



Salt Spring Island Watershed Protection Authority

Regular Meeting Draft Agenda

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

Location: Salt Spring Island, B.C.

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 October 20, 2017 steering committee regular meeting -
attached for approval

4. BUSINESS ITEMS

4.1 Chair's report - Chair 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 and action log – *appendix 1*

Pages 13-16, 17-18

4.5 Technical Working Group - no report this month

- 4.6 Conservation and Efficiency Working Group update** - Chair Ungerson
- 4.7 SSIWPA Steering Committee Terms of Reference**
- 4.7.1 draft, for discussion - *appendix 3* Page 19
- 4.7.2 supporting documentation, for information - *appendix 4* Page 28
- 4.8 Correspondence**
- 4.8.1 Update on CRD process to address Cedar Lane query to SSIWPA
- Vice-Chair McIntyre (re: Action 4.10.5 20-10-17 regular meeting)
- 4.8.2 Inter-agency correspondence Member Lapcevic (FLNR) to SSIWPA Chair -
- *appendix 5*, for information Page 33
re: Cedar Lane query to SSIWPA (re: Action 4.10.5 20-10-17 regular meeting)
- 4.8.3 Letter from Water Preservation Society via email October 17, 2017 - *app. 6* Page 34
- 4.8.4 Income Statement year to date as at 30-9-17 - *appendix 7*, for information page 36
- 4.8.5 Draft Agricultural Land Use Inventory (IWM Task 6 partial completion)
link: <http://library2.ssiwatersheds.ca/?mdocs-posts=agricultural-land-use-inventory-ssi-2017-draft&mdocs-cat=>
- 4.8.6 Staff Report to the SSI Local Trust Committee 2-11-17
link: <http://www.islandstrust.bc.ca/media/344711/2017-11-02-watershed-management-staff-report.pdf>
- covering memo *appendix 8*, for information Page 37
- 4.8.7 late item: Budget request memo - data sharing action for IWM Workplan Tasks
- *appendix 9* Page 47
- 4.9 Announcements and events**
- 4.9.1 Provincial government review of professional reliance model - to assess current legislation governing qualified professionals in the natural resources sector. Available at: <https://news.gov.bc.ca/releases/2017ENV0055-001673>
- 4.9.2 Nutrient Management for Decision-Makers - Report November 2017 available at:
<http://www.cwn-rce.ca/assets/resources/pdf/CWN-Nutrient-Management-Research-Insights-for-Decision-Makers-2017/CWN-Nutrient-Management-Research-Insights-for-Decision-Makers-2017.pdf>

5 OTHER BUSINESS

5.1 Comments or questions from the public

6. UPCOMING MEETINGS

1. Friday Nov. 24, 2017 10:00 am - 12:00 pm, SD64. (special meeting)
2. Friday Dec. 22, 2017 10:30 am - 12:30 pm, To Be Confirmed.

7. ADJOURNMENT



Salt Spring Island Watershed Protection Authority

Minutes of a Regular Meeting

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

Members Present: George Grams, Chair, Islands Trust Local Trustee
Dale Green, Capital Regional District (CRD), Integrated Watershed (via telephone conferencing)
Doreen Hewitt, Beddis Water Service Area Commissioner
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNR) (via telephone conferencing)
Robert Steinbach, North Salt Spring Waterworks District

Regrets: Derek Masselink, Ministry of Agriculture
Wayne McIntyre, Vice-Chair, Director, CRD
Sharon Bywater, Fernwood Water Service Area Commissioner (Alternate for Lorrie Hunt)
Technical Working Group co-Chairpersons
Conservation and Efficiency Working Group Chairperson

Staff Present: Shannon Cowan, Coordinator, Recorder
Justine Starke, Island Planner (North Pender Island)
William Shulba, Freshwater Specialist, Island Trust
Ron Stepaniuk, North Salt Spring Waterworks District

**Technical Working
Group Liaison:**

**Conservation
Working Group:**

**Media and Others
Present:** Ralph Dom, Cedar Lane Commission Chairperson
2 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 10:32 am.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:



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- 4.9.2 Budget request from Islands Trust staff for GW Monitoring Pilot REFBC application
- 4.10.2 A page of correspondence (summary) to accompany Appendix 8 (public announcement), was added late to the agenda prior to page 47.
- 4.10.6 Correspondence received by coordinator about Rainwater Rebate Program on SSI, from Outreach Coordinator at CRD, Victoria.
- 5.2 Proposal to transition SSIWPA website to a SSIWPA expense next fiscal.

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

3. MINUTES

3.1 **Draft Minutes of the September 22, 2017 Salt Spring Island Watershed Protection Authority Regular Meeting**

One revision was suggested for accuracy: removal of "(via telephone conferencing)" beside Member Hewitt's attendance.

By general consent, the Salt Spring Island Watershed Protection Authority Minutes of September 22, 2017 were adopted, as amended.

4. BUSINESS ITEMS

4.1 Chair's report

Chair Grams reported some website maintenance and correspondence in the past month. Website maintenance will be dealt with in item 5.2.

4.2 **St. Mary Lake and Maxwell Lake water quality, level and hydrology updates**

Committee Member Steinbach presented an update regarding the St. Mary Lake Watershed and Maxwell Lake Watershed, and the following highlights were presented:

St. Mary Lake level recorded October 20, 2017 was 40.206 m above sea level, which was up 5 cm from October 16th 2017. The lake was reported to be stratified and anoxic below 11 m of depth, as of October 18, 2017 (Mixing had begun but was incomplete).

Cyanotoxins: There were no toxins reported in St. Mary Lake raw water sample of October 2nd, 2017. On September 25th, 2017, 0.098 ug/L microcystin-LA were detected in a St. Mary Lake raw water sample.

Maxwell Lake level on October 20, 2017 was 314.1599 m above sea level, up 4 cm since October 11, 2017. It was noted that recent precipitation was having a direct impact on re-filling of the lake.



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A member queried whether St. Mary Lake achieved the lowest possible level for the license in 2017? NSSWD staff responded 40.19 m was the lowest 2017 St. Mary level reading; one of the lowest St. Mary Lake level readings, but not quite the lowest in recent years.

4.3 Cusheon Lake water quality update

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

Cusheon Lake level on Oct 19, 2017 was 0.966 m. Lake level on Oct 20, 2016 was higher at 1.164 m. It was noted that the benefit of the recent precipitation has not been fully realized in lake level, yet. Secchi disk was 3.8 m on Oct 19, 2017, which is not as clear as last month. Flow rate in creek on October 19, 2017 was 0.07 m, unchanged from last month. Water is still being pumped from the hatchery's well into the creek for the hatchery fish. We cannot tell when the autumn flow starts because there is a tiny bit of flow maintained for the hatchery that is additional from a groundwater well, not lake outflow per se.

Precipitation yearly comparison for October, as received at Gulf Islands Secondary School: Oct 2015 – 85.3 mm

Oct 2016 – 183.4 mm

Oct 2017 – 41.7 mm

The lake is the same temperature from top to bottom; which means it is not stratified. (It is mixed). There is no flow from Blackburn Creek or any of the other streams or culverts into Cusheon Lake. The aquatic weeds are still extremely prolific. When they die off and decay, they will use up a great deal of oxygen, which is not good for the health of the lake.

4.4 Coordinator's report

Coordinator presented an update of her activities, and the following highlights were noted:

- Community Well Consumption and Supply project – data collection from one water district outstanding; data organization underway for sharing with Golder Associates (other two users, TWG and FLNR have data already).
- Potential permanent monitoring site at Fulford Creek is being investigated by FLNR's Mr. Sczcot (Fish and Wildlife), which could be useful flow data for SSIWPA; may be a site for ongoing data downloading coordination through SSIWPA (all agencies could benefit from the data).
- October Rainwater Harvesting Tour 2017 a success (300 person visits reported; public feedback via email and website messages was all positive); public desires renewal of CRD's rainwater harvesting rebate program in 2018.

4.5 Technical Working Group update

A verbal report was delivered by Coordinator, reading from an email by TWG co-



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Chair Hodgins:

- TWG members are anticipating an answer to the question posed at last meeting regarding if, and how, the work of TWG will actually be used by the member agencies to benefit SSI.
- Well Inventory work ongoing, but TWG has not met about this (Sylvia Barroso co-lead FLNR).

4.6 Conservation and Efficiency Working Group update

A verbal report was delivered by Coordinator on behalf of the CEWG:

The interim report is very close to being compiled and is anticipated to be shared with Steering Committee by the next meeting. The report pertains to Task 8 – comparing alternatives for conservation and efficiency that are either in use or suitable for Salt Spring Island.

4.7 Technical Working Group Terms of Reference Revision

The Coordinator presented a proposed draft questionnaire about technical working group roles and responsibilities, for discussion. Planner Starke commented staff proposed it as an agenda item, in order to offer a tool to the Steering Committee, in support of efforts to reach a consensus on the Technical Working Group Terms of Reference that would be most feasible for all of the participating member agencies.

A typo was noted, and in response, Coordinator agreed to amend the list of those addressed on the questionnaire to include Beddis and Fernwood-Highland Commission representatives to SSIWPA Steering Committee.

Action 4.7a

By general consent, Salt Spring Island Watershed Protection Authority agreed that Coordinator would send a letter to each member agency representative introducing the amended questionnaire as a template for use as a framework by SSIWPA member agencies to provide input and feedback on roles and responsibilities for its Technical Working Group.

Action 4.7b

By general consent, Salt Spring Island Watershed Protection Authority member agency representatives agreed to receive the questionnaire, to use it as a framework for a response from within their member agency/board of trustees, and to dialogue directly with Coordinator, who will compile responses into a draft proposed TWG Terms of Reference.

