7,105.99	7,105.99	0.00	100%
Province of BC grant- Integrated Water Management Program	15,000.00	15,000.00	0.00	100%
REFBC grant - Integrated Water Management Program - Well Monitoring (Submission of grant request expected in Sept/17)		30,000.00	30,000.00	0%
Total Revenue	\$ 120,605.99	\$ 150,605.99	\$ 30,000.00	80%

EXPENSES

SSIWPA Coordination	22,618.20	85,000.00	62,381.80	27%
Meeting cost (3 committees, minute taking, room rental)	905.34	5,500.00	4,594.66	16%
Community Events and Communications	415.77	8,000.00	7,584.23	5%
Unspent funds from 2016/17 Special Property Tax Requisition	0.00	7,105.99	7,105.99	0%
Integrated Water Management Program (Province of BC Grant)	0.00	15,000.00	15,000.00	0%
Integrated Water Management Program (Well Monitoring, REFBC Grant)	0.00	30,000.00	30,000.00	0%
Total Expenses	\$ 23,939.31	\$ 150,605.99	\$ 126,666.68	16%
Total Surplus (Deficit) to date	\$ 96,666.68		\$ -	

DRAFT for discussion

SSIWPA 2017 Income and Expenses including Workplan Projects
Period: April 1, 2017 - March 31, 2018
as at September 13, 2017

Revenue				
	Budgeted	Actuals		
Source	Income <small>For SSIWPA projects, incl. in-kind cash</small>	YTD SSIWPA Cash <small>received in account</small>	In-Kind Cash <small>allocated by member agencies</small>	In-Kind Services <small>allocated by member agencies</small>
Tax Requisition	98,500.00	98,500.00	-	-
Unspent 2016/17 funds	7,105.99	7,105.99	-	-
Local Trust Committee - Land Use Planning Watershed Management	19,800.00	-	19,800.00	-
Islands Trust Office Services	-	-	-	250.00
Islands Trust Staff				37,920.00
Capital Regional District	19,000.00	-	16,000.00	3,000.00
Ministry ENV	30,000.00	-	30,000.00	-
Ministry FLNR				
Grants:	2,000.00	-	2,000.00	16,900.00
	24,180.00	15,000.00	-	-
<i>Province of BC Grant - IWM Program</i>	15,000.00	15,000.00	-	-
<i>REFBC Grant - IWM Program</i>	9,180.00	9,180.00	9,180.00	21,865.00
Subtotals	200,585.99	120,605.99	67,800.00	58,070.00
Total Budgeted (incl in-kind)	200,585.99			
Received YTD	188,405.99			

Draft for Discussion

SSIWPA 2017 Income and Expenses including Workplan Projects
Period: April 1, 2017 - March 31, 2018
as at September 13, 2017

Expenses						
Item	Source	Budgeted SSIWPA Cash Expenses Updated	Actual Cash Spent from SSIWPA account revenue	Actual Cash Spent In-Kind by member agencies on workplan projects	In Kind Services Rendered by agency staff, coordinator	
Coordination						
Coordinator contracts*	tax requisition	85,000.00	36093.24	-	-	
Events and Communications*	tax requisition	8,000.00	1379.65	-	-	
Meetings*	tax requisition	5,500.00	1405.76	-	-	10,040.00
Office Services*	in kind	-	-	-	-	100.00
	subtotal	98,500.00	38,878.65	-	-	10,140.00
SML						
Septic Wells Cleanup	CRD - deferred	-	-	-	-	-
Sediment pore chemistry	CRD - deferred	-	-	-	-	-
Stewardship workshops	CRD	1,000.00	-	-	-	-
Turnover P monitoring	CRD - deferred	-	-	-	-	-
	subtotal	1,000.00	-	-	-	-
IWMP						
Task 1 -Sustainable (Safe) Yield Analysis	Local Trust Committee**	-	-	-	-	TWG
Task 2 - Climate Effects on Drought Extremes	undetermined	700.00	-	-	-	NSSWD
Task 3a - Surface hydrology (SML)	NSSWD [†]	?	-	-	?	NSSWD
Task 3b - Stream flow monitoring	NSSWD [†] , FLNR [‡]	?	-	-	?	1,222.00
Task 4a, 4b - Consumption Statistics for Surface Supply	Local Trust Committee***, Province of BC Grant	600.00	-	-	-	TWG
Task 4c & 5c - Community Well Supply and Consumption	Coordinator in kind [§] , Trust Staff, FLNR Staff	-	-	-	-	2,115.00
Task 5a - Well inventory, Survey	Local Trust Committee**, Trust Staff, FLNR Staff	16,000.00	-	5,000.00	-	5,710.00
Task 5b - Well Monitoring Pilot	REFBC, Prov.BC Grant, Local Trust Cttee**, CRD, FLNR	18,360.00	-	-	-	6,640.00
Task 6 - Ag Water Demand Model and Land Use Inventory	AGRI [†] , Local Trust Committee**	2,000.00	-	-	-	141.00
Task 7b	Ministry ENV/FLNR Aquifer Ground Water Budget Project [†]	30,000.00	-	-	-	2,776.00
Tasks 8, 8a, 8b	Tax Requisition (coordination of RRU, travel, article purchases) [§]	1,070.00	-	796.00	-	752.00
Cusheon monitoring	deferred	-	-	-	-	-
	subtotal	68,730.00	-	5,796.00	-	19,356.00
Total Expenses		168,230.00	38,878.65	6,796.00	-	29,496.00
Total Income - Total Expenses		32,355.99				
Remaining Cash (Actual Revenue - Actual Spent)		142,731.34				

