



# Salt Spring Island Watershed Protection Authority

Special Meeting Agenda  
- DRAFT -

**Date of Meeting: Monday December 18, 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 regular Steering Committee meeting November 17, 2017 **p. 3**  
- *attached for approval*

3.2 Draft minutes of the special Steering Committee meeting November 24, 2017 **p. 9**  
- *attached for approval*

**4. BUSINESS ITEMS**

**4.1 SSIWPA Steering Committee Terms of Reference**

4.1.1 Draft for Discussion: Includes amendments 2017-11-17 (see Changes this version page 8), and staff recommendations - *appendix 1* **p. 13**

4.1.2 Terms of Reference Decision Method Alternative: Voting - *appendix 2* **p. 22**

4.1.3 Decision-Making Methods Brief - *appendix 3* p. 23

#### 4.2 SSIWPA Name

**Proposal:** That SSIWPA consent to changing it's name from Salt Spring Island Watershed Protection Authority to Salt Spring Island Watershed Protection Alliance (SSIWPA).

4.3 **Technical Working Group Terms of Reference Revision** - *appendix 4* p. 29

#### 4.4 Agenda Prioritization

To discuss the order of priority and general approach for the following upcoming items requiring Steering Committee attention.

- Communications Strategy and Standards of Practice for internal SSIWPA information sharing (documents, emails, etc.), as well as external public outreach communications (website, press releases, advertising, reports in final format, etc.).
- Integrated Water Management Program Workplan 2018-19
- Membership: Process for Applications/Invitations to Steering Committee and working/support groups
- Outreach and Events/Education Plan 2018-19
- First Nations Engagement

#### 4.5 Correspondence:

4.5.1 Notice of adoption of CRD Bylaw 4178 (to amend original CRD Bylaw 2454) - *appendix 5* p. 34

4.5.2 From Mr. D. Rapport dated 2017-11-21 - *appendix 6* p. 36

4.5.3 To: Piers Island Water Improvement District dated 2017-11-22 - *appendix 7* p. 39

4.5.3 From NSSWD dated 2017-11-23 - *appendix 8* p. 41

4.5.4 SSIWPA Information Handout for Islands Trust Council - *appendix 9* p. 42

### 5. OTHER BUSINESS

5.1 Comments or questions from the public

### 6. UPCOMING MEETINGS

Friday January 19, 2018

### 7. ADJOURNMENT



# Salt Spring Island Watershed Protection Authority

Minutes of a Regular Meeting

- Date of Meeting:** Friday, November 17, 2017  
**Location:** School District Boardroom, 112 Rainbow Road  
Salt Spring Island
- Members Present:** George Grams, Chair, Islands Trust Local Trustee  
Dale Green, Capital Regional District, Integrated Watershed (via web conferencing)  
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNRO) (via web conferencing)  
Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director  
Robert Steinbach, North Salt Spring Waterworks (NSSWD) Representative
- Regrets:** Doreen Hewitt, Beddis Water Service Area Commissioner  
Lorrie Hunt, Fernwood Water Service Area Commissioner  
Derek Masselink, Ministry of Agriculture  
Michael McAllister, North Salt Spring Waterworks Representative (NSSWD)
- Staff Present:** Shannon Cowan, Coordinator  
William Shulba, Islands Trust Freshwater Specialist  
Sarah Shugar, Recorder
- Conservation Working Group:** Sandra Ungerson, Chair, SSIWPA Conservation and Efficiency Working Group
- Media and Others Present:** Ron Stepaniuk, District Manager, North Salt Spring Waterworks District (NSSWD)  
Meghan McKee, North Salt Spring Waterworks District (NSSWD)  
3 members of the public

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

## 1. CALL TO ORDER

Chair Grams called the meeting to order at 10:33 a.m.

## 2. APPROVAL OF AGENDA

The following items were presented for consideration:

- 4.8.7 Budget Request Memo dated November 10, 2017 - Data sharing action for IWM workplan tasks
- 4.8.8 Late Item – correspondence from K. Shury to SSIWPA dated
- 6. Closed Meeting

7. Rise and Report

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

The meeting recessed at 10:35 a.m. and reconvened at 11:07 a.m. See Items 6 and 7.

**3. MINUTES**

**3.1 Draft Minutes of the October 20, 2017 Salt Spring Island Watershed Protection Authority Regular Meeting**

The following items were presented for consideration:

To replace the logo image; remove “Pender Island” following Justine Starke, Island Planner; item 4.2 replace “October 16th, 2017” with October 16<sup>th</sup>, 2016.”

**By general consent**, the Salt Spring Island Watershed Protection Authority Minutes of October 20, 2017 were adopted as amended.

**4. BUSINESS ITEMS**

**4.1 Chair’s report**

Chair Grams reported he has been working on website updates and contacted the owner of Bullock Lake Resort regarding whether Platform Properties would be willing to enter into an information sharing agreement.

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

NSSWD staff member Meghan McKee reported the level of St. Mary Lake is at 40.323 m above sea level, it is below the seasonal average and is expected to fill by mid December.

**4.3 Cusheon Lake water quality update – none**

**4.4 Coordinator’s report**

Coordinator Cowan presented the Coordinator’s Report for the period of October 14, 2017 to November 8, 2017 and highlighted the action log dated October 20, 2017.

There was question regarding whether SSIWPA’s outreach to First Nations has included outreach to MLA Adam Olsen.

**By general consent**, the Salt Spring Watershed Protection Authority agreed William Shulba would communicate with Fiona XETXÁTTEN MacRaid, Senior Intergovernmental Policy Advisor regarding the BC Water Sustainability Act First Nation’s liaison.

**4.5 Technical Working Group update - none**

## 4.6 Conservation and Efficiency Working Group update

### 4.6.1 Water Conservation and Alternative Technologies: A Preliminary Report to Steering Committee, draft for discussion

Conservation and Efficiency Working Group Chair Ungerson reported CEWG is scheduled to meet next week.

## 4.7 SSIWPA Steering Committee Terms of Reference

### 4.7.1 Draft Appendix 3

Coordinator Cowan presented the draft SSIWPA Steering Committee Terms of Reference and a memo from Planner Starke and Coordinator Cowan to SSIWPA dated November 8, 2017 was presented for information.

There was discussion regarding the Participants section and the following comments were noted:

- The coordination budget will increase if the number of participants increases. There was discussion regarding whether Trust Council could be requested to allocate funds to cover the increase rather than increasing the tax requisition.
- There will be a review of the coordinator's role in December or January, following adoption of the SSIWPA terms of reference.
- Replace "will include members at large" with "may include members at large".

There was discussion regarding the "consensus decision-making" model.