4.8 2018-19 IWM Workplan and Budget

4.8.1 Workplan Draft 2018-19 – Table 1



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Coordinator presented an orientation to the content of Table 1 (Appendix 4), and identified the rationale for priority line items in the ongoing current and proposed Integrated Water Management Program workplan tasks.

There was a discussion to clarify the Task 1a, and to clarify the nature of more than one deliverable. The following concerns or observations were noted by committee members or staff:

- Concern was noted over duplication of workplan deliverables by professional consultants and a working group, or members of the public.
- Early referral of terms of reference for technical work to the SSIWPA steering committee by member agencies may prevent duplication of effort
- It is common in engineering to receive more than one report or method of analysis for the same problem or question.
- A methods comparison by a qualified professional may be a valid means to adjudicate more than one technical report considering the same problem or question in terms of methodology or data resources used.
- It would be helpful for each member agency to share methods for it's commissioned work for infrastructure studies to avoid SSIWPA or it's working groups undertaking work that is duplicating efforts.
- It is not the intent to ratify this version, today.
- If CRD are within their license to draw from Cusheon and Weston lakes, there may be no need/responsibility to undertake safe yield analyses of those watersheds.
- FLNR does not have a program to undertake safe yield analyses of lakes, however safe yield information would be useful to FLNR programs, such as authorization of any application for increase usage of a lake resource.
- It may be more feasible for SSIWPA to coordinate a request for proposals from qualified professionals on safe yield of watersheds that are not in the purview of NSSWD than for such analyses to be undertaken by a working group, due to challenges with the acceptability of the deliverables by all member agencies.

Action 4.8.1a

By general consent, the Salt Spring Island Watershed Protection Authority Steering Committee agreed that SSIWPA Coordinator would convene a special meeting of the Steering Committee to consider the Workplan, and also would amend the Table 1 to reflect the following changes:

- Add column for lead agency, and another column for agencies affected
- Task 1a: agency responsible is NSSWD, agencies responsible FLNR, LTC and deliverable is ongoing
- Task 1b: agency responsible is NSSWD, agencies responsible FLNR, LTC

Action 4.8.1b

By general consent, the Salt Spring Island Watershed Protection Authority Steering Committee requested that the member representing NSSWD would consult with



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NSSWD Board, and report back to Steering Committee about the status of Task 1b Maxwell Lake Watershed Safe Yield analysis project.

Action 4.8.1c

By general consent, the Salt Spring Island Watershed Protection Authority Steering Committee requested that the member representing Beddis Water Service Area Commission would consult with Beddis Commission, and report back to Steering Committee about the potential interest or need for undertaking a safe yield analysis for Cusheon Lake watershed.

Action 4.8.1d

By general consent, the Salt Spring Island Watershed Protection Authority Steering Committee requested that the member representing NSSWD will consult with NSSWD Board and report back to Steering Committee about the status of Task 3a in Table 1, re: St. Mary Lake and Maxwell Lake hydrology studies.

4.8.1.1 2018-19 SSIWPA Coordination Budget

It was proposed to inflate the communications budget to include the engagement of a consultant to manage the website. It was noted that a robust content management system may be the greatest upfront cost for the transition of the websites to a new management system, and ongoing maintenance and moderation may be a much lower cost. It was noted that one aspect of content management is secure and complete, namely the document library maintained on the website.

It was noted that the committee would do well to evaluate the outreach and events of the past year in order to effectively allocate for events and outreach in the next fiscal year.

By general consent, the Salt Spring Island Watershed Protection Authority Steering Committee agreed that Coordinator would organize for Steering Committee to have a debriefing on events and outreach for 2017-18 fiscal as part of planning events and outreach in 2018-19.

4.8.1.2 2018-19 SSIWPA IWM Draft Project Budget

The budget was received as a draft, and was used as a framework only, for discussion of the budget requests 4.9.1 and 4.9.2. There was no further discussion of the next fiscal budget draft, during this meeting.

4.9 2017-18 Income Statement Year to Date

The item was received for information.

4.9.1 Budget request (2017-18) – Wells Inventory project currently underway

By general consent, the Salt Spring Island Watershed Protection Authority Steering



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Committee agreed to allocate \$5,000 from the Province of B.C. Grant (received by Islands Trust April, 2017 for SSIWPA Integrated Water Management Program) in financial support of the Wells Inventory and Survey project currently underway.

4.9.2 Budget request (2018-19) – REFBC application for funding (added late agenda item)

By general consent, the Salt Spring Island Watershed Protection Authority Steering Committee agreed to allocate \$5,800 from the Province of B.C. Grant (received by Islands Trust April, 2017 for SSIWPA Integrated Water Management Program) as matching cash amount towards equipment expense in Real Estate Foundation of BC grant application (submitted by Islands Trust August 31, 2017; revised October 20, 2017).

Robert Steinbach left the meeting at 12:00pm.

4.10 Correspondence

4.10.1 Royal Roads University Program Feedback

Item was received for information.

4.10.2 Summary and Notice of October 26th presentation of Safe Yield method/model to Water Preservation Society by TWG Co-Chair Hodgins

Item was received for information. Chair Grams noticed he planned to attend.

4.10.3 SSIWPA Chair letter to Water Preservation Society, October 12/17

Item was received for information.

4.10.4 St. Mary Lake water quality and aeration; two reports prepared for NSSWD are public.

Item was received for information.

4.10.5 Item of correspondence between Cedar Lane Water Commission Chair Mr. Ralph Dom and SSIWPA Coordinator, October 3, 2017

Coordinator outlined that the correspondence was requesting: 1) Whether and how SSIWPA might assist with the issue of Cedar Lane groundwater well levels resting at many meters lower than normal in 2017. And, 2) whether there was any means under the Water Sustainability Act to protect the Cedar Lane resource that had been in place for more than 50 years.

In response to questions posed by members, the following clarifications were provided:

- Both of the systems referred to in the correspondence would need to comply to



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the licensing requirements under the Water Sustainability Act.

- CRD would be the appropriate agency to deal with the Cedar Lane system, and if there was a need for CRD or the Cedar Lane Commission to seek provincial involvement, the appropriate provincial contact for the request would be Darryl Slater, Water Authorizations, Ministry of Forests, Lands, Natural Resource Operations and Rural Development.
- Cedar Lane well data that SSIWPA has obtained for the IWM Work Programme includes consumption statistics to 2016, but does not include any hydrogeological or groundwater level data or reports about the water resource.
- Islands Trust has a considerable amount of hydrogeological reports and aquifer testing done to emulate full buildout at Bullock Cottages. These are in the public realm as Islands Trust staff reports (2014).
- Cedar Lane Commission Chairperson Mr. Dom confirmed that the Commission was requesting that SSIWPA coordinate further investigation to better assist the Cedar Lane Commission to access and understand year-to-year changes in groundwater levels and their implications.
- Concern was expressed about involvement of SSIWPA in one or the other water system involved in the current issue, as SSIWPA's responsibility is to all water resources on the island. Clarification was made that SSIWPA was being asked to determine whether, in principle, such a request for assistance was something Steering Committee was capable of accepting.

By general consent, the Salt Spring Island Watershed Protection Authority agreed that each member would consult with their agency to determine whether that agency was in support of SSIWPA Steering Committee assuming the Cedar Lane Commissioners' request as a project for SSIWPA to coordinate, and each would report back to SSIWPA.

4.11 Events and Announcements

4.11.1 Watersheds 2018! June 3-5 2018, biennial conference.

Support for a SSIWPA to offer a presentation at the conference was expressed by one member. Islands Trust Staff noted that depending on the theme of the conference, staff may also be interested in attending and/or presenting at the conference. Chair Grams clarified that such a conference might fall into "outreach to other communities", and that it was important to discern whether such outreach falls within the SSIWPA coordination mandate. It was clarified that attendance at the conference for Islands Trust staff could be facilitated by the Local Trust Committee.

By general consent, Salt Spring Island Watershed Protection Authority agreed to support attendance at the conference by the SSIWPA Coordinator, in principle.



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5. OTHER BUSINESS

5.1 Questions and comments from members of the public.

None.

5.2 Website

By general consent, SSIWPA Steering Committee agreed that SSIWPA Coordinator would provide the Committee with 2-3 expense quotes for website hosting, management and maintenance for the period of next fiscal year.

6. NEXT MEETING

The next regular meeting is scheduled for Friday, November 17th, 2017, 10:30 am to 12:30 pm School District 64 Boardroom Portable, 112 Rainbow Road.

7. **By general consent**, the meeting was adjourned at 12:28 pm.