**REPORT TO INTEGRATED RESOURCE MANAGEMENT ADVISORY COMMITTEE
MEETING OF WEDNESDAY, JUNE 28, 2017**

SUBJECT **Advanced Integrated Resource Management – Next Steps**

ISSUE

To present the next steps in the development of the Advanced Integrated Resource Management (IRM) Project.

BACKGROUND

The recent Advanced Integrated Resource Management (IRM) Project – Request for Expressions of Interest (RFEOI) gathered information to better inform the CRD of IRM market capabilities and considerations prior to embarking on an IRM procurement process. The outcome of the RFEOI process was not intended to qualify technologies or respondents, nor was it intended to validate partners.

The CRD received ten RFEOI submissions that propose a variety of IRM technologies, feedstocks and end uses. An initial high-level assessment of the responses was presented to this advisory committee in April 2017. Additional clarification was sought from all respondents to better inform the detailed analysis.

Key findings from the detailed analysis point to a number of next steps to advance the initiative. The primary next step in the IRM process is to draft an IRM Project Plan outline, together with the following short-term deliverables:

- a gap analysis to complete the evaluation of the broader array of technologies and feedstock combinations (as required in the provincial approval of the Core Area Liquid Waste Management Plan, Amendment No. 11)
- a proposed IRM facilities tour plan to address identified information gaps; and
- a summary of potential policy/project implications resulting from the CRD's lack of flow control over much of the waste feedstock.

The gap analysis bulleted above will be informed by a jurisdictional review of how similar-sized and larger municipalities within BC, North America and further abroad successfully and beneficially reuse biosolids. This review was also directed by the Minister of Environment as a condition of approval for Amendment No. 11 of the Core Area Liquid Waste Management Plan, and will be presented to the Advisory Committee in September.

The IRM Project Plan, which builds on the IRM work plan that was submitted to the Province at the end of May (Appendix A), will serve as a road map and will be built over time as the process evolves and further deliverables are identified.

ALTERNATIVES

Alternative 1

That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

That staff be directed to prepare the following deliverables for the September 2017 IRM Advisory Committee meeting:

- a draft Integrated Resource Management Project Plan outline
- a gap analysis to complete the evaluation of the broader array of technologies and feedstock combinations (as required in the provincial approval of the Core Area Liquid Waste Management Plan, Amendment No. 11)
- a proposed IRM facilities tour plan to address identified information gaps; and
- a summary of potential policy/project implications resulting from the CRD's lack of flow control over much of the waste feedstock.

Alternative 2

That staff revise the next steps in the IRM process as directed by the IRM Advisory Committee.

POLICY IMPLICATIONS

IRM has the potential to impact every aspect of the overall waste management system. IRM in the Capital Region is predominantly driven by the solid waste streams, as biosolids comprise a relatively small proportion of the total combined liquid and solid waste streams. The CRD does not have flow control over the vast majority of its solid waste streams, which presents a significant risk to the IRM project, as identified by the RFEOI respondents.

If thermal treatment technology (mass burn, gasification, pyrolysis) is used to produce energy from Municipal Solid Waste, the Province expects local governments to have a minimum target of 70% reduction of solid waste from reduce, reuse and recycle initiatives before moving to a thermal treatment technology for residuals management. Furthermore, an amendment to the CRD Solid Waste Management Plan would be necessary to move in this direction. Supporting such a plan amendment and the fundamental shift in waste management will necessitate ongoing and meaningful public and First Nations consultation and deep community support.

CONCLUSION

The CRD has initiated the Advanced Integrated Resource Management Project process by issuing a Request for Expressions of Interest and has obtained valuable information. The next step in the process is to prepare the initial deliverables in the development of a draft IRM Project Plan for review by committee in September 2017.