- There was question regarding the definition of "consensus".
- SSIWPA could go ahead with formal consensus training.
- A link to "consensus decision-making" is provided as an addendum in the agenda package.
- Committee member Steinbach expressed support for a voting system that would include record of yes and no votes to reflect when a member agency does not support a proposal and also spoke to the importance of weighting of votes, rationale for proportional representation and expressed support to look into "consensus" and "voting" models in more detail before making a decision.
- Committee member Lapcevic expressed support for looking into the voting model and expressed concern regarding the consensus training and involvement required.
- Committee member McIntyre asked for examples of groups that are using a consensus decision-making model and spoke to benefits of a voting system including the complexity of additional membership. A list of water stakeholder groups that are using a consensus decision-making model is included in the appendix.
- Committee member Green expressed support for a voting system and effectiveness regarding budget and planning

decisions.

**By general consent,** the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would contact Piers Island Water Improvement District regarding membership to SSIWPA.

**By general consent,** the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would contact Islands Trust staff to request clarification on majority rule voting options for a decision-making model, especially concerning what percentage of the vote would be considered a decision rule, and the feasible options for weighting of votes for proportional representation.

**By general consent,** the Salt Spring Island Watershed Protection Authority agreed Coordinator Cowan would contact Islands Trust staff to request further information regarding consensus decision-making.

**By general consent,** the Salt Spring Island Watershed Protection Authority agreed to defer adoption of the terms of reference pending further information regarding voting practices and consensus decision-making.

**By general consent,** the Salt Spring Island Watershed Protection Authority agreed amend the draft Terms of Reference as follows:

- The Mission statement be specific to “freshwater resources”.
- Replace “surface and groundwater watersheds” with “surface and groundwater resources” in the Purpose statement.
- Remove “legislative” from the guiding principles.
- Use consistent term replace “watersheds”, remove “surface and groundwater watersheds” in guiding principles “watersheds, surface and groundwater resources”.
- Replace “water resources with “watersheds”.
- Remove “to: at very end.
- Remove “by the Chair” in Guiding Principles.
- Add “management” to integrated water” plan in the Aims and Objectives.
- Keep “recommendations” in the Aims and Objectives.
- Replace “freshwater” with watersheds, surface and groundwater resources in the Aims and Objectives.
- Replace “ecosystem decline” with “causes of water quality deterioration” in the Aims and Objectives.
- Replace item 5 with “SSIWPA is a champion of the BC WSA (2016).
- Remove care and”.
- Full stop after SSI Local Trust Area.
- Replace “seats” with “membership” in participants.
- Add “if required” after the word “monthly.
- Add “depending on availability of quorum” after “special meeting called by Chair as required”.

It was noted NSSWD would provide further comment regarding “the Chair” for the next meeting and Coordinator Cowan would update the draft SSIWPA Steering Committee Terms of Reference for the next meeting.

#### 4.7.2 Supporting documentation

The supporting documentation regarding the SSIWPA Steering Committee Terms of Reference from research comparing similar groups in BC was presented.

### 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 October 20, 2017 regular meeting)

Committee member McIntyre reported that the Cedar Lane Annual General Meeting is scheduled for next week and concerns will be addressed at that time.

#### 4.8.2 Inter-agency correspondence Member Lapcevic (FLNR) to SSIWPA Chair regarding a Cedar Lane query to SSIWPA (re: Action 4.10.5 October 20, 2017 regular meeting)

Received for information.

#### 4.8.3 Letter from Water Preservation Society via email October 17, 2017

Received for information.

#### 4.8.4 Income Statement year to date as at September 30, 2017

Received for information.

#### 4.8.5 Draft Agricultural Land Use Inventory (IWM Task 6 partial completion)

Received for information.

#### 4.8.6 Staff Report to the SSI Local Trust Committee dated November 2, 2017

Received for information.

Staff member Shulba acknowledged Coordinator Cowan and Chair Grams for their work on the SSIWPA library as a resource. It was noted Coordinator Cowan has access to the UBC library for SSIWPA work within copyright law, not for public distribution.

#### 4.8.7 Budget Request Memo dated November 10, 2017 - Data sharing

action for IWM workplan tasks

**By general consent**, the Salt Spring Watershed Protection Authority agreed to support FLNR's budget request of \$600 for staff time to fulfill data request to NSSWD.

- 4.8.8 Late Item – correspondence from K. Shury to SSIWPA dated November 15, 2017

Received for information.

**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

- 4.9.2 Nutrient Management for Decision-Makers - Report November 2017

**5. OTHER BUSINESS**

**5.1 Comments or questions from the public – none**

Staff member Shulba reported he may circulate an abstract to Committee members for comment in preparation for the 2018 Salish Sea Ecosystem conference he is scheduled to attend in April 2018.

Committee member McIntyre announced the new CRD Electoral Area Engineer has been hired and is scheduled to start on December 4, 2017.

**6. CLOSED MEETING**

**7. RISE AND REPORT – none**

**8. UPCOMING MEETINGS**

A Special meeting is scheduled for Friday, November 24, 2017 at 10:00 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road.

The next regular meeting is scheduled for Friday, December 22, 2017 at 10:30 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road

**7. ADJOURNMENT**

**By general consent** the meeting adjourned at 12:25 p.m.

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

**CERTIFIED CORRECT:**

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





# Salt Spring Island Watershed Protection Authority

Minutes of a Special Meeting

- Date of Meeting:** Friday, November 24, 2017  
**Location:** School District Boardroom, 112 Rainbow Road  
Salt Spring Island
- Members Present:** George Grams, Chair, Islands Trust Local Trustee  
Doreen Hewitt, Beddis Water Service Area Commissioner  
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource  
Operations (FLNRO)  
Michael McAllister, North Salt Spring Waterworks Representative  
(NSSWD) (via web conferencing)  
Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director
- Regrets:** Lorrie Hunt, Fernwood Water Service Area Commissioner  
Derek Masselink, Ministry of Agriculture  
Robert Steinbach, North Salt Spring Waterworks Representative
- Staff Present:** Justine Starke, Island Planner, Islands Trust  
William Shulba, Islands Trust Freshwater Specialist  
Dale Green, Senior Environmental Science Officer, Capital Regional  
District Staff (via web conferencing)  
Ron Stepaniuk, District Manager, North Salt Spring Waterworks District  
Meghan McKee, North Salt Spring Waterworks District  
Sarah Shugar, Recorder  
Shannon Cowan, Coordinator

**Media and Others Present:**

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 10:05 a.m.

**2. APPROVAL OF AGENDA**

**By general consent**, the agenda was approved.

Justine Starke, William Shulba and Dale Green arrived at the meeting at 10:11 a.m.