George Grams, Chair

CERTIFIED CORRECT:

Shannon Cowan, Recorder

Coordinator's Report

For the period: October 14 - November 8, 2017

Meeting Admin:

- Created adopted minutes for Sept 22 Steering Meeting (signatures, on web).
- Collected, organized, edited and corresponded about agenda items for Monthly Steering Committee meeting, started week Nov 1 for Nov 17
- Developed agenda package contents and facilitation plan for terms of reference review deliberations in regular meeting and special working meeting of Steering Committee, started week Oct 23 for Nov 17
- Sent Draft Meeting Minutes (Oct 20) to Chair, Vice Chair, CRD Alternate and Minute Taker for their feedback and records.
- Facilitated Oct 20 regular meeting.
- Recorded Oct 20 regular meeting and created draft minutes file.
- Updated folder at Islands Trust office for SSIWPA meeting minutes.
- CEWG meeting coordination and agenda preparation
- TWG meeting correspondence coordination

Project Management/Facilitation:

Integrated Water Management Program

- Targeted Well Inventory Project (Task 5a)
 - Participated in, and coordinated project team meetings with both W. Shulba and S. Barroso, project co- leads
 - Coordinated local candidates for field survey portion as liaison between W. Shulba and SSI skilled workforce.
 - As requested by project co-leads, suggested edits to draft letter of introduction to well owners in survey.
 - Collected, requested and provided some private well information offered to SSIWPA by members of the public to project co-leads for use in list of sites

- for survey and for potential GW monitoring project (outside of Task 4c/5c community wells).
- Community Well Supply and Consumption Study (Workplan Tasks 4c and 5c)
 - Sought data and well location and use information from two of the community wells (High Hill, Erskine) for which data were still missing.
 - Processed data received Nov 5 from High Hill (made new request, data in a non-preferable format).
 - Added a new request to the list of “community wells”, groundwater usage by a strata development newly operational 2017
 - Organized some of the wells data for use in provincial Water Budget Study (*in process*).
 - Data entry from hard copy files provided for the project (*in process*).
 - Stream Monitoring (Workplan Task 3bii)
 - Coordinated final 2017 data sharing between volunteers and SSIWPA (McFadden).
 - Organized data from data collection sheets to spreadsheet format (*in process*).
 - Coordinated FLNR staff visit to Fulford Creek new potential monitoring site, and to all small stream sites for removal of dataloggers for winter period.
 - Coordinated correspondence between FLNR staff and land holder for establishment of potential long term monitoring station.
 - REFBC grant application (Workplan task 5b)
 - Processed feedback from grants coordinator at REFBC.
 - Coordinated input from Trust staff, FLNR staff, and CRD staff to amend proposal as per feedback.
 - Revised 2 sections of REFBC application, received feedback from project co-leads from both agencies, compiled final version to word limit.
 - Presented request for additional budget for REFBC matching cash amount to Steering Committee.
 - Coordinated two letters with revised REFBC application sections to REFBC grants coordinator.
 - Confirmed receipt by REFBC grants coordinator.

SSIWPA Terms of Reference Review

- Coordinated correspondence between steering cttee and Planner Starke for inputs to proposed amended version (October).
- Created list of tracked changes made as a result of steering agency input.
- Conducted research into 10 watershed councils and stakeholder working groups in B.C. for examples relating to membership, decision-making, terms of service, roles and responsibilities to inform Planner Starke's SSIWPA ToR proposed amendments.

Budget and Workplanning

- Amended according to Sept 22 committee resolutions, and presented final year to date (Sept 13th) project-specific SSIWPA Income and Expenses report 2017-18
- 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; started to coordinate discussion by steering of content (part of workplanning for next fiscal)
- revised, as directed, SSIWPA project budget and operating budget

Internal correspondence – SSIWPA member agencies

- guided member agency input to proposal to amend terms of reference for TWG (several phone calls and emails)
- provided documents and clarification on SSIWPA project progress to Trust Staff (for LTC Nov 4 agenda package)
- printed copy of TOR revision proposal and delivered to Member Bywater
- about rainwater tour
- coordinated correspondence between AGRI and Steering Committee about progress on Ag water demand model and ALUI
- ***Terms of Reference Review for TWG by Steering***
 - Distributed questionnaire and instructions agreed at October 20th meeting of steering
 - for review of TWG terms of reference by each member agency
 - Coordinated steps in the ToR review process with Trust staff.
 - Compiled results of TWG ToR feedback.

Research for newsletter, SSIWPA projects and related work across Canada

- Climate Change report by Cowichan Valley Regional District
- Canadian Water Network – Nutrient Management: 2017 Research Insights for Decision-Makers (link to report shared with steering, Nov 2017)

- Regular newsletters from Partnerships for Water Sustainability BC

Conservation and Efficiency Working Group Projects Coordination

- Corresponded with Chair about progress and method for analysis
- Received progress report drafts.
- Compiled and coordinated 2 edit periods for draft report

Technical Working Group Projects Coordination

- Corresponded with co-chair.
- See Well Inventory Project
- Corresponded with member leading soil-P pilot study.

Outreach and Educational Event Planning and Coordination:

Watermark newsletter

- Learned and applied new website mail plugin for newsletter email list.
- Ensured all working group members are on distribution list (added a water district board president by request).
- Created content and layout, and distributed October newsletter.
- Created “State of the Water: Previous Month Summaries” from watershed reports given in Steering Committee, to be included with images in newsletters.

Website:

- Posted news.
- Updated the membership table content for steering committee and working groups to reflect accurate information.

Events and Publicity:

- Rainwater Home Tour – executed Oct 18 and followed up with publicity and acknowledgements, correspondence with tour hosts.

Item	Action	Who	Status
4.7a	Send a letter to each member member agency representative introducing the amended questionnaire as a template for use as a framework by SSIWPA member agencies to provide input and feedback on roles and responsibilities for it's Technical Working Group	Coordinator	complete
4.7b	Receive the questionnaire, to use it as a framework for a response from within their member agency/board of trustees, and to dialogue directly with Coordinator, who will compile responses into a draft proposed TWG Terms of Reference.	all members	FLNR complete <i>Beddis in process</i> <i>CRD - in process</i> <i>AGRI - in process</i> LTC - complete FHWD - complete <i>NSSWD - in process</i> complete all
4.8.1a 4.8.1.1	- Convene Special Meeting of SC to finalize workplan and outreach and events next fiscal. - Amend Table 1 (Oct 20th agenda Workplan Draft) as minuted.	Coordinator	<i>in process</i>
	Convene Special Meeting of SC to ratify: 1. Terms of Reference for SSIWPA 2. Terms of Reference for TWG	Coordinator	1. complete <i>2. in process</i>
4.8.1b 4.8.1d	Consult with NSSWD and report back to SSIWPA: b- status Task 1b Maxwell Lake Watershed Safe Yield Analysis project, d- status Task 3a: St Mary Lake and Maxwell Lake hydrological studies	Member Steinbach	<i>initiated by email,</i> <i>in process at NSSWD</i>
4.8.1c	Consult with Beddis Water Service Commission about need or interest in undertaking Safe Yield Analysis for Cusheon Lake Watershed.	Member Hewitt	<i>initiated by phone call,</i> <i>in process at Beddis</i> complete



Item	Action	Who	Status
4.9.1	Notify Islands Trust Finance Department of decision to allocate \$5K to Wells Inventory (this fiscal) and \$5,800 to GW monitoring project as REFBC matching (next fiscal).	Coordinator	complete
4.9.2	Notify REFBC of revised GW monitoring project budget.	Coordinator	complete
4.10.5	Consult with agency to determine whether it was appropriate for SSIWPA to assume Cedar Lane Commissioners' request as a project for SSIWPA to coordinate. Report back.	all members	<i>in process</i>
5.2	Provide SC with 2-3 annual expense quotes for website maintenance next fiscal.	Coordinator	<i>in process</i>
Outstanding Actions from SSIWPA Meetings			
	Outreach to First Nations as per contacts and method advised by Islands Trust staff	Coordinator	<i>suspended pending ToR revision</i>
19-5-2 017	4.11.2a - (Design web page and) Add best practices and other resource links to SSIWPA webpage	Coordinator	<i>in process</i>

Memo

To: SSIWPA Steering Committee
From: Planner Starke and Coordinator Cowan

November 8, 2017

In October, Planner Starke incorporated feedback provided by all members of steering committee who were able to participate into that process. Thank you. Changes proposed by members have been accepted in this version – one or two remain for discussion, and are indicated in the “comments” boxes with the member agency as the suggesting body.

Planner Starke and Coordinator Cowan undertook research to provide suggestions to steering committee in order to address potential for concern about too many additional members in steering committee, how to manage participation and decision-making in order to address scenarios leading to inequitable representation, and to avoid some of the potential pitfalls that could arise in future.

Please review this version and pay attention to:

- noting any language or ideas that are not clear
- noting any repetition
- alternatives or suggestions noted in comment boxes (ideally, seek support from your member agency prior to the meeting, if required).

Items requiring consideration and agreement, and some alternative suggestions have been left in the comments.

Appendix 4 contains supporting documentation to outline the research conducted into other watershed groups across the province, and some of the many options that could be workable for SSIWPA, especially membership structure and decision-making.

Terms of Reference

Adopted August 29, 2013; Amended October 18, 2013

Amended November 28, 2014. Draft Amendments September 22-**November 7**, 2017

Background

The Salt Spring Island Watershed Protection Alliance (SSIWPA) was created by the Salt Spring Island Local Trust Committee using coordination powers delegated it by Islands Trust Council through Bylaw 154. This was done to facilitate a coordinated approach to the management and protection of fresh water resources on Salt Spring Island. SSIWPA is comprised of government organizations (local and provincial), water providers, and other water managers with interest, 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.

Justine Starke 2017-10-13 1:29 PM

Deleted: stakeholders

Mission Statement

To coordinate policy development and implementation so that the freshwater resources of Salt Spring Island are used, managed and protected in a manner that integrates and considers both human and ecosystem needs now and in the future.

Purpose

SSIWPA provides a framework for member agencies to 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.
2. To consider the interrelationships of the various values of the watershed 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, including uncertainty introduced through climate variability and climate change.
4. 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.
5. To ensure that all discussions and dialogue promote a proactive, respectful and cooperative approach towards all issues and where all viewpoints are encouraged, respected and considered.
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 include all stakeholders that wish to be involved.

