



# Salt Spring Island Watershed Protection Authority

## Regular Meeting Draft Agenda

**Date of Meeting:** Friday October 20, 2017 10:30 am - 12:30 pm

**\*\*Location: Portlock Park Portable, 143 Vesuvius Bay 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 September 22, 2017 steering committee regular meeting  
- *attached for approval*

### **4. BUSINESS ITEMS**

4.1 **Chair's report** - G. Grams

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

4.3 **Cusheon Lake water quality update** – Beddis Water Commissioner

4.4 **Coordinator's report** – *appendix 1*

- 4.5 Technical Working Group update – TWG Co-Chair - *appendix 2 (pending)***
- 4.6 Conservation and Efficiency Working Group update - CEWG Chair**
- 4.7 Technical Working Group Terms of Reference Revision - *A Questionnaire for Steering Committee - appendix 3***
- 4.8 2018-19 IWM Workplan and Budget - first of several discussions**
  - 4.8.1 **Facilitated workplan discussion - Table 1 - *appendix 4***
    - 4.8.1.1 2018-19 SSIWPA Coordination Budget, Draft - for discussion - *appendix 5a*
    - 4.8.1.2 2018-19 SSIWPA IWM Project Budget, Draft - for discussion - *appendix 5b*
- 4.9 2017-18 Income Statement Year to Date - *updated as per last meeting, for information — appendix 6***
  - 4.9.1 Budget request (2017-18) - *appendix 6a*
- 4.10 Correspondence**
  - 4.10.1 Royal Roads University Program Feedback - *appendix 7*
  - 4.10.2 Summary and Notice of October 26th presentation of Safe Yield method/ model to Water Preservation Society by TWG Co-Chair Hodgins - *appendix 8*
  - 4.10.3 SSIWPA Chair letter to Water Preservation Society, October 12/17 - *app 9*
  - 4.10.4 NSSWD has released two reports regarding (1) aeration and internal P loading and (2) the water quality and nutrient chemistry of SML. \ They are available for download on the NSSWD website at:  
<http://www.northsaltspringwaterworks.ca/2017/nsswd-receives-two-critical-reports-by-dr-maggie-squires-limnologist/>
  - 4.10.5 Item of correspondence between Cedar Lane Water Commission Chair Mr. Ralph Dom and SSIWPA Coordinator, October 3, 2017 - *appendix 10*
- 4.11 Events and Announcements**
  - 4.11.1 Watersheds 2018! June 3-5 2018. It is a biennial conference that draws watershed stewards and decision-makers, First Nations proponents and researchers from across BC, and some from other provinces.  
*Recommendation: that SSIWPA support a presentation at POLIS conference about the work of SSIWPA by any/all member agency staff and coordinator.*

**5. OTHER BUSINESS**

5.1 Questions and comments from members of the public.

**6. UPCOMING MEETING**      Friday, November 17th, 2017 at 10:30 am  
@ School District, 112 Rainbow Rd., SSI

**7. ADJOURNMENT**



# Salt Spring Island Watershed Protection Authority

Minutes of a Regular Meeting

**Date of Meeting:** Friday, September 22, 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)  
Michael McAllister, North Salt Spring Waterworks Representative (NSSWD) (via web conferencing)  
Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director  
Robert Steinbach, North Salt Spring Waterworks Representative (NSSWD)  
Sharon Bywater, Fernwood Water Service Area Commissioner (alternate for Lorrie Hunt)

**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 Senior Freshwater Specialist  
Ron Stepaniuk, District Manager, North Salt Spring Waterworks District (NSSWD)  
Meghan McKee, North Salt Spring Waterworks District (NSSWD)  
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:** Driftwood Reporter  
3 members of the public

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

## 1. CALL TO ORDER

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

## **2. APPROVAL OF AGENDA**

By general consent, the agenda was approved.

## **3. MINUTES**

### **3.1 Draft Minutes of the July 21, 2017 Salt Spring Island Watershed Protection Authority Regular Meeting**

By general consent, the Salt Spring Island Watershed Protection Authority Minutes of July 21, 2017 were adopted.

## **4. BUSINESS ITEMS**

### **4.1 Chair's report - none**

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

NSSWD staff member Meghan McKee reported the level of St. Mary Lake is 40.208m, 4cm higher than September 2016 levels and 7cm higher than September 2015 levels. The level of St. Mary Lake is declining at a rapid rate and the District is encouraging ratepayers to continue water conservation. The level of Maxwell Lake is higher than average. Salt Spring Island received 5% of the seasonal average rainfall in July and August and 50% of the seasonal average rainfall in September.

D. Green and P. Lapcevic arrived at the meeting at 10:35 a.m.

### **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 September 21, 2017 was 0.964m while the level in 2016 was considerably lower at 0.782m. The Secchi disk measurement was 4.9m on September 21, 2017, which is remarkably higher than the 2m measured on September 20, 2016. The flow rate in Cusheon Creek is 0.07m. The precipitation received at Gulf Island Secondary School: August 2015: 22.9mm; September 2015: 45.5mm; August 2016: 6.1mm; September 2016: 35.6mm; August 2017: 2.0mm; September 2017: 15mm. The Ministry of Environment platforms have been removed from Parcel D and the District has not received any results regarding nutria. Results from the testing of the algae samples sent to Ontario were received. The lab can do much more in depth testing and discovered that there were two toxins entrained in the cells in the raw water sample: Microcystin RR (.06) and Anatoxin A (.4). These are below the allowed limit although the level can change rapidly during the die off period of the algae. The surface sample taken near the Beddis raw water intake did not show any toxins. The Cusheon Lake Stewardship is paying for the shipping. The aquatic weeds are extremely prolific and near the surface in shallow and deep water.

#### 4.4 Coordinator's report

Coordinator Cowan presented the Coordinator's Report for the period of July 22, 2017 to September 13, 2017 and highlighted the following items: The Community Well Supply and Consumption Study is ongoing and data has been compiled for 8 out of the 9 wells and the data has been shared with Data Users that have signed a Terms of Use Agreement. SSIWPA has submitted a request to North Salt Spring Waterworks District for two of the wells that the District manages. The Stream Monitoring program is ongoing: Fulford Creek has 8.5 L of flow per second; Cusheon Creek flow has reduced significantly and Ganges Creek is still being measured for width and depth although the flow has been intermittent. The Stream Monitoring Program will continue through October. The temperature, width and height will continue to be measured in the smaller creeks and the flow rate in larger creeks. The Agricultural Land Use Inventory is expected to be complete within the next two months. The grant proposal for the Groundwater Monitoring Pilot Program has been submitted to the Real Estate Foundation of BC. Coordinator Cowan noted the upcoming Rainwater Home Tour scheduled for October 14, 2017.

There was question regarding the reference to task numbers in the report and Coordinator Cowan will send the Integrated Watershed Management Workplan to Committee member Steinbach and Committee member McAllister.

#### 4.5 Technical Working Group update

Technical Working Group Co-chair Hodgins reported the TWG met on September 21, 2017 and discussed how the benefits and results of the workplan would be delivered to the community and how the technical information would be translated into meaningful data that can be applied for practical purposes in terms of water management and zoning etc. TWG Co-chair Hodgins requested an open a dialogue between TWG and the steering committee regarding the final step of how to benefit the community.

There was discussion and the following comments were noted:

- It is intended that each agency representative would consider how the SSIWPA workplan tasks would be implemented under their own agency's jurisdiction.
- An agency may choose not to undertake the work if it does not fall within the agency's mandate.
- Any member agency representative can make a request to direct SSIWPA's efforts in a way that would benefit their own agency.
- Support was expressed for SSIWPA's work to be integrated into the Official Community Plan (OCP) and Land Use Bylaw (LUB) to guide land use.
- There is a lot of research and investigation regarding water management that is overdue.
- The information needs to go out to community. Taxpayers and ratepayers have paid for SSIWPA's work and the information is important to motivate the public to conserve water.
- SSIWPA provides information to the public on the SSIWPA website, SSIWPA Facebook page and the Watermark Newsletter.
- Support was expressed for more public outreach.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would follow up with each member agency regarding public outreach.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed that a summary of the reports from the Steering Committee meeting minutes would be included in the Watermark Newsletters.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed each member agency would provide comment regarding the Technical Working Group Terms of Reference at the October 20, 2017 meeting.

#### **4.6 Conservation and Efficiency Working Group update**

Conservation and Efficiency Working Group Chair Ungerson reported the CEWG is waiting for the Agricultural Land Use Inventory report and it is estimated that the first draft of the CEWG report to the Steering Committee would be ready in early November 2017.

#### **4.7 SSIWPA Terms of Reference**

Planner Starke presented a memorandum dated September 22, 2017 regarding the draft SSIWPA Steering Committee Terms of Reference and highlighted the following proposed major changes (please refer to agenda package for all changes suggested):

Guiding Principles section:

- to change SSIWPA's name 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. to remove "include all stakeholders that wish to be involved," because this is addressed in other places in the document.
- to add "SSIWPA will respect the autonomy, authority and respective responsibilities of its member agencies."