**3. BUSINESS ITEMS**

**3.1 Compiled Steering Committee Responses re: Roles and Responsibilities  
of Technical Working Group and TWG Terms of Reference Amendments**

The Compiled Steering Committee Responses re: Roles and Responsibilities and draft Technical Working Group Terms of Reference amendments were presented.

### **3.2 Member agency input to 3.1**

3.2.1 Capital Regional District input - pages 8-10

3.2.2 FLNRO input - pages 11-18

3.2.3 Islands Trust input: amended TWG ToR - Draft for discussion endorsed by Local Trust Committee pages 19 - 25

3.2.4 NSSWD input - pages 26-27

3.2.6 Beddis Water Service Area Commission input - pages 28-30

3.2.7 Fernwood-Highland Water Service Area Commission input - page 31

There was discussion regarding the Purpose Statement and the following comments were noted:

- There was question regarding the wording “existing scientific and technical information”.
- NSSWD staff noted that the TWG should not undertake new work.
- Planner Starke reported Bylaw No. 154 guides the Salt Spring Island Local Trust Committee and does not limit SSIWPA’s work. It is understood that the steering committee does not have any authority beyond Bylaw No. 154 and noted that a mission statement should be enabling and not limiting.
- Committee member Lapcevic expressed support for a broad and simple mission statement and noted the primary purpose of the TWG is to support the steering committee to offer review of existing technical information.
- Chair Grams noted SSIWPA would not undertake work that would contradict work of any member agency.

**By general consent**, Salt Spring Watershed Protection Authority agreed on the following purpose statement: “To provide scientific and technical support to the SSIWPA Steering Committee.”

**By general consent**, Salt Spring Watershed Protection Authority agreed on the following amendments to the Draft TWG Terms of Reference:

- Remove the mission statement entirely from the draft Terms of Reference.
- Objectives (1) of TWG be amended to include: Collect primary data, as long as it follows direction by Steering Committee and to add “need to be respectful of privacy considerations for data source and data sharing agreements” with a footnote added regarding protocol for working with the agency involved and an added note regarding QAQC standards; and TWG may also support consultants and contractors in primary data collection.

- Objectives (new) of TWG be amended to: Assemble and collate data and conduct literature reviews as directed by steering committee.
- Remove Objective 2 entirely.
- Objectives (3) of TWG be amended to: Identify data gaps to Steering Committee.
- Objectives (4) of TWG be amended to include: to provide technical support for the projects identified in, or considered for, the SSIWPA work plan.
- Remove Objective 5 entirely.
- Remove Objective 6 entirely.
- Remove Objective 7 entirely.
- Additional objective part 1 would not be added and that it would be addressed in the communication protocol (separate document).
- Membership section would be amended by adding Watershed Hydrology; Groundwater Science; Biogeography; Environmental Instrumentation Technology; Geographical Information Systems; drinking water science and operations; watershed management. (It was noted that any watershed related discipline could further be added to the list of areas of interest and expertise).
- Delete “comprised of not more than 9 members at any time” and replace with “all member agencies will be invited to delegate a staff member to a position in this group”.
- Delete Schedule B.
- Add “The Technical Working Group’s tasks and activities are to be directed by the full consensus of the SSIWPA Steering Committee.” as an objective.
- To be added to Background section at a later date: language regarding appreciation of volunteer contribution.

**By general consent**, the Salt Spring Watershed Protection Authority agreed William Shulba would research “publication protocol” of other agencies and report to the Steering Committee.

Chair Grams reported Don Hodgins has resigned from the Technical Working Group and it was agreed that SSIWPA would spend up to \$200 on a gift of appreciation.

### 3.3 Next Steps

Coordinator Cowan noted the next steps would be to finalize the Steering Committee’s Terms of Reference for consideration at a special meeting in December.

**By general consent**, the Salt Spring Watershed Protection Authority agreed Coordinator Cowan would circulate proposed dates for a special meeting and SSIWPA’s regular meeting in December.

Closing comments were provided and gratitude was expressed for the collaboration and cooperation demonstrated at the meeting.

**7. ADJOURNMENT**

**By general consent** the meeting adjourned at 12:06 p.m.

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

**CERTIFIED CORRECT:**

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

DRAFT

## Terms of Reference

Adopted August 29, 2013; Amended October 18, 2013

Amended November 28, 2014. Amendments November 17-December 6, 2017

---

### *DRAFT*

#### 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 freshwater 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 watersheds, surface and groundwater resources in the Salt Spring Island Local Trust Area. SSIWPA provides a framework for member agencies to cooperate to pool resources, gather and share information, strategize on integrated policy development, and to coordinate individual agency actions for improved raw water quality, management of quantity, and the health and protection of watersheds, surface and groundwater resources 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.

#### Purpose

To coordinate and assist in the determination, implementation, and carrying out of regional, improvement district and Government of British Columbia policies for the purposes of preserving and protecting water resources in the Salt Spring Island Local Trust Area. Freshwater resources in the Salt Spring Island Local Trust Area should be managed in a manner that integrates and considers both human and ecosystem needs through integrated planning, policy development and recommendations for implementation by member agencies and organizations.

#### Guiding Principles

1. To recognize that SSIWPA itself does not carry authority but is rather a collective of agencies, each with independent 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 watersheds, surface groundwater resources, 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.

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

[www.ssiwatersheds.ca](http://www.ssiwatersheds.ca)

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

Coordinator Shannon Cowan [ssiwpacoord@gmail.com](mailto:ssiwpacoord@gmail.com) 250-537-4847

---

*DRAFT*

## *DRAFT*

8. To include all stakeholders that wish to be involved.
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 Consensus Decision-Making procedure (see Guidelines for Decision-Making in this document).

### **Aims and Objectives**

The SSIWPA Steering Committee will:

1. Coordinate the development and updating of an Integrated Water Management 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 watersheds, surface and groundwater resources.
4. Develop strategies that address remediation of surface water quality and explore root causes of water quality deterioration, providing advice to other agencies or groups where appropriate.
5. SSIWPA is a champion of the British Columbia Water Sustainability Act (2016).
6. Cooperate with other agencies and groups having jurisdiction or interests within the Salt Spring Island Local Trust Area watersheds, surface and groundwater resources.
7. Share relevant information, technical reports, and data wherever practical to avoid duplication of efforts.
8. 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.
9. Engage the community in consultation processes that enable consideration of proposed actions according to multiple values and objectives.
10. Support and carry out outreach and education that enhances and encourages watershed protection, and that increases understanding of water science, stewardship and management activities.
11. Seek and support funding opportunities for priority actions.