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

9. To operate and communicate in an open, respectful, transparent and accountable manner.
10. To share all relevant public information that may assist SSIWPA in its process of inquiry and coordination of strategic policy development, where possible.
11. To cooperate with other agencies and groups having jurisdiction or interests within the Salt Spring Island Local Trust Area watersheds.
12. To respect that decisions or, recommendations made by SSIWPA are non-binding on any member agency and to respect the autonomy, authority and respective responsibilities of member agencies.
13. To ensure all meetings will be conducted with decorum, and generally follow Robert's Rules of Order as interpreted by the Chair.

Aims and Objectives

The SSIWPA Steering Committee will:

1. Coordinate the development and updating of an Integrated Water Plan for Salt Spring Island that strives 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.
2. Develop recommendations that can be implemented by member agencies with the legislative authority to do so.
3. Align policy development with implementation strategies in order to secure the long-term health, protection and stewardship of fresh water resources.
4. Develop strategies that address remediation of surface water quality and explore root causes of watershed ecosystem decline, providing advice to other agencies or groups where appropriate.
5. Consider evidence for sustainable water quantity limits and recommend agencies to undertake integrated community planning that respects those limits.
6. Cooperate with other agencies and groups having jurisdiction or interests within the Salt Spring Island Local Trust Area watersheds to
7. Share relevant information, technical reports, and data wherever practical to avoid duplication of efforts.
8. Support member agencies
9. 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, in transparent and inclusive dialogue.
10. Engage the community in consultation processes that enable consideration of proposed actions according to multiple values and objectives.
11. Support and carry-out outreach and education that enhances and encourages watershed care and protection, and that increases understanding of water science, stewardship and management activities.
12. Seek and support funding opportunities for priority actions.

Scope and Geographical Areas

The scope of SSIWPA includes fresh water resources found in surface water bodies and groundwater aquifers on Salt Spring Island.

Participants

SSIWPA Steering Committee

SSIWPA steering committee membership consists of representatives of government agencies that have responsibility for water and/or watershed management, the delivery of potable drinking water, or the assurance of safe drinking water. This includes: First Nations, local and regional government

Shannon Cowan 2017-11-9 10:42 AM
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Shannon Cowan 2017-11-6 3:51 PM
Comment [1]: Re-worded by Shannon (proposed)

Justine Starke 2017-11-9 10:42 AM
Comment [2]: Shannon – Suggest delete. Too vague

organizations, the provincial government, the federal government, health authorities, and water improvement districts:

Seats on Steering Committee are allocated as follows:

Capital Regional District (1)

Local Trust Committee (1)

North Salt Spring Waterworks District (1)

Harbourview Improvement District (1)

Mt. Belcher Improvement District (1)

Scott Point Waterworks District (1)

Provincial agencies (1-3)

First Nations (1-3)

Members at-large (up to 6)

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.

All steering committee members 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 who represents a government agency or organization to consult their host agency, in connection to the work plan, and to bring relevant agency information to the discussion. It is likewise the responsibility of each steering committee member to communicate relevant SSIWPA decisions back to their host agency and to advance implementation wherever feasible, while maintaining respect for the autonomy of the member agency.

SSIWPA Members at-large:

In addition to the steering committee, SSIWPA will also include Members at-large (up to 6) to represent watershed reservoirs not already covered by seats allocated to Improvement Districts (for example the Capital Regional District Water Service Areas). SSIWPA Members at-large may also include different types of groundwater users (licensed commercial/industrial users, registered domestic users, or licensed agricultural users).

Members at-large will be invited to apply and will be selected by the current steering committee for the upcoming year. One year terms for members-at-large are renewable, by application.

Alternates or substitutions on steering committee may not be made for members-at-large. Members at-large may participate in deliberations geared towards consensus, but do not vote if a vote is called.

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.

Justine Starke 2017-11-6 3:51 PM

Comment [3]: ALTERNATIVE: Members-at-large may participate in deliberations and will be included in the process of decision-making on business items that are not related to financial or strategic decisions

Justine Starke 2017-11-6 3:46 PM

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... [1]

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 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.

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
- b) through the Capital Regional District, subject to procurement processes and policies of the Capital Regional District Board.
- 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. A quorum for a meeting shall be 50% of the members who form SSIWPA steering committee at that point in time.
2. 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.
3. Decisions and recommendations made by SSIWPA will support the Purpose and Objectives defined in these Terms of Reference.
4. SSIWPA decisions and recommendations will be made by consensus whenever possible.
 - a. The practice of consensus¹ functions when only proposals which intend to accomplish the common purpose are considered.
 - b. When consensus is not reached at the close of the first discussion about a proposal, the following options exist:
 - i. Proposal sent to a subcommittee to refine proposal for re-consideration by the Steering Committee.
 - ii. Decision adopted with unresolved concerns listed. Those who stand aside from the decision record concerns.
 - iii. Decision on proposal in it's current form is blocked. A concern substantial enough to justify a block to consensus must be based on or in contravention to the mission and guiding principles of the steering committee.
5. Meeting procedures will follow Modified Robert's Rules of Order within its consensus based process. SSIWPA is encouraged to seek consensus in its deliberations, but if consensus is blocked and a proposal is tabled twice, a member may call for a vote on that proposal, in which

¹ Butler and Rothstein (1987) Handbook of Formal Consensus: <https://theanarchistlibrary.org/library/c-t-butler-and-amy-rothstein-on-conflict-and-consensus-a-handbook-on-formal-consensus-decisionm#toc5>

Justine Starke 2017-11-7 10:02 AM

Comment [4]: ALTERNATIVE: SSIWPA only makes decision by majority – voting. TBD

Shannon Cowan 2017-11-7 8:14 AM

Deleted: <#>If necessary, votes may be taken and minority reports may be included with the majority opinion. .

Justine Starke 2017-11-7 10:21 AM

Comment [5]: Future – SSIWPA could agree on meeting procedures that define how Roberts Rules will be modified to fit the consensus model. Alternatively, SSIWPA could embrace the formal consensus model which has its own procedures. Training may be required.

case the final decision will be made by the consent of the majority. [Advanced notice of any vote must be provided to all current members of the steering committee and quorum for votes is 75% of membership.](#)

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 the 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 April 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.

Meeting Delegations

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 first 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 SSIWPA meetings 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:

Shannon Cowan 2017-11-6 3:51 PM

Comment [6]: FOR DISCUSSION FLNR suggests deletion of section. "with some points added to guiding principles & roles and responsibilities." – which FLNR has already suggested in this version.

Lapcevic, Pat FLN..., 2017-11-6 3:51 PM

Comment [7]: FOR DISCUSSION Should Chair be set to be either Islands Trust or CRD?

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

In addition to the Steering Committee (SC), SSIWPA may form standing committees or working groups to perform technical advisory, or other advisory functions, as delineated clearly in the working group terms of reference. Membership in such working groups is through application to and appointment by SSIWPA SC.

The SSIWPA-SC 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 to the Coordinator.

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.

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.

Current SSIWPA Steering Committee (November 2017):

	Agency	Name	Date
1.	BC Ministry of Environment and Climate Change Strategy	Vacant	
2.	BC Ministry of Forest, Lands, Natural Resource Operations and Rural Development	Pat Lapcevic	
3.	Ministry of Agriculture	Derek Masselink	
4.	Capital Regional District	Wayne McIntyre	
5.	Beddis Waterworks District Cusheon Lake	Doreen Hewitt	
	Fernwood-Highland Water Local Service Commission (CRD)	Sharon Bywater (Acting)	
6.	North Salt Spring Waterworks District (Maxwell Lake/St. Mary Lake)	Michael McAllister/Robert Steinbach	
7.	Salt Spring Island Local Trust Committee	George Grams	
8.	First Nations	Vacant	

Supporting Documentation for
SSIWPA Terms of Reference

from research comparing Terms of Reference
for similar groups in B.C.



SSIWPA Stakeholders: Options for Participation

In each option, member agencies may allocate staff as advisory and support roles, as needed and as available. Agency staff are not voting members of the steering committee or the working groups.

1. **Option 1:** Status Quo – Mixed Committee of 7 voting members:

- Capital Regional District (CRD) (1),
- Local Trust Committee (LTC) (1),
- Provincial government agency staff or suggested alternates (2)
- Water Districts (1)
- CRD Water Service Area Commissions (3)
- First Nations (vacant seat(s))

Notes:

- Invitations have been extended to First Nations, but we have not yet had uptake.
- The current structure has a fluctuating membership. Invitations have been extended to government agencies and organizations (including public or private water user groups) as needed.
- The current structure includes CRD participation with membership by the Electoral Area Director as well as support from CRD staff, but there are also seats held by representatives from individual CRD water service areas.
- The current structure does not include water improvement districts other than NSSWD that are not within the CRD.
- The current structure does not have any groundwater improvement districts.



2. Option 2:

Steering Committee (up to 18 members – see structure) [quorum 50%]

Steering Committee:

- Capital Regional District (CRD) (1),
- Local Trust Committee (LTC) (1),
- Provincial government agency staff or suggested alternates (1-3)
- Water Improvement Districts (4)¹
- First Nations (1-3)
- Members at-large (up to 6)*

*Members at-large:

Up to 6 members, by appointment through application, 1 yr terms.

May include: Water Service Area Commissioners, private water system representatives (Societies, or Strata Corporations); private well owners (domestic & non-domestic), surface water license holders etc...

Notes:

- would remove real or perceived over-representation by the CRD on the steering committee but would retain opportunity for participation by commissioners as members at-large.
- would include membership for water improvement districts, including groundwater improvement districts, that are not currently represented on SSIWPA.
- has full rights to participation in consensus decision-making but does not participate if a vote is called

3. Option 3: **Steering Committee & “Water Users Working Group,”**

Up to 12 representatives appointed by the following government agencies or organizations:

- Capital Regional District (CRD) (1),
- Local Trust Committee (LTC) (1),
- Provincial government agency staff or suggested alternates (up to 3)

¹ North Salt Spring Waterworks District; Harbourview Improvement District; Mt. Belcher Improvement District; Scott Point Waterworks District.