Aims and Objectives section:

- to add "To work together and develop recommendations that can be implemented by member agencies with the legislative authority to do so."
- to add "To develop and update an Integrated Water 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 clarify that one important principle is "To share information, technical reports, and data wherever possible."
- to add "To share and support the existing work programs of member agencies and collaborate to avoid duplication of efforts."

Scope and Geographical Area section:

- To simplify and remove previous focus on only one watershed as "The scope of SSIWPA includes drinking water resources found in surface water

bodies and groundwater aquifers on Salt Spring Island.”

Participants section:

- The following sentence was added 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.”
- Membership: There may be shifting membership as membership is not static and changes as focus on watershed changes.

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.
- Suggested that Robert’s Rules of Order be used to guide meeting procedures and that SSIWPA vote on the decisions that are made.
- Established 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.

There was discussion of each proposed change area presented above, and the following comments were noted:

- Concern was expressed for the word “coalition” and “protection authority”.
- There was suggestion for “association” or “alliance”
- There was comment regarding some of the member agencies mandate for “water protection” or “water management”.
- It was noted the “agency” does not accurately represent improvement districts and it is important to state that SSIWPA is a collection of organizations with independent mandates.
- It was clarified that SSIWPA makes recommendations to its member agencies and others with responsibility for freshwater protection.
- Concern was expressed regarding replacing “watershed” with “water” as “watershed” considers the entire cycle of water use.
- Committee Member Steinbach suggested to replace the mission statement with, “To coordinate assist and cooperate with regional districts, improvement districts and the government of British Columbia in the



determination of policies, and to coordinate the implementation of policies intended to preserve and protect the quality and quantity of water resources.”

- It was suggested to include “supply” and to add “where possible” following “To share all relevant public information that may assist SSIWPA in its process of inquiry and coordination of strategic policy development.”
- Concern was expressed regarding using the word “ensures” as an aim and objective. It was suggested to replace “ensure” with “striving”
- It was suggested to remove “Integrated Watershed Management Plan” and replace with “To develop and update a Plan for Salt Spring Island that strives to provide 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.
- It was suggested to add “practically” and “relevant” to “To share **relevant** information, technical reports, and data wherever **practically** possible”.
- It was suggested to replace “To share and support the existing work programs of member agencies and collaborate to avoid duplication of efforts” with “To support member agencies”.
- Support was expressed to add “in connection to the workplan” to “It is the responsibility of each SSIWPA member to consult own host agency **in connection to the workplan** and to 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.”
- Support was expressed to add “with respect to agency autonomy” to “and advance implementation wherever feasible”.
- Concern was expressed regarding wording that indicates that members are taking direction back to their agency.
- Concern was expressed re: ensuring that the vote is representative, if SSIWPA were to agree to majority voting as decision-making process. CRD oversees several improvement districts.
- Concern was expressed regarding the wording “The CRD commissions are advisory as opposed to decision-making bodies.”
- A desire to be inclusive was expressed, but also a desire to design a process that will not cause problems “down the road”.
- A suggestion was made: Specific area working groups can be set up as watershed focus shifts, or as need for public input into SSIWPA workplan projects is determined.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed Committee member Steinbach would provide a list of improvement districts to Planner Starke and Committee member McAllister would send a review of the statement “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” to Planner Starke.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed members would provide comment regarding the draft SSIWPA Terms of

Reference in writing prior to October 6, 2017 to Coordinator Cowan and Coordinator Cowan would summarize and forward the comments to Planner Starke.

#### **4.8 Budget update**

Coordinator Cowan presented the budget report as of June 30, 2017 and the SSIWPA 2017 Income and Expenses including Work plan Projects for April 1, 2017 - March 31, 2018 as of September 13, 2017.

There was discussion and the following comments were noted:

- There was question regarding whether the term “in-kind” accurately reflects that it is not revenue received. Support was expressed for replacing “in-kind” with “matching cash” and to add a footnote for “matching cash”.
- It was reported that the CRD has awarded the contract for “SML septic wells clean up” in the amount of \$3,000.
- It was noted that NSSWD is choosing to “share” the data that they are undertaking as part of their own work plan rather than “contributing”. Support was expressed to add a note to the budget report or remove the name of the agency.
- It was noted to replace \$16,000 with \$16,500.
- It was noted to add a footnote regarding the coordination time of the RRU.

#### **4.9 Safe Water Yield Analysis**

##### **4.9.1 TWG ‘Response to Weijs’ peer review of Safe Yield Report’**

The TWG ‘Response to Weijs’ peer review of Safe Yield Report’ report was circulated to Committee members prior to the meeting.

##### **4.9.2 Safe Yield Final Report (St. Mary Lake example) (Reviewed by TWG)**

The Safe Yield Final Report was circulated to Committee members prior to the meeting.

**By general consent**, the Salt Spring Island Watershed Protection Authority agreed to defer approval of the TWG ‘Response to Weijs’ peer review of Safe Yield Report’ and the Safe Yield Final Report to the next meeting.

#### **4.10 SSI Groundwater Well Inventory and Survey project update**

William Shulba, Freshwater Specialist presented the draft Salt Spring Island Water Sources and Water Supply Service Areas Map and draft the Salt Spring Island Groundwater Wells Inventory map. He acknowledged all of the contributors to the project. The Salt Spring Island Water Sources and Water Supply Service Areas map identifies all registered wells. The Salt Spring Island Groundwater Wells Inventory map illustrates most of the wells captured in Islands Trust reports. Preliminary observation shows that a low percentage of subdivisions have registered their wells.

#### **4.11 Correspondence**

4.11.1 To SSIWPA: CRD Staff Report to Integrated Resource Management Advisory Committee dated June 28, 2017

4.11.2 New dock query and response from Coordinator

It was noted installation of new dock structures in freshwater is provincial jurisdiction and recommended referring any dock enquiries to Front Counter BC.

4.11.3 W. Shulba, Islands Trust to North Salt Spring Waterworks

4.11.4 Real Estate Foundation BC Funding Application for “SSI Targeted Groundwater Monitoring Pilot” project

4.11.5 Royal Roads Partnership with SSIWPA - Report Summary sent

4.11.5 Royal Roads Partnership Project 2017 expense coverage

The correspondence was received.

#### **4.12 Events and Announcements**

4.12. Rainwater Home Tour hosted by SSIWPA – October 14, 2017

4.12.2 November 28, 2017 in Richmond, BC: Interweaving First Nations

### **5. OTHER BUSINESS**

#### **5.1 Questions and Comments from Public**

A member of the public acknowledged SSIWPA’s work program and expressed concern regarding the proposal that SSIWPA will change from a “consensus decision-making model” to “a voting decision-making model”.

A member of the public suggested that item 5.1 in the July 21, 2017 meeting minutes be amended by replacing “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.” with “The member of the public also expressed support to include a 100-year return period to reflect more extreme climate events and added that a precautionary approach is necessary.” The member of the public also expressed support for public outreach such as a regular column in the Driftwood newspaper and on the Salt Spring Exchange and stated that it is imperative that SSIWPA’s member agencies be in agreement on issues such as water demand and water supply limits.

A member of the public expressed support to include volunteer members on committees to the “guiding principles” section of the draft SSIWPA Terms of Reference document. The member of the public also expressed that all CRD staff time is paid for by the taxpayers and suggested to replace “in kind” with “value of

staff time” in SSIWPA’s budget reporting.

A member of the public acknowledged SSIWPA’s work and stated that “consensus” does not mean “unanimity” and expressed concern regarding moving away from the consensus decision making model. The member of the public also suggested to replace “decisions” with “recommendations” in the “guiding principles” section of the draft SSIWPA Terms of Reference document and suggested that consistent terminology be used throughout the document.

NSSWD staff member Meghan McKee reported that there has been conflict in the past when SSIWPA has made a decision that was not supported by one of the member agencies and that moving to a voting decision making model would contribute to greater transparency.

S. Shugar left the meeting at 12:45 p.m.

**6. NEXT MEETING**

The next regular meeting is scheduled for Friday, October 20, 2017 at 10:30 a.m. to 12:30 p.m. at the Portlock Park Portable, 145 Vesuvius Bay Road.