RECOMMENDATION

That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

That staff be directed to prepare the following deliverables for the September 2017 Integrated Resource Management Advisory Committee meeting:

- a draft Integrated Resource Management Project Plan outline
- a gap analysis to complete the evaluation of the broader array of technologies and feedstock combinations (as required in the provincial approval of the Core Area Liquid Waste Management Plan, Amendment No. 11)
- a proposed IRM facilities tour plan to address identified information gaps; and
- a summary of potential policy/project implications resulting from the CRD's lack of flow control over much of the waste feedstock.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

RS:cl

Attachment: Appendix A – Proposed Integrated Resource Management Work Plan

PROPOSED INTEGRATED RESOURCE MANAGEMENT WORK PLAN

June 2017	<ul style="list-style-type: none"> • Core Area Liquid Waste Management Plan biosolids requirements: jurisdictional review, assessment of full spectrum of beneficial uses • Detailed review and assessment of Request for Expressions of Interest submissions
July 2017	<ul style="list-style-type: none"> • Draft Integrated Resource Management (IRM) Project Plan • Pre-Request for Qualifications (RFQ) consultation/scope definition for IRM facility
Q3 2017	<ul style="list-style-type: none"> • Review Draft IRM Project Plan with Ministry of Environment (MoE) staff and First Nations for feedback and alignment • Issue Request for Pre-Qualifications (RFPQ) for IRM facility
Q4, 2017	<ul style="list-style-type: none"> • Review/evaluate results of IRM RFPQ and evaluate the feasibility of an integrated solution • Work with MoE staff to finalize IRM Project Plan (including a public consultation plan and timeline)
Q1, 2018	<ul style="list-style-type: none"> • Present full business case and identification of qualified vendors from IRM RFPQ process • Determine regulatory requirements for IRM pilot (if warranted) • Obtain permits for IRM pilot (if warranted)
Q1, 2018 up to Q1, 2019	<ul style="list-style-type: none"> • Conduct IRM pilot project (if warranted) • IRM Request for Proposals (RFP) scope definition and develop IRM RFP document • Secure IRM feedstock commitments/agreements • Confirm IRM resource reuse opportunities • CRD Board decision to proceed • Issue RFP for full-scale advanced IRM facility • Evaluation of IRM RFP submissions and negotiations with preferred bidder • Review of financing options • Determine regulatory approvals and environmental requirements for preferred IRM facility
2019/2020	<ul style="list-style-type: none"> • Permitting process for the long-term advanced IRM facility <ul style="list-style-type: none"> - legal - technical - environmental (EIS) - public consultation, as required • Design and engineering of long-term advanced IRM facility
June 30, 2019	<ul style="list-style-type: none"> • Submit definitive IRM Plan to the Minister of Environment
January 1, 2021	<ul style="list-style-type: none"> • Residual treatment facility starts operation and produces Class A biosolids • Short-term Class A biosolids storage, if required
2021 & 2022	<ul style="list-style-type: none"> • Construction and commissioning of long-term advanced IRM Facility
January 1, 2023	<ul style="list-style-type: none"> • IRM facility starts operation

Meeting Minutes

Environmental Services Committee

Wednesday, June 28, 2017

1:00 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT:

Directors: C. Hamilton (Chair), R. Atwell (Vice Chair), D. Blackwell, M. Hicks, W. McIntyre, D. Murdock, J. Ranns, M. Tait, K. Williams, R. Windsor, B. Desjardins (Board Chair, ex-officio)

Staff: L. Hutcheson, General Manager, Parks and Environmental Services; R. Smith, Senior Manager, Environmental Resource Management; B. Reems, Corporate Officer; P. Perna, Committee Clerk (Recorder)

Also Present: J. Ralph, Consultant, HDR Inc.

REGRETS: Director L. Helps

The meeting was called to order at 1:02 pm.

1. Approval of Agenda

MOVED by Director Blackwell, **SECONDED** by Director Tait,
That the agenda for the June 28, 2017 Environmental Services Committee meeting be approved as circulated.
CARRIED

2. Adoption of Minutes

2.1. [17-530](#) Minutes of the May 24, 2017 Environmental Services Committee Meeting

MOVED by Director Blackwell, **SECONDED** by Director Tait,
That the minutes of the May 24, 2017 Environmental Services Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks - None.

4. Presentations/Delegations - None.

5. Committee Business

5.1. [17-510](#) Advanced Integrated Resource Management - Next Steps

Brent Reems advised of additional recommendations that were made at the Integrated Resource Management Advisory Committee meeting that are referred to the Environmental Services Committee for referral to the Capital Regional District Board.

MOVED by Board Chair Desjardins, **SECONDED** by Director Ranns,
That the Environmental Services Committee recommend to the Capital Regional District Board:

That staff be directed to prepare the following deliverables for the September 2017 Integrated Resource Management Advisory Committee meeting:

- a draft Integrated Resource Management Project Plan outline
- a gap analysis to complete the evaluation of the broader array of technologies and feedstock combinations (as required in the provincial approval of the Core Area Liquid Waste Management Plan, Amendment No. 11)
- a proposed IRM facilities tour plan to address identified information gaps;
- a summary of potential policy/project implications resulting from the CRD's lack of flow control over much of the waste feedstock; and
- that staff initiate the procurement process.