² Preference will be given to applicants from the water districts that manage resources intended to serve the largest proportion of the population, and/or to representatives of water resources in



- Water Improvement Districts (up to 4)²
- First Nations (up to 3)

Notes:

- Relies on inviting other stakeholders to participate at level of Water User Working Group (WUWG).
- WUWG members may include: Water Improvement Districts and CRD Water Service Area Commissions; Private water system representatives (Societies, or Strata Corporations); Private well owners (domestic & non-domestic), other water license holders.
- WUWG purpose: to provide advice to steering committee about social, cultural, economic and place-based information relating to water resources and their management on SSI.
- To provide advice to steering committee about public education, outreach and awareness that will assist in achievement of the mission of SSIWPA.

² Preference will be given to applicants from the water districts that manage resources intended to serve the largest proportion of the population, and/or to representatives of water resources in SSIWPA focus in the upcoming fiscal workplan.

Comparison of Watershed Boards or Groups, including Standing Committees or Temporal Working Groups

Region	Title of group	# of members	Decision-making, meeting schedule	Types of members	Membership Process and Term
Salt Spring Island	SSIWPA	7	Consensus. Monthly.	1 Islands Trust Local Trustee, 1 Regional District, 3 water district elected commissions or boards of trustees, 2 provincial government staff [non-voting staff member-advisors 2 Islands Trust, 1 CRD].	selected by current steering committee; term is ongoing; alternates
Nanaimo RDN Drinking Water and Watershed Protection	Technical Advisory Committee	21-23	Consensus. 3 annual meetings held midday. Open to public, but public have no speaking or voting privileges.	1 RDN; 1 City Parksville; 1 City Nanaimo; District Lantzville; Town of Qualicum Beach; 2 General Public; 1 VIHA; 1 FLNR; 1 Environment Community; 2 Forest Industry; 1 Water Purveyor's Rep; 1 Hydrogeologist; 1 Hydrologist; 2 Academic; 1 MOE; 1 Isl Trust; 1 MoTI; 1 DFO; 1 Mt Arrowsmith Biosphere Region; 1 Cowichan Valley Regional District Staff (inter-regional education initiative). RDN Staff are advisory to the committee. Manager of Water Services (RDN) Chairs the committee. Coordinator refers to three of the above as "community reps".	selected by the Board by application or appointment by the member's organization; 2 yrs, no substitutions (alternates must be approved by committee)
Cowichan Valley Regional District	Cowichan Water Board - a Society structure (http://www.cowichanwatershedboard.ca/cowichan-watershed-society)	14	Consensus. Quorum is 50% +1.	Local Gov CVRD - Chair plus 2 members, Cowichan Tribes 3 members from among Chief and Councillors, 4 at-large, 1-2 federally-recommended, 2 provincially-recommended (note: current provincial reps are not provincial water management staff but Society members).	CVRD appoints three members, Cowichan Tribes appoints three members, 4 members-at-large are jointly appointed by the CVRD and FN to provide "specific watershed knowledge", 1-2 federal gov members (recommended by federal gov), 2 members recommended by ENV (provincial)
City of Coquitlam	Coquitlam River Watershed Roundtable	18-20	Consensus. Meets every 2 months. http://www.coquitlamriverwatershed.ca/mission-and-values	Key gov and non-gov sectors. 5 City (local gov), 2 FN, 2 regional gov, 1 federal (DFO), BC Hydro, BCIT for Education, 2 for aggregate industry, 2 for development, 2 "arts and culture" reps, 3 stewardship group reps, plus a coord and financial trustee	Members voluntary positions. Part-time paid coordinator.
Columbia-Shuswap Regional District	Shuswap Watershed Council	18	Consensus where possible. Voting rights for financial, and non-financial decisions. First Nations do not have financial decision voting rights - only those agencies who contribute financially have those. See "Contribution Agreement" for program funding and council funding. Council follows a "Statement of Principles" intended to guide Council in it's work.	BC government (AGRI, ENV); 2 First Nation groups (2 members from Secwepemc, 1 Okanagan Nation); 3 Regional Districts (representation for each area means multiple members for some districts); City of Salmon Arm; District of Sicamous; 3 Community Representatives (members-at-large)	Regional Government Reps: Must be elected officials. Chair and Vice Chair elected for 1 yr terms. Provincial reps are recommended by their agency and appointed by Regional District Chair (3 yr terms, renewable). Members from regional, first nation and municipal governments hold 1 year (renewable) terms and are recommended to the Council by their respective agency and appointed by the regional district that is hosting the Council (CSRD). Community reps by application and appointment by the CSRD.
Okanagan Region	Okanagan Water Stewardship Council	28	Consensus. Quorum is 2/3 of membership of the council	Advisory to Okanagan Water Board - formed by the three regional districts to provide leadership on water issues spanning Okanagan Valley. Council is 28 members of diverse stakeholders	Board invites reps from selected organizations and jurisdictions (elected by their org). 18 month terms (Renewable). Total number is by decision of Board. Those who resign sooner can appoint successor (subject to Board approval). Council Chair and Vice Chair elected by majority of the Council. Chair is full voting member of Council in all matters except financial.
Regional District Kootenay-Boundary	Kettle River Watershed Authority	unclear	<i>info forthcoming as of response (4/11/17)</i>	Stakeholder Advisory Group and Regional District Kootenay-Boundary	A Kettle River Management Plan
Sunshine Coast Regional District	Comprehensive Regional Water Plan and Source Assessment Response Plan (2011) for Chapman Ck (90% of all drinking water)	16 total, including 2 members of public (4 SCRDR staff as liaison not decision-makers)	Consensus. 4 meetings of this working group for the SARP then disbanded (Use of coloured cards - red card for emergencies and only if willing to help create alternative proposal)	3 Provincial, DFO federal, Industry organizations, First Nations (2), SCRDR Board rep, outdoor and conservation organizations. There was no rep from SIB Sechelt Indian Band) at first two meetings, yes at third meeting - it was clarified that consensus decisions may be deferred until SIB consultation could be made on recommendations from the working group. Squamish First Nation invited but did not attend.	term - from inception to 1 yr anniversary of completion of the Plan (deliverable)
Nechako	Nechako Watershed Roundtable	10 to 12 core; another 30 in the wider Roundtable	Consensus. 3 or more annual meetings of full roundtable - core committee and other committees meet more regularly	Core committee 10-12 seats - 3 local government, 3 FN gov, 4 civil society (mix of community groups, academia and general public) plus a larger Roundtable that includes more seats representing more of the same types of members. Core committee makes decisions for the roundtable, but others on the roundtable may speak and influence decisions.	open membership until seats filled (at this time) Core members have 1-2 yr terms, renewable.
Nicola Lake	Nicola Lake Planning Process	35	Consensus. If not possible, dissenting opinions noted, decision delayed or new options generated.	Working group : FN, local gov elected reps (city councillor, regional district board), stewardship groups, local environmental and recreational organizations, BC Parks, DFO, provincial reps (4 FLNR), major large landholders in area have reps, planning staff, QP, regional district staff	n/a - the working group itself was temporary
Cultus Lake	Cultus Lake Aquatic Stewardship Strategy	not indicated	Consensus. Monthly - core group	Informal network of government representatives, organizations and individuals (residents). Core group meets monthly (FN, local gov (regional district), fisheries groups and DFO scientists and community advisors, provincial park rep, community associations (plus forestry, businesses, and more...)	not indicated (appears to be open)

Item 4.8.2

From: Pat Lapcevic, FLNR

To: Chair Grams

Dated: Tue, Oct 24, 2017 at 2:03 PM

Hi George,

Further to the discussion at the SC meeting last Friday about Mr. Dom's concerns around the Cedar Lane water system, I would like to offer further clarification on the use of groundwater under the *Water Sustainability Act (WSA)* and my comment that it is not appropriate for SSIWPA to address this issue.

When the WSA was enacted on February 29, 2016, two streams of regulation of groundwater users was established. The first applies to users of groundwater prior to February 29, 2016. Existing groundwater users are required to apply for a license prior to March 1st 2019 AND are authorized to continue using groundwater. These existing (or transitioning) users will get a precedence date with their water right that is tied to the date of first use. BC uses a *First-in-Time, First-in-Right* framework for water rights, so transitioning groundwater users in this way respects and protects groundwater users' rights in times of water scarcity by integrating their precedence dates with those of surface water users.

The second stream of regulation for groundwater users applies to NEW users (beginning after February 29, 2016). Under the WSA all non-domestic groundwater users must obtain a water license BEFORE using the groundwater. In this case the date of precedence will be tied to the date the application is accepted by the province. The adjudication of new groundwater licences includes First Nations consultation, rigorous technical review and referral/notification to natural resource agencies (e.g. DFO) and local government (e.g. CRD and Islands Trust). Applicants are not permitted to use groundwater until they have all appropriate approvals (e.g. licence, VIHA source approval). It is important to note that if an existing groundwater user wants to increase the volume of their extraction they must apply for a new license (there may be several licenses attached to a single well). Additionally, new groundwater users must ensure that their extraction does not adversely impact other users and licenses may have terms and conditions attached to them.