**7. ADJOURNMENT**

**By general consent** the meeting adjourned at 12:50 p.m.

\_\_\_\_\_  
George Grams, Chair

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Sarah Shugar, Recorder



## **Coordinator's Report**

**For the period: Sept 14-Oct 13, 2017**

### **Meeting Admin:**

- Created adopted minutes for July 21 2017 Steering Meeting (obtained hard copy signatures) (Uploaded to website)
- Collected, organized, edited and corresponded about agenda items for September 22, 2017 and October 20, 2017 Steering Committee meetings
- CEWG meeting administration Sept 14, 2017-10-02
- CEWG meeting coordination for October 13, 2017
- TWG meeting postponement

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

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

- Targeted Well Inventory Project (Task 5a)
  - Next steps correspondence with both W. Shulba and S. Barroso, project co-leads
  - Collated data about unregistered wells provided informally at outreach event in maps provided to project co-leads and TWG co-chair Hodgins
- Community well (groundwater districts or small water systems) supply and consumption study (Workplan Tasks 4c and 5c)
  - Re: data-sharing about Erskine and Mt. Belcher well data: Received correspondence on topic from NSSWD via SSIWPA Steering Member McAllister September 20<sup>th</sup>, withdrawn in favour of reply to SSIWPA from NSSWD board (forthcoming) (*in process*)
  - Wells data organization coordination with TWG member Barroso for use by Golder Assoc. (*in process*)

- Data entry for two small water systems for years before 2015 – from paper to electronic spreadsheet format (*in process*)(*determined by email September 20<sup>th</sup> that this is not essential for Golder Associates so priority is lower*)
- Correspondence with a community well system manager – outstanding data but agreement to participate was established. (*in process*)
- Stream Monitoring (Workplan Task 3bii)
  - Coordinated notification of date of stream flow startup with fall rains for each of two sites (McFadden, Bullocks)
  - Coordinated FLNR staff visit to Cusheon Creek Oct 2
  - Shared information from landowners (obtained at Fall Fair and otherwise) about stream flow that differed from data collected at monitoring (or not collected for some waterways, but incorrect on provincial maps layers) with FLNR staff, IT staff
- Golder Assoc Phase 2 Kickoff (Workplan Task 7b)
  - Coordinated local meeting venue for web conference and telephone connection to SSIWPA and working group members – Sept. 18<sup>th</sup>
  - Corresponded with Golder Associates principal, Jill Sacré about clarification of a few points from kickoff Phase 2 presentation, and data share questions.

### ***SSIWPA Terms of Reference Review***

- Received minutes of discussion of this item from Sept. 22 meeting, added revisions and coordinated next version release to steering committee for review and comment by October 6<sup>th</sup>
- Received and compiled Oct 6<sup>th</sup> – 11<sup>th</sup> feedback from: four members of steering committee, created list of changes proposed, sent to Planner Starke to finalize for agenda.

### ***Budget and Workplanning***

- Created draft year to date project-specific Income and Expenses report 2017-18
- Presented the above at Sept. 22 Steering Meeting
- Revised above for information at October 20<sup>th</sup> Steering Meeting as per agreed changes in September meeting

- Drafted four tables to track current workplan, task areas drafted for next fiscal during last winter's workplanning, outreach and education task areas related to workplan, and report card for SML IWMP 2015 implementation workplan. Included tables for discussion in SSIWPA agenda Oct 20<sup>th</sup> (first of 2-3 step workplanning for next fiscal)
- Drafted 2018-19 SSIWPA project budget and operating budget (in process) for October 20<sup>th</sup> agenda discussion and beyond

### ***Internal correspondence – SSIWPA member agencies***

- Requested that member agencies deliberate workplan and budget for next fiscal, and agency activities related to SSIWPA workplan
- Met with Islands Trust staff to discuss terms of reference for SSIWPA TWG
- Printed copy of TOR revision proposal and delivered to Member Bywater (Oct 2)
- Correspondence about rainwater tour

### ***Reading news and recent research***

- POLIS June 2018 Watersheds Conference information
- Regular newsletters from Partnerships for Water Sustainability BC
- BC Lakes Stewardship Society newsletter

### ***Conservation and Efficiency Working Group Projects Coordination***

- Coordinated feedback to Royal Roads program committee from Sandra Ungerson on behalf of CEWG (approval by Trust Staff Planner Starke)
- Coordinated next steps dates and deadlines for report preparation and analysis of findings; sent two reminder emails
- Assisted working group by providing services: report review, editing and compiling and data assessment table template

### ***Technical Working Group Projects Coordination***

- Corresponded with co-Chair about group work items
- Reviewed TWG terms of reference
- Created questionnaire for review of TWG terms of reference and surveying participating agencies regarding role of the working group (Will seek steering committee approval of questionnaire at upcoming meeting.)

- Assisted with terms of reference revision for TWG with Steering Committee members and agency staff.

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

### ***Watermark newsletter***

- Learned new website mail plugin for newsletter email list and ensuring all working group members are signed on.
- Created draft October newsletter (for send Oct 15/16) content and images
- Created “State of the Water: Previous Month Summaries” from watershed reports given in Steering Committee, to be included with images in newsletters.
- Received positive comments on Sept newsletter from two members of the email list

### ***Website:***

- Posted in news about Keyline Water Management workshop coming in October at Bullock Lake Farm, SSI
- Posted in news about presentation to Water Preservation Society by TWG member.

### ***Events and Publicity:***

- Rainwater Home Tour – multiple communications by phone and email with 10 tour hosts to organize details of systems, publicity (flyers, online and in print)
- Rain tour host interview with one host for press release feature article.
- Had draw tickets designed and printed for each host site
- Delivered maps/flyers about Rainwater tour to four island locations and re-stocked
- Drafted, had reviewed, and sent press release for rainwater tour to Driftwood Media (photos)
- Delivered draw tickets, containers for tickets, signage to each of 10 tour sites
- Drafted and sent press release for Groundwater Projects to Driftwood Media (photo)
- Had rain tour advertising designed and published in Driftwood media and SS Exchange online – reposted close to event and on Facebook
- Purchased new Display Board for Fair Booth and other Outreach
- Drafted design and new elements in display (e.g. IWM Program Objectives; Workplan report cards for each project area) Worked with graphic designer to refine.
- Had display posters (2) printed. Laminated smaller posters (home office).



Appendix 2 - removed  
A short report will be verbally presented in the meeting.



## Proposed Draft for Discussion

### **The Roles and Responsibilities of Technical Working Group: A Questionnaire directed to SSIWPA Steering Member Representatives and Staff That May Assist With TWG Terms of Reference Revisions**

Date: October 12, 2017

Prepared by Coordinator as a DRAFT FOR DISCUSSION - please do not fill the questionnaire at this stage!

Steering Committee agreed to provide comment on the Technical Working Group (TWG) Terms of Reference (TOR) in October 20, 2017 meeting (as minuted item 4.5.3, September 22, 2017).

Background to the draft questionnaire: To assist October item 4.5.3 (above), Coordinator prepared the following questionnaire in hopes that the tool might assist Steering Committee to determine where there was alignment with possible TWG roles and responsibilities, in order to assist Steering Committee to revise TWG TOR in an organized manner.

**Recommended Action:** Would Steering Committee please review the questionnaire in order to discuss October 20th whether it wishes to use this questionnaire (or a revised one) in order to more fully survey the steering committee in order to flesh out how member agencies agree or disagree on each point? (The questionnaire itself is not intended to be completed by the October 20th meeting date).

**Purpose:** to assist in the coordinated review of SSIWPA Technical Working Group structure and function.

**Outcome:** Results from this are intended to guide Steering Committee revisions to the TWG Terms of Reference, and are also expected to improve understanding of gaps and inefficiencies within the entire SSIWPA structure and steering committee process, as well, at a time when SSIWPA Steering Committee is reviewing it's SSIWPA Terms of Reference.

To: Steering Committee  
George Grams, Islands Trust  
Wayne McIntyre, CRD  
Pat Lapcevic, FLNR  
Derek Masselink, AGRI  
Robert Steinbach and Michael McAllister, NSSWD Board of Trustees

And, Steering member organizations' advisory staff to SSIWPA:  
Ron Stepaniuk and Meghan McKee, NSSWD [staff, operations and environmental]  
Dale Green, CRD, TWG representative  
Sylvia Barroso, FLNR, TWG Representative  
Justine Starke, Islands Trust Planner  
William Shulba, Islands Trust Senior Freshwater Specialist, hydrogeologist

At this time, the questionnaire is not intended for members-at-large who are currently participating in TWG, because their input to TWG terms of reference has been received in the form of proposed amendments (June, 2017 steering committee meeting).

## **Brief background:**

SSIWPA steering committee acknowledged at inception that it may not be fully equipped to generate a technical work programme such as the one in the IWM Workplan 2017-18, or the identification and filling of data gaps for the St. Mary Lake Integrated Watershed Management Plan (2015). Therefore, it created a technical advisory group (early 2014), that is now called Technical Working Group.

TWG is currently structured with some member agency staff and some members-at-large. Membership is achieved by application to SSIWPA steering committee; acceptance is based on suitability to fulfill membership within one or more key areas of professional expertise and technical / scientific skill.

**Current TWG Purpose Statement: "The purpose of the TWG is to provide balanced and science-based, technical advice to the SSIWPA, and through it, to its member agencies."**

TWG functions currently to provide or generate:

- technical review of project ideas, and recommendations for technical actions;
- technical data collection, compilation, and/or analysis and reporting functions;
- technical work proposals;
- “terms of reference” or “scopes of work” and budget estimates (including volunteer in kind dollar values) for technical work proposals about water quality, quantity, monitoring or modelling.

In the last 12 months, TWG has provided significant research and advice to the steering committee about the scope of work for specific project ideas that were identified as IWM program objectives by steering committee and technical advisors together in a special meeting July, 2016.

There have been challenges expressed by steering committee members (both staff advisory, and decision-making members) with the current role of the TWG and the ability to use the deliverables if and when TWG members undertake primary research or data analysis and submit reports to Steering Committee following the current TWG publication protocol.