CARRIED

OPPOSED: Director Blackwell

MOVED by Director Tait, **SECONDED** by Director Windsor

That the Environmental Services Committee recommend to the Capital Regional District Board:

That the staff report and presentation materials be referred to the Saanich Peninsula, Southern Gulf Islands Wastewater Commissions, and the District of Sooke for information.

CARRIED

MOVED by Director Atwell, **SECONDED** by Director Tait,

That the Environmental Services Committee recommend to the Capital Regional District Board:

That the detailed analysis by the consultant be reviewed according to the Freedom of Information and Protection of Privacy Act and then released publicly.

CARRIED

5.2. [17-513](#)

Letter from CRD Board Chair Desjardins to Minister of Environment and Climate Change Catherine McKenna re Update of Environment Canada's Intensity-Duration-Frequency Curves for the Capital Region of British Columbia (June 14, 2017)

MOVED by Director Tait, **SECONDED** by Director Windsor,

That the Environmental Services Committee receive this item of correspondence for information.

CARRIED

6. New Business - None.

7. Adjournment

MOVED by Director Blackwell, **SECONDED** by Director Desjardins,

That the June 28, 2017 Environmental Services Committee meeting be adjourned at 1:06 pm.

CARRIED

Response:

To: <iankent@shaw.ca>

From: SSIWPA Coordinator

Via email dated: July 31, 2017

Hello Ian,

Thank you for your query to SSI Watershed Protection Authority regarding construction of docks/floats on freshwater lakes.

Thank you for your interest in water quality protection! This falls under the provincial Ministry of Environment (MOE).

The member agencies of SSIWPA request that persons having foreshore rights on St. Mary Lake (and other SSI lakes and waterbodies) follow provincial MOE guidelines and best management practices related to dock construction in freshwater environments (streams, lakes).

If your project somehow differs or falls out of scope of what is outlined in this document, please contact the provincial Ministry of Environment for an approval application.

Here is the link:

<http://www.env.gov.bc.ca/wld/instreamworks/moorings.htm>

and this full PDF document from the same Ministry goes into more detail with the same items:

<http://www.env.gov.bc.ca/wld/instreamworks/downloads/Docks.pdf>

Here are some recommendations, gleaned from the document and my understanding of the Water Sustainability Act and the Water Quality legislation and regulations:

1. For the purpose of your query, please consider each mention in the provincial Guidelines of “instream” or “aquatic fish habitat” to apply to St. Mary Lake.
2. Please follow the instructions contained in the provincial Guidelines regarding “deleterious substances” under the BC Water Sustainability Act.
3. Please ensure the structure(s)/moorings are made of “clean”, “inert” materials. Also, if using concrete for anchoring, please cast and cure the

anchors on shore prior to submersion, to ensure no leaching of concrete toxins into the waterbody (Page 8).

4. Please also strive to leave intact any “native” logs, vegetation, lakeshore materials (sand, etc.) rather than displacing or using them as part of the construction. They are essential for fish and other wildlife habitat.
5. Please apply any coatings over tarps, on the land, and allow to dry thoroughly, before the structure is mounted or floated in the lake.

For specific permitted (and banned) coatings and materials, refer to Federal Guidelines about Land Developments.

Click here: <http://www.dfo-mpo.gc.ca/Library/165353.pdf>

On pages 65 and 66, I found reference specifically to coatings, paints and construction materials. Here are screenshots of those two pages in the above document:

Construction Materials and Instream Work

Special care is required in the use of some common, but highly toxic, construction materials in and around areas of instream work. Wood preservatives, paint and concrete are potential contaminants frequently used near watercourses.

Wood Preservatives

Wood preservatives containing chemicals such as creosote, chlorophenols and zinc or copper naphthanate solutions are extremely toxic to aquatic organisms. However, based on information on mobility, persistence, and aquatic toxicity, it is suggested that CCA (chromated copper arsenate) treatment is rated as the preferred wood preservative treatment in freshwater environments, and creosote is the preferred wood treatment in marine environments. With CCA treatments, the treated dry wood should be rinsed after application and drying, with wash waters

contained or recycled, and weathered or seasoned for a minimum of 45 days before it is used in or near any water body. Pressure treated lumber containing CCA should be allowed to fully react and also weathered for a minimum of 45 days. Application of treatment solutions to installed materials on or over water is not recommended under any circumstances. Creosote applications should include steam treating to reduce loss of preservative into the marine environment.

Paints

All paints are toxic and should only be applied when tarpaulins have been installed beneath work areas. This will allow for the collection of any excess liquid or scrapings and the subsequent careful removal to a safe disposal location. Paint removal scrapings and sandblasting slag should also be contained.