### **Scope and Geographical Areas**

The scope of SSIWPA includes watersheds and resources found in surface water bodies and groundwater aquifers in the Salt Spring Island Local Trust Area.

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

## *DRAFT*

### ***Membership on Steering Committee is 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..

## Guidelines for Decision-making

1. Decisions and recommendations made by SSIWPA will support the Purpose and Objectives defined in the SSIWPA Terms of Reference and will adhere to the Guiding Principles.
2. Only proposals which intend to accomplish the common purpose of SSIWPA should be considered.
3. SSIWPA decisions and recommendations will be made by unanimous consensus<sup>1</sup> whenever possible.
  - a. When consensus is not reached at the close of the discussion about a proposal, the following options exist:
    - i. Proposal may be dropped by consensus of the group.
    - ii. Group elects a subcommittee to refine proposal for re-consideration by the Steering Committee.
    - iii. Decision adopted with unresolved concerns listed. Those who stand aside from the decision are recorded, along with their concerns.
    - iv. 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 demonstrate that the proposal is in contravention of the purpose and/or guiding principles of the steering committee.

Justine Starke 2017-12-6 1:27 PM

**Comment [1]:** ALTERNATIVE: I) SSIWPA makes decisions by voting. See "Voting Alternative Dec 6, 2017"

## Steps of Consensus Discussion Process:

1. Items and proposals brought to SSIWPA for decisions and recommendations will support the Purpose and Objectives defined in these Terms of Reference, and will adhere to the Guiding Principles.
2. Discussion: The item is discussed with the goal of identifying opinions and information. The general direction of the group and potential proposals for action are identified.
3. Statement of Proposal and Round of Clarifying Questions;
4. Identification of concerns;
5. Discussion to address concerns;
6. Call for Consensus or Modification of the proposal;
7. Modification: The proposal is amended, re-phrased or ridered<sup>2</sup> in an attempt to address any unresolved concerns of the decision-makers after discussion in (5). The amended proposal re-enters discussion at step 3. This cycle may occur only once about a proposal, or several times.
8. Call for consensus: The facilitator clearly states the proposal (or amended proposal) and calls for consensus. Each member of the group must state<sup>3</sup> whether they:
  - I. consent,
  - II. stand aside (and record concerns for the record),
  - III. block (see Blocking).

## Blocking

Blocking is an available response to a call for consensus only if all of the following apply:

1. The group has agreed by consensus that the proposal is valid. (That is, the proposal generally supports the purpose and objectives as defined in the SSIWPA Terms of Reference.)
2. The concern(s) being stated as rationale for the block has/have been received by the group.
3. The group member who raised the concern has participated in the amendment of the proposal.

<sup>1</sup> 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>

<sup>2</sup> In legislative procedure, a rider is an additional provision added to a bill or other measure under the consideration by a legislature, having little connection with the subject matter of the bill.[1] Riders are usually created as a tactic to pass a controversial provision that would not pass as its own bill.

<sup>3</sup> using a hand gesture or raising a coloured card, to avoid the group interpreting silence or inaction as agreement



# DRAFT

4. The group has attempted to resolve the concern through discussion of amended version of the proposal and has devoted time and attention on the resolution of the concern(s).

## Meetings

Regular Working Meetings of SSIWPA will be held monthly, if required—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, depending on the availability of quorum, 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.

## Quorum

Meeting quorum is considered 50% of the steering committee current membership. If there is insufficient quorum, the Chair agrees to postpone the meeting agenda until quorum can be reached.

## 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.

## 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:

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.

Shannon Cowan 2017-12-6 1:27 PM

**Comment [2]:** If voting alternative is considered, quorum must match the decision threshold (e.g. more than 50%, or 2/3, or 75% if selected and outlined in these ToR).

Lapcevic, Pat FLN..., 2017-12-6 1:27 PM

**Comment [3]:** FOR DISCUSSION Should Chair be set to be either Islands Trust or CRD?

## Conduct of Representatives of Member Agencies

1. It is understood that members are delegates from the agencies they represent and serve at the pleasure of the agency that has appointed them.
2. 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.
3. 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.

## 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 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.

## Budget

SSIWPA shall, on or before the 30<sup>th</sup> 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 coordination 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.

## *DRAFT*

All SSIWPA participants will be encouraged to seek and, where possible, contribute funding or in-kind resources to meet the objectives of SSIWPA.

### **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.

### **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.

## DRAFT

### Changes this version:

- All changes agreed by consensus of Steering Committee (meeting 2017-11-17)
- Purpose - Combined mission and purpose into one statement:
  - FLNR suggested that mission and purpose were repetitive.
  - Purpose amended to reflect language of Islands Trust Act and Bylaw 154\*, as per NSSWD recommendations.
  - Re-ordered the old mission statement to clarify that member agencies are the actors, not SSIWPA (SSIWPA coordinates)
  - Called new statement 'Purpose' to match TWG ToR
  - Purpose as written previously was shifted into background section
- Added "surface and groundwater resources" to Objective 6.
- Quorum section was added (with a comment that if Voting alternative is selected, then quorum must match voting threshold).
- Resources and Budget sections were moved later in the document to cluster decision-making and meeting sections above. Removed the line "Funding sources to support the operations beyond coordination of SSIWPA are to be determined and will be established through agreement by member agencies." because there is no difference between coordination and operations of SSIWPA.
- Conduct of Representatives of Member Agencies section:  
FLNR suggested some elements of this section were repetitive with Guiding Principles and Objectives sections. Repeated items were removed:
  - Item 1 (see Guiding Principle 13).
  - The items 2,3 and 4 from this section were removed. (They were 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) They can be found in language in Guiding Principles 4, 5 and 6.
- Items 5,6,7 remain in this section and have been renumbered 1,2, and 3.
- "Consensus Decision-Making procedure (see Guidelines for Decision-Making in this document)." Was added to guiding principle 13 in place of Robert's Rules of Order, but if the voting procedure alternative is selected, then this should be replaced by Robert's Rules of Order.

\* Bylaw 154/Islands Trust Act: "To *coordinate* and *assist* in the *determination* of regional, improvement district and Government of British Columbia policies; and to *coordinate* the *implementation* and *carrying out* of regional, improvement district and Government of British Columbia policies for the purposes of preserving and protecting water resources in the Salt Spring Island Local Trust Area."

*DRAFT*

**Current SSIWPA Steering Committee (November 2017):**

	<b>Agency</b>	<b>Name</b>	<b>Date</b>
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	

**Terms of Reference Decision-Making Alternative: Voting**  
December 6, 2017

---

### Voting Procedures

Steering Committee meeting procedures will follow Robert's Rules of Order. Any decision made by a vote of the Steering Committee will require 75% majority to be adopted (75% of the Membership<sup>1</sup>).