The series of questions below will help SSIWPA steering committee representatives to determine the most appropriate options and alternatives that will enable the best possible revision of the TWG Terms of Reference, and which will address the concerns in a structured way leading ultimately, to clarity and efficiency in SSIWPA working group functions, and the achievement of SSIWPA mission/vision.

## Part I:

If the main purpose of the TWG is to provide technical advice to the steering committee, which of the following are appropriate products or deliverables from a Technical Working Group in service to the stated purpose?

Check all of the following activities suitable for TWG, according to stated purpose:

1. Collect primary data on water quantity, quality, consumption as citizen scientists. [E.g. Collect samples for analysis by third party specialists. Follow scope of work steps as agreed by steering committee; seek permission to change any part of scope of work.]

Y/N Comments \_\_\_\_\_

2. Assemble and collate data and existing information on water quality (Obj. 1 TOR). [This would include compiling, organizing and presenting primary data. **It would not include** analysis, nor interpretation of trends or statistics. Such data compilation would not be presented publicly to steering committee without first full TWG review in a regular meeting of TWG, and TWG resolution that the deliverable/report is suitable for sharing with steering committee and the public. Data would be directly related to SSIWPA workplan, and steering committee-agreed scope for project.]

Y/N Comments \_\_\_\_\_

3. Identify critical data gaps (in current data or information made available to TWG through the work of SSIWPA steering committee), and report out to steering committee. (Obj. 2 TOR)  
[This does not **include any analysis or development and reporting of methods** or model approaches by which data gaps may be filled.]

Y/N Comments \_\_\_\_\_

4. Bring to steering committee, **under steering committee-agreed scope of work**, suggested methods by which those gaps could be filled (proposed Obj. 3 TOR).

[This is the step that **would include analysis** and/or development and reporting of methods, models or statistical approaches that could be used to fill data gaps. It may include case examples of filling data gaps, but this activity **would not replace the qualified professional work under contract** that would be necessary. Ideally, this kind of report could be used for development of terms of reference for an external request for proposals, and would result in a more



strategic approach to filling data gaps, including collaboration among member agencies/organizations.]

Y/N Comments \_\_\_\_\_

5. Assess/evaluate items like the following that pertain to SSIWPA workplan: priorities for watershed programs and projects according to technical rationale, research about proposals to remediate quality, needs assessment for fisheries, wildlife and environmental resources, reported ecological limits of resources, emerging research on climate change impacts, new technologies and approaches (Objs. 4, 8) as directed by steering committee-agreed scope of work. Report out to steering.

Y/N Comments \_\_\_\_\_

6. Analyze primary data, including generation of secondary data or models, statistics and interpretations of trends related to water quantity, quality, consumption (or other scientific aspects of the resource and watershed system behaviours), as directed by steering committee-agreed scope of work.

Y/N Comments \_\_\_\_\_

7. Make recommendations (reports, position papers, briefing notes or verbal presentations Obj. 10) to steering committee based on research, literature review, and/or analysis of published data about water quantity, quality, consumption (or other scientific aspects of the resource and watershed system behaviours), as directed by steering committee-agreed scope of work.

Y/N Comments \_\_\_\_\_

8. What (not on list above) is not suitable as an action / deliverable from TWG, from your agency's perspective? Why?

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Part II:

In each case, the following types of reports emanating from TWG are as directed by steering committee in form of a resolution and/or “scope of work” or “workplan task” clearly delineated for TWG.

Indicate which of the report types would be suitable as a “SSIWPA Report” or “SSIWPA TWG Report” for publication on SSIWPA’s website after being received by steering committee:

1. literature reviews, surveys or case studies of SSI local examples on topics as directed by SSIWPA Workplan and Steering Committee resolutions Y/N
2. reviewing published reports or methods papers, academic works Y/N
3. generating “methods” and “models” or suggested analytical approaches, which may or may not require external peer review for acceptance by SSIWPA steering committee acceptance and publication as “SSIWPA TWG Reports” Y/N
4. advising on technical costs, benefits and timetables for projects about water resources (Obj. 5) Y/N
5. assessing value of other programs and implementation tools to conserve or enhance water quality and supply. Y/N
6. advising on stewardship practices to protect water quality and quantity, including environmental flows, contamination issues, etc. (Obj. 6) Y/N
7. advising on technical aspects of water-related legislation and policies (Obj. 7) Y/N

## **Part III What's Working: Is Golder Project a Model Approach?**

The "SSI Aquifer Mapping and Monthly Water Budget Analysis" shepherded by Ministries of Environment and Climate Change, and Forests, Lands, Natural Resources and Rural Development has followed an approach that has involved SSIWPA TWG members-at-large, local experts, SSIWPA steering committee members, local water district staff. Please consider whether this approach could assist with the determination of how multiple stakeholders, technical staff and community members (even those with technical expertise) might be most effectively joined in a co-ordinated process of project definition, leadership, implementation and product delivery (including public communication of results).

- Step 1: Agency staff (in this case, Ministry of Environment and FLNRO) announced project idea to SSIWPA steering committee and requested feedback on basic idea (received it and integrated it).
- Step 2: Agency staff (lead agencies at SSIWPA) organized meeting to discuss technical gaps and methods to fill them with budget and timeline and resources.
- Step 3: Agency staff wrote RFP for project and sent to SSIWPA TWG for technical review, received comments and integrated them.
- Step 4: Agency staff hired consultants to carry out the research project.
- Step 5: Agency staff and SSIWPA coordinator co-ordinated a kickoff meeting of all parties, including local experts not involved with SSIWPA who have/may have relevant expertise and information to share to assist with project development by consultants.
- Step 6: Agency staff received phase 1 deliverable by consultant in draft form. Reviewed internally, discussed and made comments to consultant.
- Step 7: Coordinator coordinated with agency staff to arrange invite-only meeting to present draft phase 1 results to all SSIWPA agency representatives, TWG (and other working group members-at-large), and key community members-at-large and local water district staff. All questions and comments were welcome and were received by consultant and by agency staff responsible for project both in meeting and in writing during immediate follow-up as coordinated by agency staff. (Meeting could have been minuted to assist with this process?)
- Step 8: Repeat steps 1-7 for Phase 2 (Sept. 2017-April 2018)
- Step 9: SSIWPA and Agency Staff will collaborate to release results of the research publicly through various means and to achieve public education goals set by SSIWPA in a coordinated manner.

### **1. Improvements to this approach?**

In the Golder SSI project described above, TWG were asked to provide a written review of the Terms of Reference (RFP) prior to the project kickoff meeting. The TWG at that time elected not to do so, in writing. In future, it could be part of "scope of work" agreed



at steering committee for the workplan project, so that it becomes a requirement for TWG to review terms of reference for external contracts, and the agency receiving the TWG review would not be bound by the review, nor any commentary at SSIWPA steering committee, but the goal would be for the entire process to be more transparent and to involve local experts in strengthening any such project. It may be that this is a “key” role for the TWG in how SSIWPA operates for QA/QC and localization of the work of government agencies.

Y/N? Comments \_\_\_\_\_

2. What are some other improvements that might tap into the resource that a TWG including members-at-large with technical expertise may provide that is not being utilized by the current Golder project approach? Comments...

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## Part IV:

Publication on SSIWPA website and public realm:

1. In fulfilling the steering committee directed requests as part of the IWM program, TWG should only author “group” reports, position papers, and recommendations that have achieved consensus within the TWG. Y/N. Comments?88

Select only one option from 2, 3, 4 below:

2. TWG members may chose to submit individually-generated reports or papers or recommendations or reviews as stand-alone items by professionals, but these should be considered by the steering committee as external to the IWM work programme, and such individually-authored reports should not be endorsed as deliverables within SSWIPA work programmes. Y/N

3. TWG members may chose to submit individually-generated reports or papers or recommendations or reviews as stand-alone items by professionals, and they should be vetted by TWG agency staff for their relevance to the TWG tasks, and their suitability to be shared publicly at steering committee, especially if they were not directly requested by steering committee. Y/N

4. Any individually-authored reports or papers or recommendations by members of TWG that are not directly requested by steering committee, even if relevant to SSIWPA’s work programme, should be submitted to steering committee as a summary in advance of a meeting, in writing, and may be endorsed for suitability in public steering committee agendas by the Chair or Vice-Chair or their alternates, in consultation with member agency staff as deemed necessary. Y/N

Comments? \_\_\_\_\_



# IWM Program: Workplanning

Draft for Discussion Only v.1113 -10-2017

## Proposed Workplanning Process:

The Integrated Water Management Program was created by SSIWPA in the latter half of 2016. The first Workplan for year one of the IWM Program was agreed at meeting of SSIWPA Steering Committee February 17, 2017. Please refer to the agenda package for that meeting to see the Workplan master that was approved.

From that master, the graphic public version of the 2017-18 Workplan was published later in spring 2017, click [here](#).

In discussion and co-discovery of next annual IWM Workplan, SSIWPA members are encouraged to bring to the table:

- their agency's SSI IWM program-related goals, strategies, planned actions and implementation for next fiscal

SSIWPA will be guided in a facilitated process to consider the above as a group, along with the content in the following three tables, from previous SSIWPA-agreed plans:

- Workplan current 2017-18 (status, and next steps from deliverables table) as at February 17, 2017 (Table 1);
- the SSIWPA SML IWMP 2015 items (Table 2);
- parking lot items (Table 3).