Cast-In-Place Concrete

Concrete, which contains lime in the cement, can kill fish by substantially altering the pH in stream water. All cast-in-place concrete should be totally isolated from flowing water for a minimum 48 hour period to allow the pH to reach neutral levels before continuing instream work. Pre-cast concrete should be used whenever applicable for the construction required.

Other notes for you:

A deleterious substance is defined: “**Deleterious substance:** a substance is deleterious if it is harmful to fish, if it limits the use of fish by humans (for example contamination of fish by dioxins or shellfish by E. coli), or if by going through some process of degradation, it harms the water quality (for example, oxygen-depleting wastes). A substance is also deleterious if it exceeds a level prescribed by regulation.”

Thank you so much. If you have more specific questions, I encourage you to contact the Province of B.C. through their portal:

<http://www.frontcounterbc.gov.bc.ca/>

Best wishes,
Shannon Cowan

Coordinator for SSIWPA

To: Ron Stepaniuk and Meghan McKee – North Saltspring Waterworks:
c.c. William Shulba, David Marlor, Clare Frater, Robert Kojma, Stefan Cermak, Justine Starke –
Islands Trust; Shannon Cowan –Saltspring Island Watershed Protection Authority

Good Day Ron and Meghan;

I would like to take this opportunity to thank you for the meeting that was held at the North Saltspring Waterworks office on Wednesday August 16, 2017 from 11:00 – 13:00.
The details of our meeting have not been recorded, since the intention of our meeting was to offer an orientation to NSSWD and to begin a new narrative between NSSWD and Islands Trust with respect to freshwater sustainability. This email will serve as the definitive summation of our meeting.

I believe that we both share a common vision of providing a safe and sustainable drinking water resource to islanders. As senior freshwater specialist of Islands Trust, my mandate extends to the entire Trust Area, and over the past months I have been given the opportunity to explore freshwater challenges from islands large and small. NSSWD is by far the largest water provider in the trust area with the most population relying on the delivery of a safe and sustainable water source. I am impressed by the consistency of NSSWD to supply their ratepayers through water restrictive times, such as the drought of 2015, without breaching the licensed max drawdown of St. Mary's lake of 40 meters above mean sea level (m amsl).

An overarching theme that surfaced through multiple aspects of meeting was the need for increased public education and water literacy within the community; a topic that I am very passionate about. Following our meeting I am much more informed about;

- The history, mandate, and vision of NSSWD.
- Research, engineering, and consulting efforts with respect to safe water yields, lake oxygen levels, aquatic health, environmental flow needs, cyanotoxins, critical infrastructure, water distribution, and watershed sustainability.
- The challenges faced by NSSWD to supply water to full build-out of current zoning.
- The unique challenges and dynamics of the Maxwell Lake watershed and its supplementary (diversion) mountainous watersheds.
- Challenges of daily per capita water usage compared to annual licensed volumes.
- Progress on the new water treatment plants at St. Mary's and Maxwell Lake.
- Additive benefits and shoreline challenges of raising the St. Mary's weir on Duck Creek to 41.0 m amsl
- Collaborative challenges facing operations, regulators, regional districts, politicians, community scientists/engineers, and community organizations.

I am looking forward to further connection with NSSWD including a tour of the waterworks of St. Mary and Maxwell Lakes sometime in autumn. I appreciate the time that Ron and Meghan took out of their work day to offer an orientation to their improvement district as well as fielding my inquiring questioning. Please contact me at your convenience if you have any questions or wish to engage in further discussions.

Yours for freshwater sustainability,

William Shulba, P. Geo
Senior Freshwater Specialist
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8
In Victoria [250-405-5162](tel:250-405-5162)
Enquiry BC Toll-free call [1-800-663-7867](tel:1-800-663-7867)
or from lower mainland [604-660-2421](tel:604-660-2421)

Royal Roads University Environmental Studies Program Partnership with SSIWPA November 2016 – August 2017-09-12

Summary by Coordinator Cowan August 31, 2017

Royal Roads University B.Sc. Environmental Studies project on "Rainwater Harvesting: An Investigation of the Current Use on Salt Spring Island. August 28, 2017"

Here are some key findings in the report (extracted):

- Of the 84 survey participants:
 - 49% used collected rain for irrigation/landscaping
 - 17% for crop irrigation
 - 6% for livestock
- Indoor:
 - 5% for laundry
 - 6% for "all household uses" aside from drinking
 - 3% for showers

13% of respondents collect and use rainwater for drinking (after treatment)
(p. 34)

The report's survey results also address conservation methods, how long collected rain supplies last, and many more features of what is currently happening on SSI with rain usage, that will be analyzed by CEWG and integrated with the other CEWG assessment of rainwater harvesting as part of the many conservation and alternative sources of water on SSI.