In brief, the steps of the voting procedure on a proposal/motion would be:

1. A member who is assigned the floor by the Chair or Facilitator may make a motion that the assembly of members makes a decision on a proposal.
2. The proposal and the motion are both clearly presented by the speaker.
3. The motion may be debated by members who may speak through the Chair/Facilitator. Debate must be confined to merits of the motion. Debate segment is closed by the Chair/Facilitator (limited by time or if no member seeks the floor).
4. The Chair/ Facilitator puts the motion to a vote.
5. The Chair/Facilitator announces the results of the vote.

Shannon Cowan 2017-12-6 1:00 PM

**Comment [1]:** A simple majority (more than 50%) or another threshold between 51%-99% may be selected. See "Decision-making methods Brief.pdf" for more alternatives.

---

<sup>1</sup> Membership means the total number of seats on the Steering Committee that is currently filled.

## Decision-Making Models Backgrounder for Discussion 2017-11-27

The Salt Spring Island Watershed Protection Authority is considering changing its decision making model from a consensus based approach to one where decisions are made by voting, using some version of a majority rules approach. This document provides a summary of the differences in approaches and offers background research on the variations within each.

<b>SUMMARY OF APPROACHES</b>	
<b>CONSENSUS</b>	<b>VOTING</b>
Decisions only made if acceptable to entire group, or by acceptable <sup>1</sup> consensus threshold.	Decision made by vote requiring the support of more than half of those voting. Supermajority rule requires support from a greater proportion of group (eg. 2/3 rule). (see pg. 3 this doc)
Goal is full consensus of group. Leads to cooperation/collaboration and thorough understanding of individual concerns.	Goal is not full agreement, but agreement by a majority of voters. Minority perspectives get overridden. Critics claim this creates adversarial atmosphere.
Proposals owned by group and get refined until consensus can be reached.	Proposals owned by individual, who advocates for the proposal to win the vote.
Each member's concerns/ideas are addressed and resolved as far as possible.	Will of majority supersedes concerns/desires of minority without needing to address them.
Decisions can take longer but are faster to implement because concerns have been addressed and compromises made that are acceptable to all.	Decisions made faster but may be undermined because results leave minority concerns unresolved.
Concerns can be recorded in minutes. Members may stand aside at the call for consensus and record reasons for doing so.	Objections/minority votes can be recorded in minutes.
If consensus cannot be reached, decision on that proposal may be blocked. <sup>2</sup>	No option to block the decision if the majority supports it.
<i>For more information, see comparison chart here: <a href="https://treegroup.info/library/comparison-chart.pdf">https://treegroup.info/library/comparison-chart.pdf</a></i>	

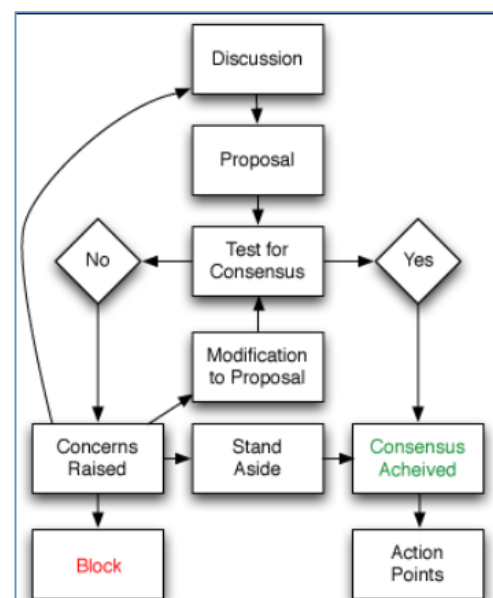
### Decision Making Models

#### Consensus Decision-Making<sup>2</sup>:

It is a process in which group members develop and agree to support a decision in the best interests of the whole. The ethics of consensus decision-making encourage participants to place the good of the group above their own individual preferences. It is

<sup>1</sup> Acceptability and consensus for a group decision are distinct from full agreement.

<sup>2</sup> [https://en.wikipedia.org/wiki/Consensus\\_decision-making](https://en.wikipedia.org/wiki/Consensus_decision-making)



often the “best resolution for the group purpose”, and is acceptable to all members even if not “preferred” method of each individual member.

When there is potential for a block to a group decision, both the group and dissenters in the group are encouraged to collaborate until agreement can be reached.

Giving consent does not necessarily mean that the proposal being considered is one’s first choice. Group members can vote their consent to a proposal because they choose to cooperate with the direction of the group, rather than insist on their personal preference. Sometimes the vote on a proposal is framed, “Is this proposal something you can live with?” This relaxed threshold for a yes vote can achieve full consent. This full consent, however, does not mean that everyone is in full agreement. The values of consensus are also not realized if “consent” is given because participants are frustrated with the process and wanting to move on.

### Formal Consensus<sup>3</sup>

The process of formal consensus requires participation in a series of steps<sup>4</sup> towards a consensus agreement about a particular proposal. Consensus is built on a foundation of trust, respect and unity of purpose. Only proposals that are in alignment with the group’s Statement of Purpose and/or Guiding Principles will be allowed to come before the group for consensus decision-making.

### **Five Steps of Formal Consensus<sup>4</sup>:**

1. **Discussion:** The item is discussed with the goal of identifying opinions and information. The general direction of the group and potential proposals for action are often identified during the discussion.
2. **Proposal:** Based on the discussion, a formal decision proposal or resolution is formulated and presented to the group. Clarifying questions are raised in first round of discussion after a proposal is put forward.
3. **Identification and addressing of concerns:** Concerns about the proposal, or aspects of it, are identified, expressed in a round that aims to draw out as many concerns as are present in that moment about that proposal. In evaluation of the list of concerns, group members may propose to open another round of discussion to clarify, or to address and resolve each concern.
4. **Modification of the proposal:** The proposal is amended, re-phrased or **ridered<sup>5</sup>** in an attempt to address any unresolved concerns of the decision-makers after discussion in (3).
5. **Call for consensus:** The facilitator clearly states the amended proposal and calls for consensus. Usually, each member of the group must state whether they consent, stand aside, or object, sometimes by using a hand gesture or raising a coloured card, to avoid the group interpreting silence or inaction as agreement. The number of objections is counted to determine if this step’s consent threshold<sup>6</sup> is satisfied. If it is not, dissenters are asked to share their concerns about proceeding with the decision, so that concerns can be addressed or resolved. The concern -> amendment -> call for consensus cycle is

---

<sup>3</sup> <https://theanarchistlibrary.org/library/c-t-butler-and-amy-rothstein-on-conflict-and-consensus-a-handbook-on-formal-consensus-decisionm>

<sup>4</sup> [https://en.wikipedia.org/wiki/Consensus\\_decision-making](https://en.wikipedia.org/wiki/Consensus_decision-making)

<sup>5</sup> In legislative procedure, a rider is an additional provision added to a bill or other measure under the consideration by a legislature, having little connection with the subject matter of the bill.[1] Riders are usually created as a tactic to pass a controversial provision that would not pass as its own bill.