Some items emerging from this discussion may lend themselves to a draft outreach and education plan alongside the workplan for SSIWPA agencies in the coming fiscal. Please refer to Table 4 for a draft of the outreach plan and events that SSIWPA may coordinate to fit the projects in the IWM workplan next fiscal.

### Footnotes:

\* NSSWD will report out by consultant 2017

\*\* NSSWD will report out by consultant 2018-19

# IWM Program: Workplanning

Draft for Discussion Only v.213 -10-2017



Table 1		Page 1 of 3	
IWM Workplan Task	Description	Agencies/y responsible	Status
1a	Safe yield analysis: St. Mary Lake Wshed	FLNR, LTC <i>revisit</i>	Deliverable received*
1b	Safe yield analysis: Maxwell Lake Wshed	FLNR, LTC <i>revisit</i>	80% TWG**
<b>1c</b>	<b>Safe yield analysis: Cusheon Lake Wshed</b>	<b>FLNR, LTC</b>	<b>not started</b>
<b>1d</b>	<b>Safe yield analysis: Weston Lake Wshed</b>	<b>FLNR, LTC</b>	<b>not started</b>
<b>2</b>	<b>Climate impacts on each analysis completed by area.</b>	<b>FLNR, LTC</b>	<b>SML report by TWG: 25% (NSSWD?)</b>
3a	Hydrology: SML and MAX (inflows, outflows)	FLNR, LTC <i>revisit</i>	
3b	Hydrology: Cusheon, Fulford, Ganges, McFadden, Bullocks, Reid (outflows, temp)	FLNR, LTC <i>revisit</i>	2017 June - November (pending)
<b>new</b>	<b>Flow station Fulford Creek</b>	<b>? (Fish and Wildlife)</b>	<b>2018</b>
<b>3b</b>	<b>Hydrology: other streams To Be Prioritized</b>	<b>FLNR, LTC (CRD Stormwater?)</b>	<b>not started</b>

red items indicate new, need discussion, or lack clarity

# IWM Program: Workplanning

Draft for Discussion Only v.313 -10-2017



<b>Table 1 continued</b>		Page 2 of 3	
<b>IWM Workplan Task</b>	<b>Description</b>	<b>Agencies/y responsible</b>	<b>Status</b>
<b>4a, 4c, 5c</b>	<b>Supply + consumption data compilation, sharing, and analysis (community wells, water districts, surface and gw)</b>	<b>FLNR, LTC</b>	<b>compilation 90% analysis 10% sharing (Golder) 50%</b>
<b>4b, 4d</b>	<b>Supply and utilization by land use zone/ freshwater unit</b>	<b>FLNR, LTC</b>	<b>begun TWG</b>
5a	Well inventory and survey	FLNR, LTC	50%, report 03/18
<b>5b</b>	<b>Groundwater monitoring pilot (6-12 sites)</b>	<b>FLNR, LTC</b>	<b>01/2018 - 04/2019</b>
7a	Aquifer characterization and worksheets	FLNR, ENV	100% complete
7b	Groundwater budgets (aquifer scale)	FLNR, ENV	20%, report 03/18
8	Conservation technology comparison	LTC, CRD	75%, report pending
8a	Rain harvesting survey and alternatives	LTC, CRD	100% by RRU, not final for SSIWPA unil inclusion in item 8
8b	Feasibility of reclaimed water alternatives	LTC, CRD	75%, report pending

red items indicate new, need discussion, or lack clarity

# IWM Program: Workplanning

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Table 1		Continued ... page 3 of 3	
IWM Workplan Task	Description	Agencies/y responsible	Status
8c	Assessment of policies, incentives for conservation alternatives	LTC, CRD	not started
9a and 3b	Water Quality Monitoring Plan: CLW	CRD - Beddis (TWG)	10%
9b	Compile and assess recent water quality data: Weston (Bullocks, Stowel, Ford)		
10	Water Sustainability Plan: Island-scale	LTC	late 2018

red items indicate new, need discussion, or lack clarity

# IWM Program: Workplanning

Draft for Discussion Only v.513 -10-2017



Table 2 p 1 of 2 St Mary Lake Integrated Watershed Management Plan 2015: Implementation and ongoing items - consider for SSIWPA IWM Workplan and Outreach&Education Plan 2018-19			
IWMP Action #	Description	Agency responsible	Status
SML 1	Quantify P in Stormwater Runoff to SML	TWG (SSIWPA)	100%
SML 2	Septic Nutrient Input Study	TWG (CRD, Island Health)	100%
SML 3	SML Water Quality Monitoring	NSSWD <i>with monthly reports to SSIWPA</i>	ongoing
SML 4	Best Management Practices (Water Quality) <i>2015 SSIWPA Brochure; has been broadened to several categories as links on website</i>	SSIWPA	brochure out of date; website list ongoing
<b>SML 5</b>	<b>Survey of watershed residents re: BMPs and Water Uses</b>		<b>not done*</b>
<b>SML 6</b>	<b>Stewardship Workshops</b> <i>What topics next fiscal?</i>	<b>SSIWPA</b>	<b>ongoing</b>
<b>SML 9</b>	<b>Water Fair and Rainwater Tour</b>	<b>SSIWPA</b>	<b>ongoing - tour only 2017</b>

\* n=57 Cusheon survey 2016; n=84 RRU survey 2017

red items indicate new, need discussion, or lack clarity

# IWM Program: Workplanning

Draft for Discussion Only v.613 -10-2017



Table 2 page 2 of 2 St Mary Lake Integrated Watershed Management Plan 2015: Implementation and ongoing items - consider for SSIWPA IWM Workplan and Outreach&Education Plan 2018-19			
IWMP Action #	Description	Agency responsible	Status
SML 10	Youth Stewardship Activities	?	SSIWPA involvement lagged 2017 - continue?
SML 11	Septic Maintenance Education	outreach materials by CRD	3 events: none distributed in 2017
<b>SML 12</b>	<b>Biodiversity Inventory (2017-18 SML and Cusheon)</b>	<b>SSIWPA coordinator, as part of Island Stream and Salmon Society Restoration Project</b>	<b>not started</b>
SML 13	Grant writing assistance (watershed projects community-level)	SSIWPA	ongoing by project
<b>SML 14</b>	<b>Sediment Pore Water Profiling</b>	<b>CRD</b>	<b>removed by CRD</b>
SML 16	Permaculture Water Management Education	SSIWPA	really just publicity

red items indicate new, need discussion, or lack clarity

# IWM Program: Workplanning

Draft for Discussion Only v.713 -10-2017



<b>Table 3</b>			
<b>IWM Task # or Category</b>	<b>Description of goal/deliverable from Workplan Parking Lot (spring 2017)</b>	<b>Agency responsible</b>	<b>Status</b>
Process	Review Steering Committee Terms of Reference		
Process	Review Steering Committee Membership		
Process	Review Working Group Terms of Reference (every 2 yrs)		
8	Outreach and education: Conservation by Rainwater in Schools (Partnership and assessment)	see "Youth Stewardship Activities" in SML IWMP	
Result of Tasks 3,4,5,6,7	Report: to characterize supply areas under stress		



# IWM Program: Workplanning

Draft for Discussion Only v.813 -10-2017



Table 4 3 pages		
Outreach and education planning 2018-19		
Task Area	Description of need/goal/deliverable	Suggestions
All	1) First Nations inclusion and involvement in SSIWPA	<ul style="list-style-type: none"> <li>• Field trip to meaningful watershed areas</li> <li>• Send package quarterly to FN contacts- watermark SSI water news, any agency reports presented within SSIWPa workplan, Driftwood clippings related to SSIWPA projects</li> </ul>
	2) Conservation and best management practices outreach and education	Stewardship event or tour or workshop to highlight technologies other than Rainwater Harvesting?
	3) Earth Day April 22, 2018	Booth- highlight projects ongoing and current reports to SSIWPA by member agencies This could coincide with April release of Annual Report (2017-18).
	4) September, 2018 Fall Fair	Booth - highlight projects and current reports to SSIWPA <ul style="list-style-type: none"> <li>- add public consultation by questionnaire or survey</li> <li>- gain input re: updating maps, local information sharing...</li> </ul>

red items indicate new, need discussion, or lack clarity

# IWM Program: Workplanning

Draft for Discussion Only v.913 -10-2017



<b>Table 4</b> 3 pages	<b>Outreach and education planning 2018-19</b>	
	5) World Water Day March 22	Booth at library? - suggest this is a good day for public outreach event to explain SSIWPA and IWM Program to the public. Format? Open House was not well attended. Perhaps this might coincide with results of Well Inventory, or Golder project?
	6) Summer or Fall 2018 event	Targeted outreach to select groundwater users as part of gw monitoring program to gather more local information or to ground truth surface-gw mapping data? Coordinate outreach about <i>Water Sustainability Act</i> for user groups?(Like California example)(2)
	Media coverage of events, news: Already in process for knowledge transfer of deliverables and events. Website, Social Media, Exchange, Driftwood, Community Calendars (incl press releases, links to reports).  Other ideas for media reach(1): <b>fact sheets, brochures, news conferences.</b>	
	(1) Developing a Water Conservation Public Awareness Program: A Guide for Utilities. (Accessed October 13, 2017 at: <a href="http://www.twdb.texas.gov/conservation/outreach/doc/Public_Awareness_UtilityGuide.pdf">http://www.twdb.texas.gov/conservation/outreach/doc/Public_Awareness_UtilityGuide.pdf</a> )  (2) Artemia: Water Conservation Successful Outreach Programs. (Accessed October 13 2017 at: <a href="http://artemia.com/water-conservation-successful-public-outreach-programs/">http://artemia.com/water-conservation-successful-public-outreach-programs/</a> )	