The report discussed nine (9) case studies conducted on SSI with participating 'high water use' business owners, single family dwelling owners and accommodations business owners, all of whom currently harvest rain. The report also highlighted details of an institutional case study: Phoenix Elementary School's new rain harvesting system installed 2017.

On August 28th, on behalf of SSIWPA, Sandra Ungerson, CEWG Chair, and Shannon attended the final presentation of this report by the undergraduate students to their supervisors and their peers and other members of community projects that were conducted by groups in their program during the previous 9 months.

CEWG is on track to incorporate the findings in the report into CEWG results for SSIWPA, expected in October.

Royal Roads University Environmental Studies Program, and the four students Kendra Anderson, Derek Wilcox, Angela LeBlanc, and Charlene Lloyd wish to

express their gratitude for the opportunity to assist SSIWPA. They enjoyed studying rainwater harvesting on Salt Spring Island and the fact that their results would prove useful for the IWM Program was a strong motivator. They were grateful to have real-world experiences of conducting and analyzing data from a qualitative survey about an issue with environmental and social priority in a neighbouring community.

Final Report fulfills deliverable for SSIWPA Workplan Item 8a)

Correspondence received by email

To: SSIWPA

From: Royal Roads Undergraduate Program Coordinator, Heather Wanke

Date: September 12, 2017

Good morning

I am very pleased to report that the University will be covering the costs of your BSc Major Project for 2016/2017. While we can't guarantee this for every year, we were able to cover travel, printing and miscellaneous cost lines for projects in this year.

If you wish to thank the University for the work the students completed on your project, please consider a donation to help Royal Roads Environmental Science students continue to make an impact in their community. Visit our [Canada Helps page](#) to make your donation.

And don't forget to get me your Terms of Reference by October 12 if you have another project you would like us to consider for this year.

Thank you again for your support!

Heather

Heather Wanke, Program Coordinator

CCEE and Undergraduate Programs

School of Environment and Sustainability

Royal Roads University

T [250.391.2506](tel:250.391.2506) | F [250.391.2587](tel:250.391.2587)

[2005 Sooke Road, Victoria, BC Canada V9B 5Y2](http://2005.Sooke.Road.Victoria.BC.Canada.V9B.5Y2) | royalroads.ca

LIFE.CHANGING

Every Drop Counts Rainwater Harvesting Tour

Tour rainwater collection systems from the north end to the south end, small to large, simple to high tech. See page 2 for details on each stop.

2017



FREE EVENT

Saturday, October 14
11:00 AM - 3:00 PM

Tours start every half hour, first one at 11:00 am, last one at 2:30 pm.



This is a self guided tour on October 14, 2017

You may visit any or all of these homes in any order. Homeowners have agreed to offer guided tours of their rainwater harvesting systems on the hour and half hour starting at 11:00 am. If you arrive between tour times feel free to join a tour in progress or wait for the next tour.

Please note: This is an outdoor tour only. Please respect your hosts' property.

	Your Hosts:	How long:	Capacity:	Used for:	Other water:	Roof type:
1	John & Debbie C. 133 Sun Eagle	5 years	59,099 litres / 1,320 igtal.	Irrigation, poultry, toilets	CRD water service	Metal
	Park on street. Address clearly marked.					
2	Bob 2885 Southey Point	1.5 years	Buckets	Drinking	CRD water, well & pond	Metal
	Park on road.					
3	Ross & Amanda 206 Fernwood Road	5 years	27,276 litres / 6000 igtal.	Irrigation, poultry, & toilets	CRD water service	Metal
	Park on street. Address clearly marked.					
4	Kathryn & Shaun 298 Maliview Drive	3 years	6,500 litres / 1430 igtal.	Irrigation	CRD water service	Metal
	Park on Fer-de-Lance or further up Maliview from address. Address is clearly marked.					
5	Pat S. 277 Maliview Drive	3 years	900 litres / 198 igtal.	Irrigation & outdoor non- potable uses	CRD water service	Metal, cedar & asphalt shingles
	Park on Maliview Drive or Fer de Lance. Address is on brick pillar. Walk up driveway.					
6	Marsha 219 Eagleridge Drive	10 years	30,913 litres / 6,800 igtal.	Irrigation	Well	Metal
	(17 barrels, 400 igtal ea. hold greenhouse roof water) (+ pond supplemental)					
	Road parking at the entrance (walk in on farm drive to greenhouses)					
7	John S. 474 Old Scott Road	3 years	6,000 litres / 1,320 igtal.	Garden	Well	Metal
	At the corner with Welbury Road. Park in driveway. Go clockwise in upper circle.					
8	Ashley & Wendy 303 Meyer Road	8 years	75,000 litres / 12,000 igtal.	Workshop/guest residence & irrigation	None	Metal
	Park on road and walk up.					
9	Pat P. 251A Demetri Way	8 years	34,096 litres / 7,500 igtal.	Domestic & irrigation	None	Metal
	Park on the street. Walk in left side driveway as marked.					
10	John & Karin M. 295 Roland Road	2 years, plus in process:	977 litres / 215 igtal. 14,320 litres / 3,150 igtal.	Irrigation & topping up pond	Dug well	Metal
	Park roadside on hill adjacent to house; further road-side parking if seek straight stretches nearby. Do not block neighbour driveways.					