<sup>6</sup> SSIWPA may want to establish consent thresholds in the ToR for certain types of decisions.



repeated until a satisfactory decision passes the consent threshold for the group. This cycle may occur only once about a proposal, or several times. Blocking would be reserved for use in final call for consensus rounds on a particular proposal, and in most groups, blocking is reserved for certain pre-agreed scenarios only.

## Decision Rules and Consent Thresholds

The level or threshold of agreement necessary to finalize a decision is known as a decision rule.

<b>CONSENSUS<sup>7</sup></b>	<b>VOTING</b>
Unanimous consent	Simple majority (more than 50% of votes)
Unanimous consent minus one or two votes	Majority plus one (or two) votes
Supermajority threshold (90%, 75%, 2/3, 60%)	Supermajority (2/3 or 60% common)
Simple majority (uncommon with consensus)	Unanimity

Consensus functions best as a process of full participation where members are encouraged to put forward proposals that serve the group's stated purpose, and in which all members of a group are actively willing to consider proposals that align with the group's stated purpose, and to do so in demonstration of respect for the autonomy of each group member (or member agency). Consensus also works best when there is a level of trust cultivated among group members that the group will only undertake proposals that meet the needs of all or most of the groups members, and which never seek to undermine or otherwise jeopardize the group's stated purpose, nor to disrespect member autonomy and differing needs/constraints/restrictions.

Once a proposal has been raised by a member, the individual nature of the proposal, or the "idea" behind the proposal needs to be de-personalized so it becomes a group proposal. This helps members who raise proposals that are eventually dropped by the group to release ego and ownership of that proposal, and to remain in trust of their position and importance within the group of equals.

Differing opinions about proposals by different members of a group is to be expected, and is desirable. Expressions of disagreement and clarification questions are very welcomed in order for all members of a group to have a full understanding of what is being proposed and what the ramifications of agreement to the proposal, as stated, would or could be.

## Voting<sup>8</sup>

According to Robert's Rules of Order, the basis for determining the results of a vote can consist of two elements: (1) the percentage of votes that are required for a proposal to be adopted (e.g. more than half, two-thirds, three-quarters, etc.); and (2) the set of members to which the proportion applies (e.g. the members present and voting, the members present, the entire membership of the organization, the entire electorate, etc.). In some cases, a group may set out:

- certain decisions that require "simple majority rule", and
- others that require "qualified majority", also known as "supermajority" to a specified degree (commonly two thirds of the votes to pass), and
- others that require unanimity

<sup>7</sup> [https://en.wikipedia.org/wiki/Consensus\\_decision-making](https://en.wikipedia.org/wiki/Consensus_decision-making)

<sup>8</sup> <https://en.wikipedia.org/wiki/Voting>

**Majority rule**<sup>9</sup> is a decision rule that selects the proposal that gains a majority, that is, more than half the votes. Also called “simple majority.” A supermajority (or qualified majority) requires a proposal to gain a level of support greater than threshold of 51%. For example, changes to Constitutions often require supermajority support in legislature, such as two thirds (66.67%) of the votes to pass.

**Supermajority Rule:** Groups may require supermajority decision rules for all decisions, or under specified circumstances. Any decision requiring more than 50% majority but less than unanimity could be considered to be governed by supermajority rule.

**Two Thirds Rule**<sup>10</sup>: Votes in favour must number at least twice those in dissent. Abstentions and absences are excluded from the two thirds requirement. So for example, if 9 persons are present and voting on a proposal with a Two Thirds Rule, then the proposal requires 6 votes in favour in order to pass.

**Three Fifths (60%) Rule:** Similar to the use of two-thirds, three fifths (or 60 percent) could be specified in the voting requirement. This could also be qualified to include the entire membership, or to include those present.

### **Consensus/Majority of the Entire Membership:**

In practical terms, this requirement means that an absence or abstention from consensus participation/voting is equivalent to a “no” vote. Sometimes referred to as “absolute majority” or “consent of the entire membership”.

### **Consensus/Majority of the Fixed Membership:**

This is based on the total number of the established or ‘fixed’ membership of the group. It is used if there is a specific number of seats or memberships established in the rules governing the organization. This would be different from the Majority of the Entire Membership if there are vacancies and a fixed number of seats. For example, if there are 18 seats (maximum) in Steering Committee, but there are 3 vacancies, then the Majority of the Fixed Membership would be 10 (more than half of 18), but the Majority of the Entire Membership would be 8 (more than half of 15).

## **Weighting Votes:**

Weighting of votes may be used to account for disproportionate representation of other groups or agencies (or countries) in the membership of a decision-making body (like a parliament, legislature or council such as SSIWPA). Weighted voting is a system where not all voters have the same level of influence over the decision outcome<sup>11</sup>. A weighted voting system consists of:

- Members
- Weights ( $w$  – number of votes a player controls)
- Quota ( $q$  – minimum number of votes required to pass a motion)

Note: A member may be said to have ‘veto power’ if a proposal or motion cannot pass without the support of that member in a vote. A member may also be considered a ‘dictator’ if his weight is equal to or greater than the quota. For example, in a system with three members, if Member A has 11 votes allocated (weight) and Member B has 6 votes allocated, but the quota

---

<sup>9</sup> [https://en.wikipedia.org/wiki/Majority\\_rule](https://en.wikipedia.org/wiki/Majority_rule)

<sup>10</sup> [https://en.wikipedia.org/wiki/Supermajority#Two-thirds\\_vote](https://en.wikipedia.org/wiki/Supermajority#Two-thirds_vote)

<sup>11</sup> [https://en.wikipedia.org/wiki/Weighted\\_voting](https://en.wikipedia.org/wiki/Weighted_voting)

is 10, then member A is said to be a 'dictator', because the allocated weight to that member (11) is greater than the quota (10) in the decision/election.

Below are some examples for how the Salt Spring Island Watershed Protection Authority might employ different voting systems.