# IWM Program: Workplanning

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<b>Table 4</b> 3 pages	<b>Outreach and education planning 2018-19</b>	
<b>All, SML-IWMP 6</b>	2) Workshops to enhance: <ul style="list-style-type: none"> <li>- awareness of SSIWPA structure and function</li> <li>- awareness of goals of IWM (progress, deliverables, integration of learning)</li> <li>- awareness, stewardship and use of conservation technologies and best management practices</li> </ul>	Assist and Augment Shoreline Restoration program at SML, CLW (Stream and Salmon Society) -speakers, outreach, publicity (carry over last fiscal, not yet activated)  <b>“Well”ness: Caring for Groundwater” talk</b> Water Budget Results - FLNR? <ul style="list-style-type: none"> <li>- follow up to Task 5a Well Inventory and 2017 Well Owner Workshops (Islands Trust and FLNR)</li> </ul> Rainwater Tour 2018 - October 2018  <b>School or community-based action program ideas:</b> <ul style="list-style-type: none"> <li>- rainwater harvesting monitoring research within a district               <ul style="list-style-type: none"> <li>- how much lake water is saved per month, season, etc. (Phoenix or other elementary schools)</li> </ul> </li> <li>- rain volume comparison - rain gauges in every neighbourhood</li> <li>- informal groundwater monitoring - well registration (provide forms, information, support)</li> </ul> others....

**SSIWPA Islands Trust 2018 Budget- DRAFT October 4, 2017**  
**Period: April 1, 2018 - March 31, 2019**

<u>Revenue</u>			
<b>Item</b>	<b>Source</b>	<b>Cash</b>	<b>Matching</b>
	Tax Requisition	98,500.00	-
	Office Services		250.00
	<b>Total Income</b>	<b>98,500.00</b>	<b>250.00</b>
<u>Expenses</u>			
	Coordinator contract*	85,000.00	-
	Events and Communications	8,000.00	-
	Meetings	5,500.00	-
	Office Services		250.00
	<b>Total Expenses</b>	<b>98,500.00</b>	<b>250.00</b>

<b>Expense Estimated Cost Breakdown</b>
---

<b>Events and Communications</b>
----------------------------------

Watershed Stewardship Speaker Series - travel, venue, advertising, honoraria (replaces Water Fair, held 3-4X per year)	2500
Rainwater Home Tour - signage/maps, advertising	1500
Graphic Design for Advertisements (meetings and events)	2000
General SSIWPA publicity (website costs, meeting advertising, flyer printing, etc)	2000
<b>Events and Communications Total</b>	<b>8000</b>

<b>Meetings</b>
-----------------

Steering Committee - venue rentals	380
Technical Group - venue	260
Conservation Group - venue	260
Meeting Supplies (markers, flipchart)	100
Minute-taker	4200
Reserve	300
<b>Meetings Total</b>	<b>5500</b>

## Revenue - SSIWPA IWM Project Budget 2018-19 - Draft for Discussion

Item	Source	Cash Income to Island Trust		
		SSIWPA Account	Matching Cash*	In-Kind Services**
Coordination	Tax Requisition	98,500.00		
	Local Trust Committee - Land Use Planning Watershed Management		1,850.00	13,200.00
	Islands Trust - Office services			250.00
	Capital Regional District		2,380.00	
	Ministry FLNR		2,000.00	
Grants:				
	<i>Province of BC Grant<sup>1</sup></i>	<i>6,000.00</i>		
	<i>REFBC Grant<sup>2</sup></i>	<i>9,180.00</i>		
	<b>Subtotals</b>	<b>113,680.00</b>	<b>6,230.00</b>	<b>13,450.00</b>
	<b>Total Revenue (incl matching)</b>	<b>119,910.00</b>		

1

Grant total - \$15,000 unallocated Oct. 20th.

Request October 20th - \$5,000 - Well Inventory, 2017

Request October 20th - \$5,800 - GW Monitoring, 2018

Remainder if requests granted - \$4,200.

<b>Expenses - SSIWPA IWM Project Budget 2018-19 - Draft for Discussion</b>				
<b>Item</b>	<b>Source</b>	<b>SSIWPA Cash Expenses</b>	<b>Matching Cash*</b>	<b>In-Kind Services**</b>
<b>Coordination</b>				
Coordinator contracts	tax requisition	85,000.00		
Events and Communications	tax requisition	8,000.00		
Meetings** (Trust in kind - draft)	tax requisition	5,500.00		13,200.00
Office Services	in kind			250.00
	<b>subtotal</b>	<b>98,500.00</b>		<b>13,450.00</b>
<b>SML</b>				
Stewardship/education workshop	CRD		1,000.00	
	<b>subtotal</b>		<b>1,000.00</b>	
<b>IWMP</b>				
Task 1 -Sustainable (Safe) Yield Analysis (MAX)	NSSWD <sup>3</sup>			
Task 1c - Sustainable (Safe) Yield Analysis (Cusheon)	undetermined			
Task 2 - Climate Effects on Drought Extremes	undetermined	700.00		
3b - Stream flow monitoring - Cusheon	FLNR			
3b- Stream flow monitoring - Maxwell	NSSWD <sup>3</sup>			
3b - Stream flow monitoring - Fulford	FLNR			
3b - Stream flow monitoring - minor streams	FLNR			
Task 4a, 4b - Consumption Statistics for Surface Supply	LTC			
Task 4c & 5c - Community Well Supply and Consumption	LTC			
Task 5b - Well Monitoring Pilot <sup>4</sup>	Cash = REFBC, Prov BC Grant; Matching = CRD, FLNR, Islands Trust	13,180.00	5,230.00	
Task 6 - Ag Water Demand Model and Land Use Inventory	AGRI, LTC		completed last fiscal	
Task 7b	ENV/FLNR Ground Water Budget Project		completed last fiscal	
Tasks 8, 8a, 8b	CEWG		completed last fiscal	
Task 9 - Cusheon monitoring plan development (related to workplan tasks 1, 3)	undetermined			
	<b>subtotal</b>	<b>13,880.00</b>	<b>5,230.00</b>	<b>-</b>
	<b>Total Expenses</b>	<b>112,380.00</b>	<b>6,230.00</b>	<b>13,450.00</b>
	<b>Total Expenses (Incl. Matching)</b>	<b>118,610.00</b>		
	<b>Total Income - Total Expenses</b>	<b>1,300.00</b>		

\*Matching = \$9,800 = 2,000 FLNR, 2,000 CRD, 5,800 Islands Trust (Province of BC grant)

**Footnotes: SSIWPA IWM Project Budget 2018-19 - Draft for Discussion**

\* Matching amount is not revenue received by Islands Trust, nor by SSIWPA. It is funding allocated by member organizations for project undertaken by SSIWPA member organizations that are coordinated by SSIWPA, and appear within, the SSIWPA workplan.

\*\* In kind services are those which are rendered by member organizations towards those projects undertaken by member organizations which are in support of the SSIWPA workplan. These are understood to be "shared" with SSIWPA either in the form of the final deliverable, or in some cases throughout the course of SSIWPA coordination of workplan and inter-agency collaborations, as agreed to in writing by member organizations.

<sup>1</sup> pending approval by Steering Committee to spend \$4,000 in REFBC matching

<sup>2</sup> REFBC competition will complete November 2017 and SSIWPA will be notified December of project funding.

<sup>3</sup> NSSWD will share data and deliverable with SSIWPA, it is not contributing to the SSIWPA workplan in terms of resource allocation for project management

<sup>4</sup> \$9,180 is the cash amount requested from REFBC as a grant (not yet confirmed for next step in competition); \$4,000 is the amount proposed in that grant proposal to come in the form of cash from SSIWPA (Province of BC Grant already awarded in 2017 that SSIWPA may carry forward to next fiscal, as necessary.). The other matching amounts will never enter the SSIWPA account as cash, but are confirmed from member agencies as follows: \$1,350 CRD, \$2,000 FLNR, and \$1,850 Islands Trust Local Trust Committee Watershed Management (totalling \$5,230).

In Kind Trust Staff estimate: (draft, not confirmed) was based on 20hr/month, 60/hr, 11 months X1 staff

5,800 is new budget request for Islands Trust portion of REFBC matching cash for equipment purchase to be owned by Islands Trust.