Shannon Cowan <ssiwpacoord@gmail.com>

REGISTER EARLY - Blue Ecology Workshop - a 'must attend' event on Nov 28 in Richmond, BC, because.....


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Tue, Sep 12, 2017 at 3:44 AM

REGISTER EARLY for Blue Ecology Workshop (Nov 28)
<https://www.civicinfo.bc.ca/event/2017/Blue-Ecology>

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"Blue Ecology is a means to focus, with new watery eyes, because an attitude switch needs to be thrown on the current crisis of climate change. For humans to adapt, a new culture of water is necessary," wrote Michael Blackstock in a 2009 paper for the International Association of Hydrological Sciences



BLUE ECOLOGY – A workshop on interweaving First Nations cultural knowledge & Western science

November 28, 2017 --- Radisson Hotel, located at 8181 Cambie Road --- Richmond, BC

EARLY BIRD REGISTRATION: \$125 for Partnership and IABC members; \$175 for non-members
\$95 for First Nations & stewardship groups; \$50 for students

TO REGISTER, VISIT: <https://www.civicinfo.bc.ca/event/2017/Blue-Ecology>

TO READ MORE STORIES, VISIT <http://waterbucket.ca/cfa/category/partnership-for-water-sustainability-annual-workshop-series/2017-blue-ecology/>

*Blue Ecology is an ecological philosophy developed by Michael Blackstock, professional forester and scholar. Blue Ecology looks at the water cycle differently to interweave First Nations and Western thought. Michael Blackstock has a vision: British Columbia water managers would embrace the **Blue Ecology water cycle**; our communities would become more water-resilient; and we would successfully adapt to a changing climate. His innovative thinking is recognized by [UNESCO](#) and the [International Association of Hydrological Sciences](#). Global recognition speaks volumes regarding the*

credibility of Michael Blackstock and Blue Ecology.

The Blue Ecology Workshop will have a town-hall format. Michael will be joined by two 'water champions' who have achieved national prominence - the **CBC's Bob McDonald**, host of *Quirks & Quarks*; and **Member of Parliament Fin Donnelly**, who has twice swum the length of the Fraser – along with a supporting cast from the Partnership for Water Sustainability in British Columbia.



Interweaving means....

"Interweaving is about creating a new form of knowledge through collaboration by interweaving useful threads from each way of knowing into a more robust way.

"Interweaving is not integration, just as equality is not about assimilation and creativity is not empirical.

"Interweaving is collaborative and incremental rather than a revolutionary process. Collaborators identify packets of knowledge that would benefit from the interweaving process."

- Michael Blackstock, 2017

**REGISTER
EARLY:**

Storytelling is Powerful

We learn from stories. Flashback to September 2014. We begin by setting the scene. The Regional District of Nanaimo (RDN), a partner in the *Georgia Basin Inter-Regional Education Initiative* (IREI), co-hosted a walkabout with First Nations elders on the banks of the Englishman River. IREI representatives travelled from the Metro Vancouver region and four regional districts along the east coast of Vancouver Island to participate.

Reconnect with Nature: The storytelling by the elders opened our eyes and minds. In the outdoor setting, and with the sounds of the river and birds in the background, the cultural experience was personal and profound. The storytelling triggered an Aha Moment about the way water is valued by First Nations. Consequently, the Partnership for Water Sustainability leadership resolved to find a way to connect the dots between Western understanding of the water cycle and First Nations traditional knowledge.

A Potential Game-Changer: We then discovered that Michael Blackstock had already trail blazed the way forward two decades earlier when he developed the **Blue Ecology water cycle**. The next step was to connect with Michael. We promptly concluded that the moment had come to mainstream Michael's vision for Blue Ecology - and especially in the local government setting - because we believed

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Kim Stephens

Executive Director
Partnership for Water
Sustainability in BC

"The Blue Ecology Workshop is a professional development and outreach deliverable for the Georgia Basin Inter-Regional Education Initiative (IREI).

"The educational goal of the IREI is to build practitioner capacity within local government to implement a whole-system, water balance approach branded as [Sustainable Watershed Systems, through Asset Management](#)."



Eric Bonham

Founding Member
Partnership for Water
Sustainability in BC

that wholehearted application of this ecological philosophy would be a game-changer for water resource management



Blue Ecology: A Water-First Approach

What we are essentially talking about is reconciliation: going back to the headwaters of where we got our relationships with water and with one another wrong; and then starting back down the river of time – this time together – with a full understanding of the importance of embracing a **water-first approach** to planning human interventions in the environment.