These are hypothetical examples for discussion only:

**Example 1 – Unweighted SSIWPA:**

Total Steering Committee Membership = 18 seats possible, 9 filled, 9 vacant in a majority rule (50%) voting situation.<sup>12</sup>

- Islands Trust – 1 member, 1 vote
- CRD – 3 members, 3 votes (CRD Director, 1 member Service Area 'A', 1 member Service Area 'B')
- Provincial Government – 2 members, 2 votes (FLNR, AGRI)
- Improvement District 'A' – 1 member, 1 vote
- Improvement District 'B' – 1 member, 1 vote
- First Nation 'A' – 1 member, 1 vote
- Quota: 5

\*None of the members have more votes than quota so there is no 'dictator' in this model. However, there is perceived inequity because one of the member agencies has three votes, another (Province) has 2, and all others have only 1 per agency or user group at the table.

**Example 2 – Weighted SSIWPA:**

Total Steering Committee Membership = 18 seats possible, 9 filled, 9 vacant in a majority rule (50%) voting situation.

- Islands Trust – 1 member, 1 vote
- CRD – 3 members, 1 vote (CRD Director makes the vote, 2 members representing Service Areas may contribute to discussion of the proposal only.)
- Provincial Government – 2 members, 1 vote (*Or, 2 votes, depending on whether different government agencies are considered as one member, or two by Steering Committee.*)
- Improvement District 'A' – 1 member, 1 vote
- Improvement District 'B' – 1 member, 1 vote
- First Nation 'A' – 1 member, 1 vote
- Quota: 5.

\*None of the members have more votes than quota – no 'dictator' and no 'veto power' is present in this model.

## Proportional Voting:

*"Proportional representation is any voting system designed to produce a representative body (like a parliament, legislature, or council) where the voters are represented in that body in proportion to how they voted."<sup>13</sup>*

In SSIWPA, proportional voting could be accomplished by a membership that consists of an allocation of # votes to one representative of each of the types of water users on the island. The number of votes allocated to each would be determined according to a formula, giving a weight to each type of water user group that matches the proportion (% of total users) that group occupies at any one time within the island system.

---

<sup>12</sup> Note: Advisory staff are not voting members. They may contribute to discussion of proposals.

<sup>13</sup> <http://www.fairvote.ca/proportional-representation/>

**Pros:**

Majority rule decisions may more fairly represent differences among user groups in major decisions (or any decision).

**Cons:**

(-) This would require regular updating of information about water user group constituencies, and would be, at best, an approximation.

(-) It only works with full participation of a representative from each water user group, of which there are more than 16.

(-) It does not account for the members who are not representatives of user groups or water purveyors, but are local government, First Nations, or provincial government representatives.

**Real World Weighted Voting Example:**

The European Union<sup>14</sup> (up to November 1, 2014) had allocated weighted voting by country population size, as follows:

- countries with largest-sized population had 27-29 votes
- countries with medium-sized pop'n had 7-14 votes
- countries with smallest pop'n had 3-4 votes
- A decision during this period required 260 out of 352 votes to be adopted

After Nov. 1, 2014, the EU adopted a new rule for adopting a proposal coming from the Commission, or the 'High Representative':

A "qualified majority" is reached if two conditions are met:

- 55% of the members vote in favour
- the members of the Council who voted in favour represent EU countries representing (in sum) at least 65% of the total EU population.

This last example shows how the complexity of weighting votes is simplified by an overall process of adopting proposals that are supported by the proportional majority of the population that is represented by votes cast in the decision. A block in this situation must include at least 4 other EU countries. Other types of proposals would require 72% members in favour, and those who voted in favour must represent (in sum) at least 65% of the total EU population.

---

<sup>14</sup> [http://eur-lex.europa.eu/summary/glossary/weighting\\_votes\\_council.html](http://eur-lex.europa.eu/summary/glossary/weighting_votes_council.html)



1                   **Salt Spring Island Watershed Protection Authority**  
2                   **TECHNICAL WORKING GROUP TERMS OF REFERENCE**

- 3  
4   **Adopted August 29, 2013**  
5   **Amended March 3, 2014**  
6   **Amended February 2, 2015**  
7   **Amended September 14, 2015**  
8   **Amended January 29, 2016**  
9   **Draft Proposed Amendments December 8, 2016 - TWG**  
10 **Coordinator suggestions May 30, 2017**  
11 **Steering-agreed amendments Jun 23, 2017**  
12 **Islands Trust Staff Suggestions October 30, 2017**  
13 **Steering-agreed amendments November 24, 2017**

14  
15  
**Draft**

---

## 16 Background

17  
18 The Salt Spring Island Watershed Protection Authority (SSIWPA) was created in 2012 to provide a  
19 coordinated approach to watershed management and the protection of **freshwater resources on**  
20 Salt Spring Island. SSIWPA is comprised of agencies and government organizations with  
21 responsibility and authority **for the management, regulation, and distribution of water from**  
22 **watershed reservoirs on Salt Spring Island.**

23  
24 SSIWPA identified the need for a Technical Working Group (TWG) to provide **objective and**  
25 **technical assessment to member agencies under the direction of the Steering Committee**  
26 **regarding freshwater sustainability methodologies and research on Salt Spring Island.** SSIWPA  
27 **Steering Committee** is responsible for governing and **providing direction to** the TWG, including  
28 but not limited to project contracting, work planning, deliverables, public engagement, and  
29 milestones.

30  
31 SSIWPA Steering Committee decision-making is enriched by the contributions of volunteers who  
32 serve in it's working groups, and would like to express it's appreciation and acknowledgement of the  
33 wisdom, passion and professionalism of present and past volunteers.

34  
35 These Terms of Reference (ToR) outline roles and responsibilities of the Technical Working Group for  
36 the Salt Spring Island Watershed Protection Authority. The TWG ToR may be amended by the  
37 SSIWPA **Steering Committee (SSIWPA)** if required by changes to scope of work, membership,  
38 timeline, or other matters. **For additional context** refer to the Terms of Reference for the Salt Spring  
39 Island Watershed Protection Authority.

## 41 Purpose

42 To provide scientific and technical support to the SSIWPA Steering Committee.

## 44 Objectives

- 45  
46 1. To collect **primary** data following direction by Steering Committee.<sup>1</sup>  
47 2. To assemble and collate data and conduct literature reviews as directed by Steering  
48 Committee.  
49 3. To identify data gaps to Steering Committee.  
50 4. To provide technical support for the projects identified in the SSIWPA work plan.  
51 5. The Technical Working Group's tasks and activities are to be directed by the full consensus  
52 of the SSIWPA Steering Committee.

53  
54 Changes to these Terms of Reference or to the TWG's scope of work, membership, timeline, or  
55 other matters may be made by **the SSIWPA Steering Committee.**

## 57 Membership

58

---

<sup>1</sup> Following standard operating procedures, quality assurance and quality control measures while respecting privacy considerations for data source and data-sharing agreements.