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

<b>Revenue</b>					
<b>Source</b>	<b>Budgeted</b>		<b>Actuals</b>		
	<b>Income</b>		<b>YTD SSIWPA Cash</b>	<b>Matching Cash</b>	<b>In-Kind Services</b>
	For SSIWPA projects, incl. in- kind cash		received in account	allocated by member agencies	allocated by member agencies
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	2,000.00		-	2,000.00	16,900.00
Grants:	24,180.00		15,000.00	-	-
<i>Program</i>	<i>15,000.00</i>		<i>15,000.00</i>	<i>-</i>	<i>-</i>
<i>REFBC Grant - IWM Program</i>	<i>9,180.00</i>		<i>9,180.00</i>	<i>9,180.00</i>	<i>21,865.00</i>
<b>Subtotal s</b>	<b>200,585.99</b>		<b>120,605.99</b>	<b>67,800.00</b>	<b>58,070.00</b>
<hr/>					
<b>Total Budgeted (incl in-kind)</b>	<b>200,585.99</b>				
<hr/>					
<b>Received YTD</b>	<b>188,405.99</b>				
<hr/>					



**Expenses**

Item	Source	Budgeted	Actual Cash	Actual	In Kind
		SSIWPA Cash Expenses  Updated	Spent  from SSIWPA account revenue	Matching Cash Spent  by member agencies on workplan projects	Services Rendered  by member agency staff
<b>Coordination</b>					
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
	<b>subtotal</b>	<b>98,500.00</b>	<b>38,878.65</b>	<b>-</b>	<b>10,140.00</b>
<b>SML</b>					
Septic Wells Cleanup	CRD	3,000.00	-	-	-
Stewardship workshops	CRD	1,000.00	-	-	-
	<b>subtotal</b>	<b>4,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>IWMP</b>					
Task 1 - Sustainable (Safe) Yield Analysis	(LTC)**	-	-	-	TWG
Task 2 - Climate Effects on Drought Extremes	undetermined	700.00	-	-	-
Task 3a - Surface hydrology (SML)	NSSWD <sup>~</sup>	-	-	-	-
Task 3b - Stream flow monitoring	NSSWD <sup>~</sup> , FLNR <sup>o</sup>	-	-	-	-
Task 4a, 4b - Consumption Statistics for Surface Supply	LTC***, unspent funds or BC Grant	600.00	-	-	TWG
Task 4c & 5c - Community Well Supply and Consumption	Trust Staff, FLNR	-	-	-	-
Task 5a - Well inventory, Survey	LTC* ** Planning staff, FLNR	16,500.00	-	5,000.00	5,710.00
Task 5b - Well Monitoring Pilot	REFBC, BC Grant, LTC**, CRD, FLNR	18,360.00	-	-	3,350.00
Task 6 - Ag Water Demand Model and Land Use Inventory	AGRI <sup>l</sup> , LTC**	2,000.00	-	-	-
Task 7a+b	Ministry ENV/FLNR Ground Water Budgets	30,000.00	-	-	2,776.00
Tasks 8, 8a, 8b	Tax Requisition (travel, article purchases) <sup>o</sup> deferred	1,070.00	-	796.00	752.00
Cusheon monitoring		-	-	-	-
	<b>subtotal</b>	<b>69,230.00</b>	<b>-</b>	<b>5,796.00</b>	<b>12,588.00</b>
	<b>Total Expenses</b>	<b>171,730.00</b>	<b>38,878.65</b>	<b>9,796.00</b>	<b>22,728.00</b>
	<b>Expenses</b>	<b>28,855.99</b>			
Remaining Cash (Actual Revenue - Actual Spent)		139,731.34			

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**Footnotes to accompany "SSIWPA 2017 Income and Expenses Year to Date"**

\* 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 Weijs 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)

~ NSSWD intends to share the results from 2017 Kerr Wood Leidal hydrological, yield analyses of St. Mary Lake and it's watershed. It is not contributing directly to SSIWPA.

α - Matching cash from FLNR Fish and Wildlife for stream monitoring monthly at two stations May - November, and in kind services of staff

\*\*\* 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

Ⓟ 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.

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Item 4.9.1 - Appendix 6a

Budget request – Wells Inventory – IWM Workplan Project #5a, currently in process

The request is for SSIWPA to allocate \$5000 in support of the well inventory project currently underway. Recent work has revealed there are approximately 500 records for wells included with applications for subdivision approval and developments that have been submitted over the years, many of which have not been included in the provincial WELLS database. The funding request will supplement the existing work and allow staff or a contractor training to complete the cross-referencing and well data entry for this project.

Hello Heather,

Please find attached the completed feedback form, which was filled by Salt Spring Island Watershed Protection Authority (SSIWPA) working group member, Sandra Ungerson, who worked most closely with the RRU ENSC 420 student group: Dromedary Environmental, in 2017.

Thank you for the opportunity to give feedback to the program administrators and teaching staff involved in the Environmental Science Bachelors of Science program.

Thank you for the opportunity to participate in this program. All members of our organization are grateful for the work that the Royal Roads Students performed in their community project, and the results are being integrated into the more broad watershed and water resource investigations and coordinated actions.

SSIWPA does not have an appropriate project for Royal Roads at this time to enter the 2018 project pool, but may be in position to be co-generating another suitable project idea for 2019.

Please keep SSIWPA on your list for reminders about the program.  
ssiwpacord@gmail.com  
ssiwatersheds.ca

Best wishes,  
Shannon Cowan  
SSIWPA Coordinator

**ENSC 420 Major Project**  
B.Sc. in Environmental Science (ENVSCNC-BSC)

September 2015

**Sponsor Feedback Form**

Dear Sponsor,

Thank you for sponsoring a project in the BSc in Environmental Science program. Your support has provided the opportunity for the students to research a real-life environmental issue and relate it to their classroom studies.

We hope that your experience with Royal Roads University has been a positive one and invite you to provide feedback on your experience with your Major Project Team. We also hope that you will consider sponsoring a project next year!

Your Name: \_\_\_Sandra Ungerson\_\_\_\_\_

Your Organization: \_\_SSIWPA Salt Spring Island Watershed Protection Authority\_\_\_\_\_

Project Name: \_\_Research and report on rainwater harvesting alternatives currently used on Salt Spring Island\_\_

Team Name: \_\_\_Dromedary Environmental\_\_\_\_\_

**Did you find the outcome of the Major Project useful? Please provide details.**

The survey information was very useful. The case studies were informative.

The data analysis was weak. The data interpretation was not as complete as predicted in the Terms of Reference Objectives. We expected survey data to be combined with a model or statistical analysis that would permit a calculation of % of total freshwater consumption compared against the volume of rainwater utilized on Salt Spring Island. We would have appreciated the % as % of the Island population, not just the survey samples.

It is important to note that we had asked the group to reference ARCSA/ASPE/ANSI Standard 63 in it's analysis, and this was not done. The "optimal rainwater system" was not useful as a result.

It would have been my hope that we could have seen a draft of the report prior to presentation and have had an opportunity to address some of the deficiencies noted here. I would recommend that in future the sponsors would be able to be more

proactive, thus making the data and information that much more useful. The conclusions such as “rain that falls onto the roof instead of allowing it to run off through gutters to the ground has minimal effect” (pg 19) don’t make sense. Would like to have seen references for this, for example.

The comparisons with other countries was effectively done. The section on current rainwater harvesting regulations is not clear and fails to reference documents I would have expected.

In summary the case studies are welcome additions to the understanding required to communicate practical rainwater resource utilization to Islanders. The survey results as well were welcome as raw data. Objective 3 in the terms of reference (optimal rainwater system description) was not well addressed.

The presentation itself was light hearted and informative as well as entertaining.

**Did any issues arise during the Major Project process? If so, how were they resolved?**

We did not see the report before it was presented, although we asked the students to share it. Having the opportunity for the community group (SSIWPA, in this case) to offer feedback before student report was to be made final would have given the students the learning opportunity and allowed them to respond to feedback from the real world context of their work, thus rendering it more applicable, and less of an academic exercise that would need to be modified and expanded to be useful in a real world context.

**Based on your experience this year, do you have any suggestions for improvement of the process?**

The program would do well to encourage a boundaried feedback process from the community group main contact prior to the final report presentation, to enhance student learning and real world applicability of project results.

Many of our graduates find that their Major Project work is a valuable part of their resumes. Would you be willing to allow the members of your major Project Team to use the feedback that you have provided to add to their resumes? Yes.

## MEMORANDUM

To: SSIWPA Steering Committee  
From: Don Hodgins (DOH)  
Subject: Presentation to WPS  
Date: Oct 15, 2017

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DOH is scheduled to make a presentation to the Water Protection Society on Oct 26<sup>th</sup> summarizing results from a safe yield analysis for St. Mary Lake and Lake Maxwell. The results, for St. Mary Lake, were presented to the Steering Committee (SC) in public meetings in November 2016 and July 2017. The methods and results are described in the report "Safe Yield Analysis for Surface Water Resources", prepared by DOH and provided to SSIWPA for informational purposes in December 2016.

The analytical work for safe yield was carried out by DOH between the fall of 2014 and fall of 2016 to satisfy his own scientific curiosity. The findings were shared with SSIWPA through papers and presentations to the TWG and SC, and provided the impetus for DOH's recommendation to SC, over the course of 2016, to incorporate water quantity into its scope of investigation.