Because Our Climate is Changing: The warming of the planet's atmosphere is causing water to move more quickly and disruptively through the global water cycle. Local consequences are magnified. To make the right choices moving forward, decision-makers at all levels and scales must understand how and where the rhythms of water are changing. After that, collaborate to adapt our land use and infrastructure servicing practices appropriately!

The gravity of the situation calls for a **Whole-System, Water Balance Approach** to the built environment. Successful implementation would depend on all the players – including politicians, planners, landowners, designers and implementers - collectively choosing to build on the Blue Ecology philosophical foundation. If they did, we would be on our way to 'getting it right' as communities develop and redevelop land. So attend the workshop and learn more on November 28.

Blue Ecology: A Bridging Philosophy

"Over the generations, we have lost our way," states Michael Blackstock. "Western science is not wrong. It is just not complete. It does not account for water as part of a living ecosystem. The journey to a water-resilient future starts with Western science

"Through Blue Ecology, Michael Blackstock provides an invaluable service by starting a conversation on water that interweaves Western Science and First Nations cultural knowledge.

"This timely wisdom calls for the sharing of knowledge and collaboration with a potential outcome of significant benefit to water resource management practice.

"Such progress cannot be achieved in isolation, but rather through meaningful partnerships and open dialogue.

"In short, Michael sees the potential of crossing traditional boundaries for the common good."

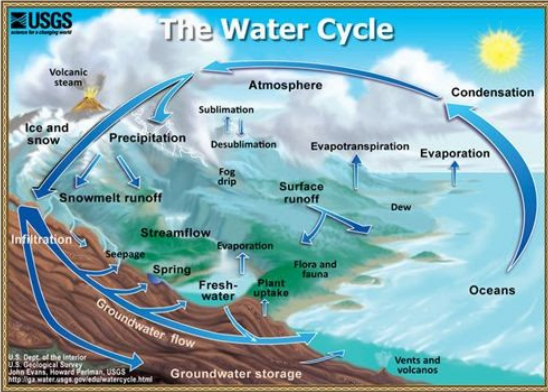
acknowledging water for its central functional and spiritual roles in our world.

A New Way of Looking at Water: "Blue Ecology is an ecological philosophy, which emerged from interweaving First Nations and Western thought. It is meant to be a companion because it augments existing Western science hydrology rather than displacing this knowledge."


"Hydrologists and water managers can help build a brighter future by rediscovering the meaning of water, and interweaving the predominant Western analytical models with the more intuitive indigenous models. Blue Ecology's philosophy is meant to be the bridge between these two cultural ways of knowing.

"Blue Ecology is an incremental example of how we can interweave cultural perspectives on water, but that is just a starting point in this new era of *interweaving*. There is hope for future generations if we take a **water-first approach** to setting priorities," concludes Michael Blackstock.

Companion Water Cycles: Blue Ecology is the interweaving of Western and Indigenous thought



Western Science



Indigenous

Watch Michael Blackstock on YouTube: <https://youtu.be/vltZhfD0DU> (19 minutes)



Draft for discussion

Footnotes to accompany "SSIWPA 2017 Income and Expenses including Workplan Projects"

Expenses sheet

* best estimates (includes recent expenses, includes in kind estimate of Trust staff time not-specific to projects based on average monthly hours spent on SSIWPA as a whole.)

** Task 1 - \$2,750 Weij's review was not included as expense because it occurred previous fiscal, but was an actual from LTC matching cash; Task 5a - \$16,000 (\$5,000 already spent is from this amount); Task 5b - \$1,800; Task 6 - \$2,000 (soon to be spent)

~ Cash in kind from NSSWD unknown for Kerr Wood Leidal hydrological, yield analyses

α - Cash in kind from FLNR Fish and Wildlife for stream monitoring monthly at two stations, and in kind services of staff unknown

*** Unspent budgeted \$4,000 approx. allocated for second contract to OPUS is now outdated, so was removed.

45 hours to date, 10 remain in kind budget for coord time this project

! Cash in kind by Min. Agriculture for AWDM+ALUI is unknown

Φ SSIWPA cash spent YTD on this item is \$96- travel to RRU for Task 8a. Royal Roads University covered \$700 of budgeted cost to SSIWPA for project task 8a (appears in the In-kind cash spent).

> Task 7a was completed 2016-17 at \$30,000 cash from ENV-FLNR as well. In-kind services for FLNR staff time on 7b and 5a, 5b are estimates for this report and will be tracked going forward for next report to SSIWPA.

In kind services for tasks 5a, 5b and 7b are best estimates for related agency staff and coord time. Coord time only for in kind services tasks 3b, 4a/b, 6 and 8. Staff and coord time will be tracked moving forward.