Mr. Dom's concerns about levels in the Cedar Lane production well are a system-specific operational issue and should be addressed by the system operator who has the responsibility to provide his ratepayers with a reliable and safe supply of water. It is not SSIWPA's role to investigate/review site-specific operational issues. There are numerous wells in the Cedar Lane/Bullock Lake area and if well interference is an issue a detailed survey/measurements would have to be undertaken. Additionally, there other causes which might lead to lower water levels in a production well. Water-system managers will often hire a professional hydrogeologist/engineer to assess possible changes in well operation or source concerns. If there is evidence that a groundwater user is adversely impacting another user, the issue should be brought to the attention of FLNR-Water Authorizations. Contacts for West Coast Region are: Darryl Slater (Water Authorizations Section Head: Darryl.slater@gov.bc.ca) or David Robinson (Senior Authorizations Specialist - Water: David.Robinson@gov.bc.ca) If there is evidence that a new non-domestic user is extracting groundwater without a license, this would be a violation of the WSA and should be reported to the RAPP line: [1-877-952-7277](tel:1-877-952-7277) or <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/natural-resource-law-enforcement/natural-resource-officers/identifying-reporting-violations>.

Please don't hesitate to let me know if you have further questions about the *Water Sustainability Act* or groundwater regulation.

Regards,

Pat

Pat Lapcevic, MSc., P.Geo.

Section Head, Water Protection (Hydrogeologist)

B.C. Ministry of Forests, Lands, Natural Resource Operations and Rural Development



*Salt Spring Island
Water Preservation Society*

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www.ssiwaterpreservationsociety.ca

October 17, 2017

Trustee George Grams
SSIWPA Chair, Islands Trust Local Trust Committee
Salt Spring Island Watershed Protection Authority

Sent via email: ssiwpacoor@gmail.com

Dear Trustee Grams:

The Water Preservation Society ("WPS") is in receipt of the Watershed Protection Authority's ("SSIWPA") correspondence of October 12, 2017 and signed by you as SSIWPA Chair. The Society is concerned about the tone and inaccuracies of the letter and wishes to correct any misunderstandings that SSIWPA may have.

Firstly, Mr. Hodgins was approached by WPS, as a private citizen with considerable knowledge in the field, to write an article for the WPS newsletter on Salt Spring drinking water supplies. It was Mr. Hodgins who then volunteered to give a talk on his own work on the subject.

Mr. Hodgins is known to be an outstanding and informative speaker and WPS members and the public should have the opportunity to be fully informed on such matters of importance to all island residents. If there is a particular matter under consideration by a public body then an informed public is all the more important. It seems apparent that SSIWPA agrees with this premise as the WPS event was noted in the recent SSIWPA newsletter.

To be clear, there was never any request that SSIWPA endorse, sponsor or provide an official speaker for this event. Publicity for the event does not mention SSIWPA or the Technical Working Group. Mr. Hodgins will be speaking for himself. He will not be representing SSIWPA or presenting any information or data that was done for SSIWPA. Please be assured that if the WPS was seeking an official speaker from SSIWPA it would have made a request through appropriate channels.

Secondly, Ms. Leichter was not seeking permission from or making any request to Mr. Cermak or SSIWPA. As a courtesy, Mr. Cermak, the Trustees and SSIWPA staff were being informed of and invited to a public educational event in which the WPS thought they might have an interest. Mr. Cermak's only comment to Ms.

Leichter was that SSIWPA was working on having good relations with North Salt Spring Waterworks. No other concerns were expressed to her. No attempt was made by Ms. Leichter "to satisfy concerns" because she was not "specifically advised of concerns about the nature of her 'request' ". She advised him that the event was only to share information with the public and he seemed satisfied with her response. Nothing further was heard from Mr. Cermak or SSIWPA until your October 12 letter.

Lastly, one of the purposes of the WPS is to provide educational opportunities to the public regarding water quality, water supplies, and related issues on Salt Spring Island. Mr. Hodgins' talk is the latest in a series of public events and talks. Recently, the WPS was a co-sponsor on the Rain Water Harvesting Tour, facilitated a talk by Maggie Squires on her WPS sponsored water-related studies, and presented the well-attended Tackling Drought seminar.

The WPS is aware of the function of SSIWPA and is respectful and appreciative of its role in gathering information about Salt Spring's drinking water supplies. However, the WPS is also aware that there may be many views on this complex matter that should be made available to the public.

If SSIWPA desires, the WPS would be pleased to assist in presenting additional water supply and related information to the public through its membership and events.

Sincerely,
Salt Spring Water Preservation Society
Board of Directors

cc: Stefan Cermak
Justine Stark

SALT SPRING ISLAND LOCAL TRUST COMMITTEE						
WATERSHED PROTECTION AUTHORITY						
FOR REVENUE/EXPENDITURES RECOGNIZED						
AS OF SEPTEMBER 30/17						
REVENUE			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%
	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		\$ 105,605.99	\$ 150,605.99	\$ 45,000.00	70%
EXPENSES						
	SSIWPA Coordination		43,957.98	85,000.00	41,042.02	52%
	Meeting cost (3 committees, minute taking, room rental)		1,248.75	5,500.00	4,251.25	23%
	Community Events and Communications		1,426.51	8,000.00	6,573.49	18%
	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		\$ 46,633.24	\$ 150,605.99	\$ 103,972.75	31%
	Total Surplus (Deficit) to date		\$ 58,972.75	\$ -		

Item: 4.8.6

Staff Report to the Salt Spring Island Local Trust Committee Nov 2, 2017

Re: Watershed Management

<http://www.islandstrust.bc.ca/media/344711/2017-11-02-watershed-management-staff-report.pdf>

Resolutions from Draft Minutes of Salt Spring Island Local Trust Committee Meeting November 2, 2017

SS-2017-162

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee respond to the Salt Spring Island Watershed Protection Authority that the Technical Working Group Terms of Reference as proposed in Attachment 3 of the staff report dated November 2, 2017, is approved as a draft for discussion.

CARRIED

SS-2017-163

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request Islands Trust staff to develop a project charter for an assessment on Freshwater Sustainability Methodologies for Watershed Reservoirs on Salt Spring Island as a literature review and detailed comparative analysis of freshwater research and regulation, with specific focus on the 2016 BC Water Sustainability Act and documents submitted to Salt Spring Island Watershed Protection Authority, North Salt Spring Waterworks District, and other water-related agencies on Salt Spring Island.

CARRIED

SS-2017-164

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request a special property tax requisition for up to \$98,500 from the Salt Spring Island Local Trust Area in the 2018/19 fiscal year, subject to Trust Council Policy 6.3.ii, in order to fund coordination of watershed management on Salt Spring Island, using the powers delegated to the Salt Spring Island Local Trust Committee by Trust Council Bylaw No. 154.

CARRIED

SS-2017-165

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee direct staff to submit a Request for Decision to Trust Council requesting a special property tax requisition for up to \$98,500 from the Salt Spring Island Local Trust Area.

CARRIED



File No.: SSI 6500-20
Watershed Management

DATE OF MEETING: November 2, 2017
TO: Salt Spring Island Local Trust Committee
FROM: William Shulba, Senior Freshwater Specialist
Justine Starke, Island Planner
Local Planning Services
COPY: Salt Spring Island Watershed Protection Authority
SUBJECT: Watershed Management

RECOMMENDATIONS

1. **THAT the Salt Spring Island Local Trust Committee respond to the Salt Spring Island Watershed Protection Authority that the Technical Working Group Terms of Reference should be amended as proposed in Attachment 4 of the staff report dated November 2, 2017, “Technical Working Group Questionnaire.”**
2. **THAT the Salt Spring Island Local Trust Committee request Islands Trust staff to develop a project charter for an assessment on *Freshwater Sustainability Methodologies for Watershed Reservoirs in the Islands Trust Area* as a detailed comparative analysis of freshwater research and regulation across the Trust Area, with specific focus on the 2016 BC Water Sustainability Act and documents submitted to Salt Spring Island Watershed Protection Authority, North Salt Spring Waterworks District, and other Salt Spring Island water-related agencies.**
3. **THAT the Salt Spring Island Local Trust Committee request a special property tax requisition for up to \$98,500 from the Salt Spring Island Local Trust Area in the 2018/19 fiscal year, subject to Trust Council Policy 6.3.ii, in order to fund coordination of watershed management on Salt Spring Island, using the powers delegated to the Salt Spring Island Local Trust Committee by Trust Council Bylaw No. 154.**

REPORT SUMMARY

The purpose of this report is to update the Salt Spring Island Local Trust Committee (SSI LTC) and to seek direction on a number of deliverables under the Integrated Water Management Program, which is being managed by the [master project charter](#) (Version 8) and undertaken in coordination with member agencies of the Salt Spring Island Watershed Protection Authority (SSIWPA). Specifically, this report addresses:

- Salt Spring Island Integrated Water Management Program and associated projects including;
 - *Salt Spring Island Groundwater Wells Inventory Survey*
 - *Salt Spring Island Groundwater Wells Monitoring Project*
 - *Salt Spring Island Community Well Supply Survey and Consumption Study*
 - *Salt Spring Island Aquifer Mapping and Monthly Groundwater Budgets Project*
 - *Salt Spring Island Agricultural Land Use Inventory and Water Demand Project*

- Independent Hydrology Review of Safe Yield Model completed by Dr. S.Weijts of University of British Columbia on Hodgins (2017) *Safe Yield Analysis of Surface Water Resources* submitted to SSIWPA
- Freshwater Sustainability Methodologies and Toolkit for Watershed Reservoirs in the Islands Trust Area
- Salt Spring Island Watershed Protection Authority Terms of Reference
- Request for input of SSIWPA Technical Working Group Terms of Reference
- Update on Ministry of Agriculture Land Use Inventory
- Royal Roads University Rainwater Study
- Budget 2018-19 – Salt Spring Island Property Tax Requisition