### **Scope of WPS Talk**

The central idea for this talk is to advance understanding of the concept of safe (reliable) supply of water using a risk framework, and to examine the supply-demand balance within this framework. In this sense, the results are used to augment the discussion in the Water Council's report of 2010, "Potable Water Supply and Demand Analysis" in which licensed limits were used to quantify supply. It is expected that the results will underscore the need for careful management of the current resource, planning for climate change, and a creative approach to securing both existing and new sources. Ongoing work on the other lakes and groundwater will be outlined (see note below).

### **Benefits to SSIWPA Member Agencies**

- Outreach to community – share substantive information,
- Emphasize importance of CEWG, and conservation in general,
- Strong support for the IWMP,
- Strong support for NSSWD policies:
  - moratorium on new connections
  - tiered rate structure
  - water restrictions
  - conservation

As it stands now, DOH will present his work without reference to SSIWPA's program, other than in the most general way as part of the background. If the Steering Committee would like DOH to include references to ongoing work (surface and ground water), and generally support the TWG activities, he would be most pleased to do so.

**Salt Spring Island Water Preservation Society**

Presents

Don Hodgins, Ph.D., P.Eng. Speaking on

***Fresh Water – What do we have? How much is left?***

Thursday October 26th 7:30 pm

Salt Spring Library - Program Room

Development planning on Salt Spring Island, assessing alternatives, and incorporating gains from conservation all depend on understanding the dependable supply of fresh water. This talk will focus on recent results for St. Mary Lake and Lake Maxwell, the major surface reservoirs serving Ganges and a large portion of the northern half of the island. They underscore the need for careful management of the current resource, planning for climate change, and a creative approach to securing both existing and new sources. Ongoing work on the other lakes and groundwater will be outlined.



Salt Spring Island Water Preservation Society (WPS)  
Maxine Leichter, President  
ssiwps@gmail.com

Salt Spring Island Watershed Protection Authority (SSIWPA)  
George Grams, Chairperson  
ggrams@islandstrust.bc.ca

October 12, 2017

Dear WPS,

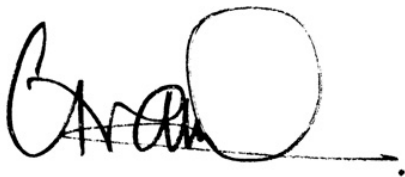
SSIWPA has concerns with your recent request to the co-chair of the Technical Working Group (TWG) to give a public talk on matters currently under consideration by SSIWPA.

It is of particular concern that Maxine Leichter was specifically advised of concerns about the nature of her request by the Islands Trust regional planning manager. No attempt was made by her to satisfy those concerns or to provide assurances that they would be addressed prior to publication and finalization of the event.

In future, we would ask that any request to any member of SSIWPA's steering committee or one of its supporting groups should be made in writing through the SSIWPA coordinator providing details of the request. SSIWPA will not unreasonably deny requests to provide speakers at public events but I'm sure you will appreciate that the steering committee member agencies have a duty to consider the nature of information that might be released to the community, and whether that information has been appropriately verified.

Your future cooperation is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "George Grams", with a horizontal line extending from the end of the signature.

George Grams, SSIWPA Chair, Islands Trust Local Trustee

Email sent October 2, 2017 in response to query received by email to coordinator, October 2, 2017 (here, below)

Appendix 10 page 1 of 4

Hello Mr. Dom,

cc: Wayne McIntyre

Thank you for your email. My new phone number is the one you telephoned last time: [250-653-4867](tel:250-653-4867), I'm sorry if the business card I gave you was out of date? I'll double check that I have the correct cards in my purse!!

I prefer to telephone you to discuss. Are you available tomorrow morning (Tuesday) around 10am? I'm completing my work day now with this email to you.

Briefly - to be discussed tomorrow:

I'd like to carefully explain to you how SSI Watershed Protection Authority (SSIWPA) is a round table of agencies, and one of them is CRD. You asked if I am able to help CRD Water Commission in the inquiry about reason for the drop in well levels. I am coordinating SSI Watershed Protection Authority ([www.ssiwatersheds.ca](http://www.ssiwatersheds.ca))

Here are my suggestions, but I do encourage you to speak to Director McIntyre (copied on this email) as the CRD SSIWPA Representative and the SSIWPA Vice-Chair.

Step 1:

Please understand SSIWPA itself is not an appropriate venue for the discussion with CRD Cedar Lane Water Service Commission **prior to first investigating within CRD Staff in the Water Department.** **Likely, this should be a request through Dan Robson, Manager of Gulf Islands Operations or the appropriate Engineer who is replacing Keith Wahlstrom?**

Step 2:

As I mentioned when we spoke in person, if the Cedar Lane Commission gains access to Cedar Lane well level data records over time, these data can be analyzed by a hydrogeological professional.

It would be useful to **ask** whether CRD Engineering staff or any Water management **staff at CRD have analyzed or researched the well level drop in 2017 at all**, and if there is a **staff report** on the topic.

It is very likely that even with water level records for the Cedar Lane wells, there will not be a means for any CRD staff, nor hydrogeologist technical personnel, nor for any members of the commission, to determine connectivity between the Cedar Lane resource fracture(s) and the Bullock Cottages well system(s). So, please be prepared for well level data

trends, but not necessarily conclusive answers about connectivity. If you already have all the well level data, my apologies and please ignore this step.

I am not an expert, but having worked with the experts for a few years now, I see that it may be necessary for a hydrogeological consulting firm to be engaged on a contract to investigate more formally, which is ultimately the jurisdiction of CRD primarily, perhaps with support from the provincial Ministries.

**Step 3:**

Discuss your findings from Steps 1 and 2 with your full Commission membership, and if possible, with Wayne McIntyre who is the CRD SSIWPA Steering Committee representative - this should be fully complete before coming to SSIWPA. SSIWPA is not an avenue to bypass any specific agency jurisdiction, but instead is a support and broadening mechanism for coordinated planning, management and information sharing to strengthen water resource protection and management.

**Step 4:**

It may be appropriate to involve Provincial Water Protection (hydrogeology specialists) staff in your conversations or to help with data interpretation.

Here is a contact at the Ministry. This person is not directly involved with SSIWPA:

**Ben Robinson, MSc, A.Ag.**  
Groundwater Protection Officer  
*Ministry of Forests, Lands and Natural Resource Operations*  
Water Protection Section, West Coast Region  
2080A Labieux Rd Nanaimo BC V9T 6J9  
[250-751-3266](tel:250-751-3266) | [ben.robinson@gov.bc.ca](mailto:ben.robinson@gov.bc.ca)

These links might help you understand the legislation and regulations of the resource and what recourse you may have if there is competition for the same aquifer as a result of development in the area of the Cedar Lane wells:

- Groundwater Protection regulation: [http://www.bclaws.ca/civix/document/id/complete/statreg/39\\_2016](http://www.bclaws.ca/civix/document/id/complete/statreg/39_2016)
- Water Sustainability Act Part 3 – Wells and Groundwater Protection: [http://www.bclaws.ca/civix/document/id/complete/statreg/14015#division\\_d0e7668](http://www.bclaws.ca/civix/document/id/complete/statreg/14015#division_d0e7668)

At a provincial level, Ministry of Environment and Climate Change Strategy and the Ministry of Forests, Lands, Natural Resources and Rural Communities (FLNR for short) are the two governing agencies that have jurisdiction over the groundwater and surface water resources on Salt Spring I.

The Ministry of FLNR has a representative who attends SSIWPA meetings monthly.

Those in FLNR who are participating in SSIWPA and its' technical working group could be engaged for assistance if it is within their mandate, but I think they would refer you to Ben Robinson first, because he is the person who presented to all well owners on Salt Spring in June at a special workshop about groundwater protection and who receives inquiries from well owners in this region.

Finally, you are welcome to attend the SSIWPA meeting October 20th, 2017 as an observer and to make a request or comment at the end of the agenda when there is time for questions from observers.

If SSIWPA Steering Committee determines collectively to work on this, there may be actions that I can coordinate which will help advance knowledge and analysis of the situation, but I encourage you to take Steps 1, 2, 3, 4 first before engaging with SSIWPA because SSIWPA is not a legal entity or a governing body, it is a roundtable and a coordination effort for watershed and water resource management on island.

I will call tomorrow and hope to clarify further for you.

I hope the suggestions above will help you to find your way to some action that will shed light on the issue rather than continue with speculation and inaction, which must be frustrating.

Thank you,  
Shannon Cowan

On Mon, Oct 2, 2017 at 3:39 PM, RALPH DOM  wrote:

Hi Shannon,

I tried phoning you, but your number appears to have been changed.

I am just writing to find out what exactly you can help us with and if you have any funding available to do this.

I would like to know, is how the process will work step by step. From what little I have seen, it seems to involve water conservation through smarter use of the supply. A very noble effort indeed, but this district has for years been chronically short of water. Some simple math will reveal that the use of 50 cottages, even under strict conservation, will still take a staggering amount of water. Let alone 127 cottages!

If we can proof that their water comes from the same aquifer as ours, is there under the new legislation any recourse because our wells have been in use for almost 50 years?

Thanks,

Ralph Dom