BACKGROUND

The Salt Spring Island Local Trust Committee (LTC) has identified watershed management on Salt Spring Island as one of its top priorities. The Integrated Water Management Program (IWMP) involves land use planning and coordination of the Salt Spring Island Watershed Protection Authority (SSIWPA), engaging a multi-jurisdictional approach to the sustainability and protection by coordinating management of freshwater resources on Salt Spring Island. Current SSI LTC initiatives include:

- Funding \$2,000 for the land use inventory of Salt Spring Island by the Ministry of Agriculture (2016-17 fiscal budget) (by resolution SS-2017-04, passed on February 9, 2017).
- Funding \$2,750 (2016-17 fiscal) to conduct an independent hydrology review of Dr. Don Hodgins (2017) *Safe Yield Analysis of Surface Water Resources* report submitted to SSIWPA Technical Working Group (by resolution SS-2017-5, passed on February 9, 2017).
- Administering, through the SSIWPA Authority coordinator, a partnership with students from Royal Roads University to investigate rainwater harvesting potential to contribute to potable and/or non-potable consumption needs in specific Salt Spring Island scenarios (by resolution SS-2017-03, passed on February 9, 2017).
- Salt Spring Island Groundwater Wells Inventory, Survey, and Monitoring Project (Project charter version 8.1, dated June 19, 2017) (by resolution SS-2017-88, passed on June 26, 2017).
- Real Estate Foundation Grant application for Groundwater Wells Monitoring Program (by resolution SS-2017-89, passed on June 26, 2017).

ANALYSIS

Salt Spring Island Integrated Water Management Program

SSIWPA in association with Islands Trust and other agencies has initiated the multi-year *Salt Spring Island Integrated Water Management Program*, a research and review program that delivers evidence-based interpretations of quantity and quality of surface water and groundwater. SSIWPA member agencies provide support and expertise in data collection, Geographical Information Systems (GIS) management, funding, including in-kind contributions, data analysis, reporting, and contractor supervisory roles.

The SSIWPA work program includes several projects that are in differing stages of completion:

- *Salt Spring Island Groundwater Wells Inventory Survey*
- *Salt Spring Island Groundwater Wells Monitoring Project*
- *Salt Spring Island Community Well Supply Survey and Consumption Study*

- *Salt Spring Island Aquifer Mapping and Monthly Groundwater Budgets Project*
- *Salt Spring Island Agricultural Land Use Inventory and Water Demand Project*

The *Salt Spring Island Groundwater Wells Inventory Survey* began in early Summer 2017, in accordance with the [project charter](#). The goal is to identify gaps in the provincial well registry on Salt Spring Island and to collate groundwater related data from the Islands Trust subdivision application archive. The resulting analysis is to identify potential domestic, non-domestic, and/or abandoned groundwater wells as candidates for the proposed *Salt Spring Island Groundwater Wells Monitoring Project*. Islands Trust has a significant wealth of hydrological and groundwater reports submitted through the subdivision application process. The contractor hired is a watershed-GIS Co-Op student who has been instrumental in prescribing and executing methodology to find, search, collate, and data manage the extraction of groundwater well data from nearly two hundred soft-copy and hard-copy groundwater reports dating to the early 1990s to present. Hard-copy groundwater reports were mined from the Salt Spring office archives with assistance from administrative staff and were scanned and saved onto Islands Trust server and accessible via a hyperlinked Microsoft Excel database. Over 400 groundwater wells were identified in the groundwater reports; their location (including PID) and associated well data were put into a master attribute database in Microsoft Excel for data sharing purposes with SSIWPA member agencies and for detailed geospatial analysis in ARCGIS.

As directed by the SSI LTC, *the Salt Spring Island Groundwater Wells Monitoring Program* included a request for funding from the Real Estate Foundation of BC Water Sustainability Fund to assist in the successful design, management, and delivery of the proposed *project* under the general umbrella [Salt Spring Island Integrated Water Management Program](#). The project addresses the need for information about groundwater quantity and quality and it will improve knowledge of groundwater conditions in targeted aquifers. On Salt Spring Island, groundwater monitoring data availability is limited and it is the intention of the proposed pilot and associated SSIWPA projects to augment existing groundwater monitoring resources provided by the provincial [Groundwater Observation Well Network](#).

The proposed pilot will involve these key steps:

- 1) Determination of 4-12 key groundwater monitoring locations from analysis of results and deliverables of the *Salt Spring Island Groundwater Wells Inventory Survey* (currently underway August - December, 2017)
- 2) Agreement on 4-12 groundwater monitoring locations (well sites) through memorandums of understanding with implicated landowner(s) and a multi-stakeholder approval process
- 3) Source and hire local contractor with qualifications for data collection and environmental monitoring
- 4) Purchase and install monitoring equipment, train contractor, mount signage of project at well sites
- 5) Activate equipment, download data quarterly
- 6) Data analysis (Islands Trust lead, with involvement by project partners; Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Ministry of Environment)
- 7) Geographical Information Systems (GIS) data analysis and project product development
- 8) Reporting out, project evaluation within the SSIWPA multi-stakeholder context, recommendations and planning steps for project continuation beyond pilot timeline

The results from this project will inform Islands Trust, the Province of British Columbia, other SSIWPA member agencies, and the public about seasonal changes in groundwater conditions with continuous data recording for

one year. The targeted monitoring wells are non-operating (pumping) and located in areas with limited existing groundwater data. It may lead to the development of a long term community groundwater monitoring program on Salt Spring Island and it may serve as a model by which to establish similar community groundwater monitoring throughout the Trust Area.

Salt Spring Island Community Well Supply Survey and Consumption Study is a project that compiles estimates of groundwater use through surveys and data-sharing agreements with improvement districts and regional water supply systems. The data that will result from the proposed project will assist in other SSIWPA projects such as the *Salt Spring Island Aquifer Mapping and Monthly Groundwater Budgets Project* a two year project (2016-2018) funded by The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR) and the Ministry of Environment (BC MOE) in association with SSIWPA. This project will revise the mapping and classification of aquifers on Salt Spring Island and develop groundwater budgets on the aquifer-scale. Deliverables of this project includes technical memorandums, revised aquifer worksheets, aquifer maps, and a LeapFrog3D Hydrogeological Model.

Concurrently, *Salt Spring Island Agricultural Land Use Inventory and Water Demand Project* undertaken by the Ministry of Agriculture will deliver an up to date (July 2017) agricultural water demand estimate that will supply supporting data to the *Aquifer Mapping and Monthly Groundwater Budgets and the Groundwater Wells Monitoring Pilot Project*.

Independent Hydrology Review of Safe Yield Model

In February of this year, the SSI LTC directed staff to contract a peer review of a safe yield model (Hodgins, 2016), as requested by the Salt Spring Island Watershed Protection Authority. Staff contracted Prof. Steven V. Weijs from the University of British Columbia to conduct the peer review. Please see Appendix 1. While the Peer Review was limited in scope, it met the terms of reference required by the contract. Dr. Don Hodgins has responded to the review in his 2017 letter report *Response to the External Review of Safe Yield Analysis for Surface Water Resources* and updated his original report to as a result of the peer review; acceptance of the updated *Safe Yield Analysis for Surface Water Resources* report by SSIWPA is still pending.

Freshwater Sustainability Methodologies for Watershed Reservoirs on Salt Spring Island

It is recommended that the Salt Spring Island Local Trust Committee request the Islands Trust Senior Freshwater Specialist to provide a comprehensive literature review and detailed comparative analysis of hydrology documents submitted to Salt Spring Island Watershed Protection Authority, its agencies, and other documentation related to freshwater sustainability in the Islands Trust Area. The resulting document titled *Freshwater Sustainability Methodologies for Watershed Reservoirs on Salt Spring Island* that will be an integral component of the proposed *Freshwater Sustainability Toolkit for the Islands Trust Area*; a scientific, educational, and regulatory framework that will support the watershed management top priority of the Salt Spring Island Local Trust Committee as well as can be applied more broadly to Islands Trust Local Planning Services and Trust Area Services through land-use planning and public outreach.

This project is timely as the Salt Spring Island Watershed Protection Authority in association with its member agencies is currently setting precedence through the Integrated Water Management Program by coordinating

watershed research, community outreach, agency responsibility, and identifying challenges to achieving freshwater sustainability on Salt Spring Island.

A literature review and comparative analysis of watershed hydrology documents will include but not be limited to; *Safe Yield Analysis of Surface Water Resources* and *Salt Spring Island Drought Analysis* and response to Dr. V. Weijs *Review of Report "Safe Yield Analysis for Surface Water Resources* by Dr. Don Hodgins submitted to the SSIWPA Technical Working Group; and Kerr Wood Leidal *Climate Change Series* on water demand and availability of *St. Mary Lake, Maxwell Lake, Rippon Creek, and Lamour Creek watersheds* submitted to North Salt Spring Waterworks District. This literature review and comparative analysis will provide context to the volume of sustainability research and work that has been completed on Salt Spring Island and will assist in determining appropriate methodology for Local Planning Services and Trust Area Services in approaching freshwater sustainability planning and education.

Salt Spring Island Watershed Protection Authority Terms of Reference

The Terms of Reference for the Spring Island Watershed Protection Authority (SSIWPA) steering committee are currently under consideration for amendment. The Terms of Reference are being 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 SSI 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 providing workable solutions through collective expertise that have effective implementation by SSIWPA member agencies.

In the time since SSIWPA was created, it has completed the St. Mary Lake Watershed Management Plan, shifted focus to the Cusheon Lake watershed and implemented planning for the Integrated Water Management Program. The scope of SSIWPA has been expanded to include many watershed reservoirs including groundwater aquifers and surface water reservoirs. 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 2. These Terms of Reference are still under consideration by SSIWPA and are provided here for the information of the SSI LTC.

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 Salt Spring Island Watershed Protection Alliance (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 additional principles to clarify the role of SSIWPA and encourage better cooperation and relationship building across its member agencies.

Aims and Objectives

- Clarified that SSIWPA makes recommendations to its member agencies and others with responsibility for freshwater protection.
- Added additional principles to clarify the role of SSIWPA as a coalition of agencies with individual authorities and responsibilities.

Scope and Geographical Area

- Clarified scope to included groundwater and surface water freshwater resources.

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
- Currently considering how broad to make SSIWPA membership.
- 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:

- Reconsidering 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.
- This is a subject for further consideration by SSIWPA.
- 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.

Once SSIWPA has agreed on the final amendments for the Terms of Reference, they will be brought forward for LTC consideration of adoption.

Technical Working Group Terms of Reference

The Technical Working Group (TWG) was originally called the Technical Advisory Committee and was created by SSIWPA to "provide balanced and science based, technical advice to SSIWPA." The Terms of Reference were also adopted on August 29, 2013. These Terms of Reference were amended on March 3, 2014, February 2, 2015, on September 14, 2015, and on January 29, 2016, when a "Publication Protocol" was added to the document. The Terms of Reference are currently before the SSIWPA steering committee for further review. SSIWPA has requested member agencies to report back on recommended changes to the TWG Terms of Reference and a survey has been supplied as a framework for input. Staff recommendations for LTC feedback are still being developed and were not complete at the time of report writing. The completed questionnaire and staff comments will be ready for LTC consideration by November 2, 2017.

Ministry of Agriculture Land Use Inventory

The Ministry of Agriculture's Agricultural Land Use Inventory (ALUI) was partially funded by the SSI LTC (\$2,000), at the request of SSIWPA. The purpose of the ALUI is to inform agricultural area planning and provide a baseline to help measure success. Included in this was the objective to generate Agricultural Water Demand Estimates for the island and for more regional agricultural water demand estimates using an Agricultural Water Demand Model (AWDM). The Agricultural Water Demand Model (AWDM) calculates the current and future water requirements for agriculture based on current land use and historical climate data, as well as potential changes in land use and projected climate change models. The land use inventory and AWDM input data have been sent to the Modeller to develop the AWDM for Salt Spring Island. The model resides with the Ministry of Agriculture. An AWDM report will be generated using the AWDM results which will be received by the end of November. The ALUI has now been completed, and staff have reviewed a draft report which will be posted on the website once the final version has been received.

Royal Roads University Rainwater Study

In February 2017, the Local Trust Committee gave direction for staff to help administer a SSIWPA partnership with students from Royal Roads University to investigate the potential for rainwater harvesting to offset or contribute to potable and/or non-potable consumption needs in specific Salt Spring Island scenarios. The project

was administered through Islands Trust as part of the SSI LTC work program. The project had the following objectives:

1. Conduct a survey of SSI residents and businesses to compile rainwater harvesting information, which will be used by SSIWPA to guide further decision making.
2. For three categories, develop case studies based on information provided by property owners currently harvesting rainwater. Make comparisons between water districts regarding rainwater harvesting use. Survey response will dictate which properties are selected to be involved in case studies.
3. Define a theoretically optimal rainwater harvesting system that applies to each of the case studies representing three categories

Sandra Ungerson, the chair of the SSIWPA Conservation and Efficiency Working Group was the main liaison for this project, with coordination assistance from Shannon Cowan, SSIWPA coordinator. The following information is attached as Appendix 4 for the information of the LTC on the completion of this project:

1. Anderson et al. Royal Roads Environmental Science B.Sc. Major Project "Rainwater Harvesting: An Investigation of the Current Use on Salt Spring Island" completed for SSI Local Trust Committee under oversight by SSIWPA Conservation and Efficiency Working Group. August 31, 2017.
2. Written Feedback from SSIWPA representative, Sandra Ungerson, to Royal Roads' Environmental Science Program regarding effectiveness of B.Sc. Environmental Science project by Anderson et al., 2017.

Special Property Tax Requisition

The Salt Spring Island Local Trust Committee has been funding coordination of the Salt Spring Island Watershed Protection Authority since 2014/15, in accordance with [Trust Council Policy 6.3.ii](#). An individual Local trust Committee can require a special property tax requisition for "Additional Operations" that are not included within the general operations of local trust committees. Special property tax requisitions are approved by Islands Trust Council and must be formally requested by resolution of the Local Trust Committee. The special requisition has been presented for approval to Trust Council in March of each year. Once approved by Islands Trust Council within the annual budget bylaw, the Local Trust Committee is authorized to undertake the approved initiative at its discretion.

October 18, 2017, the Islands Trust Council Financial Planning Committee considered a budget that included a \$98,500 special property tax request to continue funding SSI LTC coordination of the Salt Spring Island Watershed Protection Authority. The Salt Spring Island Watershed Protection Authority proposed budget for 2018/19 is attached as Appendix 5. These are initial cost estimates for coordination of SSIWPA in 2017-18.

Process

Pursuant to [Trust Council Policy 6.3.ii](#), the SSI LTC must submit a budget program request for preliminary consideration by Trust Council in December of each year. The Local Trust Committee also has a responsibility for public consultation – it must solicit feedback from the public minimally through a mechanism of advertising and otherwise advising the public of the purpose and cost of the proposed special requisition. The feedback received must be considered by Islands Trust Council prior to the final adoption of any bylaw that incorporates a special property tax requisition. A significant portion of the public consultation may be channeled through the annual public consultation of Trust Council's budget. When presented for approval to Trust Council, the request must

include a completed Special Property Tax Requisition Checklist included in Section 7 of Policy 6.3.ii (attached as Appendix 6).

Rationale for Recommendations

This report provides a number of recommendations to advance the integrated watershed management planning program, a top priority of the Salt Spring Island Local Trust Committee.

Amendments to the Technical Working Group Terms of Reference will improve the function and role of the Technical working group in supporting the Salt Spring Island Watershed Protection Authority as a collection of agencies, each with different authorities, responsibilities, and internal policies.

An assessment on *Freshwater Sustainability Methodologies for Watershed Reservoirs in the Islands Trust Area* will provide a detailed comparative analysis of freshwater research and regulation across the Trust Area, with specific focus on the 2016 BC Water Sustainability Act, and documents submitted to Salt Spring Island Watershed Protection Authority, North Salt Spring Waterworks District, and other Salt Spring Island watershed agencies with respect to watershed demand and availability. This will greatly inform the land use planning decisions of the Local Trust Committee as well as provide a framework that could be applicable across the Islands Trust Area.

The special property tax requisition will enable the LTC to continue to fund coordination of watershed management on Salt Spring Island, using the powers delegated to the Salt Spring Island Local Trust Committee by Trust Council Bylaw No. 154, and implemented through the coordination of the Salt Spring Island Watershed Protection Authority.

Submitted By:	Justine Starke, Island Planner William Shulba, Senior Freshwater Specialist	October 25, 2017
Concurrence:	Stefan Cermak, Regional Planning Manager	October 25, 2017

ATTACHMENTS

1. Review of Report “Safe Yield Analysis For Surface Water Resources” (Steven V. Weijs, March 31, 2107)
2. Salt Spring Island Watershed Protection Authority - Terms of Reference Draft Amendments
3. SSIWPA Technical Working Group Terms of Reference Questionnaire (pending)
4. Royal Roads University Rainwater Harvesting Project
5. SSIWPA 2018/19 Draft Budget
6. Special Property Tax Requisition Checklist

Memo to: Salt Spring Island Watershed Protection Authority Steering Committee
 From: Sylvia Barroso, FLNR (TWG member) via Member Lapcevic
 Date: November 10 2017

**Re: Request to spend \$600 of coordination funds as staff time to fulfill
 “Data Request to NSSWD” as part of IWM program**

(approximately 8 hours @\$73/hour¹ = \$584.00)

These data are required to fulfill IWM Workplan 7b, 4c, 5c and 4b

Purpose: There is now a priority deadline to deliver these data for their inclusion in Water Budget Study by MoE and FLNR (with Golder Associates).

Below is the proposed revised “Data Request to NSSWD” for data that NSSWD may have in their WaterTrax system for the Mt. Belcher Improvement District and Erskine Water Society, respectively.

Specific data required:

For each of the system wells as follows, date, numbers and units for each weekly or monthly time step (as data indicate):

A. Erskine Water Society: base year 2016 and as time allows, back as far as 2007

1. groundwater level (depth to water, corrected for elevation, or including air pressure and elevations if kept) –base year 2016 only
2. well production volume totals
3. system / household consumption for the community well water survey

Note: Coordinator received hand written records from Erskine Water Society President on Nov 20, 2017, and will enter these digitally. FLNR has requested that the raw data be requested from NSSWD, in addition, as digital excel files to cross reference with hand-written digital entries, especially for groundwater levels.

B. Mt. Belcher Improvement District: base year 2016 only

1. groundwater level (depth to water, corrected for elevation, or including air pressure and elevations if kept)
2. well production volume totals

¹ This rate was indicated informally to Coordinator by NSSWD steering rep and staff

Background

Two letters were sent August 4, 2017 by SSIWPA coordinator to NSSWD Board and a reply did not yet reach SSIWPA. Specific data were requested for two systems, MBID and Erskine Water Society. The permission and direction of each of those system managers/board presidents was obtained prior to the request to NSSWD.

Informal communications with staff at NSSWD indicated that a reply would come from the NSSWD board but has not been received to date.