59 Membership will be determined by consensus of the SSIWPA, in consultation with each member  
60 organization. All member agencies will be invited to delegate a staff member to a position in this  
61 group.

62  
63 Members appointed by SSIWPA will have experience or expertise in one or more of the following  
64 areas:

- 65
- 66 • Limnology
- 67 • Aquatic Biology
- 68 • Soil science
- 69 • Environmental Restoration
- 70 • Environmental Science
- 71 • Watershed Hydrology
- 72 • Groundwater Science
- 73 • Geoscience
- 74 • Biogeography
- 75 • Environmental Instrumentation Technology
- 76 • Geographical Information Systems
- 77 • Drinking Water Science and Operations
- 78 • Watershed Management
- 79 • Chemistry
- 80 • Toxicology
- 81 • Water resources Engineering
- 82 • Civil Engineering
- 83 • Mathematics
- 84 • Environmental Engineering
- 85

86 Invitations to apply will be extended, but not limited, to representatives from Environment Canada,  
87 Fisheries and Oceans Canada, Provincial Ministry of Environment, Ministry of Forest, Lands, and  
88 Natural Resource Operations, Capital Regional District, Vancouver Island Health Authority, North  
89 Salt Spring Waterworks District, Salt Spring Island resident experts, and academic institutions.

90  
91 Four of the members shall be appointed to terms of twelve months and three of the members shall  
92 be appointed for terms of two years, as specified by SSIWPA at the time of appointment. Thereafter,  
93 membership is for a two-year term, with the possibility of renewal.

94  
95 Members are to serve without remuneration.

## 96 97 Chair

98  
99 At the initial meeting of the TWG, and then every 3 to 6 months, as determined by general  
100 consensus of the TWG, a Chair of the committee will be elected. The chair may serve additional  
101 terms, up to a maximum of six consecutive years. The chair is to serve without remuneration.

102  
103 The Role of the TWG Chair is to include:

- 104 1. Liaise with the SSIWPA Steering Committee Chair, Coordinator and TWG members to set agenda topics.
- 105 2. Ensure distribution of TWG meeting notes to TWG members through the SSIWPA Coordinator.
- 106 3. Liaise with SSIWPA Coordinator, SSIWPA Steering Committee, and Islands Trust to effectively facilitate  
107 and coordinate the TWG.
- 108 4. Provide TWG progress reports in SSIWPA meetings.

109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157

SSIWPA Coordinator will act as facilitator and recorder for **all** TWG meetings, unless otherwise arranged and agreed to by both SSIWPA Steering Committee and TWG. TWG Chair and Coordinator may agree to work together to facilitate TWG meetings, to better allow the TWG Chair to participate in the discussions and technical proposals. The SSIWPA Coordinator assists TWG with its group process functions within and outside of TWG regular meetings, to the extent that coordination resources allow.

## Guidelines for Decision-making

Decision-making is by consensus. Consensus is defined as agreement by each member, and is achieved through an iterative process: a) proposal, b) clarification and discussion stage, c) proposal modification (with assistance by those suggesting change; as necessary), and finally, d) agreement by consensus, or withdrawal of proposal, by consensus.

TWG decisions and recommendations will be made by unanimous consensus whenever possible. When consensus is not reached at the close of the discussion about a proposal, the following options exist:

- i. Proposal may be dropped by consensus of the group.
- ii. Group elects a subcommittee to refine proposal for re-consideration by the Technical Working Group.
- iii. Decision adopted with unresolved concerns listed. Those who stand aside from the decision are recorded, along with their concerns.
- iv. 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 demonstrate that the proposal is in contravention of the purpose and/or objectives of this Technical Working Group.

## Meetings

TWG will hold public meetings a minimum of four times per calendar year. TWG Chair will report monthly on TWG progress and current activities in SSIWPA monthly meetings, which are open to the public. Some or all of the TWG members may meet informally to discuss science and technical matters, but not to make decisions or recommendations to SSIWPA, as frequently as required, at a location mutually agreed to by TWG committee members.

## Notice of Meetings and Minutes

Notice of the date, time and location of all **formal** TWG meetings will be posted by the Coordinator to the TWG and SSIWPA Steering Committee Chair by email, and will be posted publicly on the SSIWPA website. Agendas and **adopted** minutes will also be posted to the SSIWPA website under the TWG agendas and minutes page.

## Conduct

TWG members and observers will be expected to behave with due decorum. That is to say:

- Meetings will be conducted with decorum, and generally follow Robert's Rules of Order as interpreted by the Chair and/or Facilitator;
- Communications at all meetings will be respectful, considerate, honest, and issue-focused;
- All viewpoints will be encouraged, respected, and considered;
- Participants will make every effort to resolve issues at the table, and will avoid seeking alternative decisions outside this process;



158 Participants should have a common understanding of the mandate of SSIWPA and the TWG,  
159 and demonstrate mutual respect to other participants.  
160

## 161 **Funding**

162

163 It is anticipated that the representative agencies of SSIWPA will contribute funding for a SSIWPA  
164 Coordinator, to work with the TWG, as well as SSIWPA. As appropriate, the representative agencies  
165 will also provide additional funding in support of agreed to initiatives for the TWG, and in-kind  
166 administrative support like meeting rooms, communications, and secretarial services. Other funding  
167 will be pursued opportunistically and as required.  
168

## 169 **Conflict of Interest**

170

171 TWG members must take a precautionary approach to ensure that issues of potential or perceived  
172 conflict of interest are clearly identified as part of the process.  
173

### 174 **Changes this version:**

- 175 - changes as minuted in [Steering Committee Special Meeting 2017-11-24](#)
- 176 - added consensus language to match [Steering Committee T.o.R.](#)
- 177 - removed the following: “There are two levels of consensus, Full and Working: Full consensus – all  
178 representatives agree and support the decision; Working consensus – not all members support the  
179 decision, but all can agree to respect the decision. Those standing aside note their reasons for the  
180 record. Where consensus is not reached on the first go-round, issues/proposals may be tabled at  
181 subsequent meetings of the TWG, but no more than three times for a single proposal/issue. If  
182 consensus cannot be achieved at the third tabling, a majority and a minority opinion statement will be  
183 recorded in writing in the meeting notes. Every effort will be made to explore, understand and  
184 accommodate the interests of dissenting viewpoints.”  
185  
186  
187

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4178**

\*\*\*\*\*  
**A BYLAW TO AMEND THE SALT SPRING ISLAND STORMWATER QUALITY MANAGEMENT  
 EXTENDED SERVICE ESTABLISHMENT BYLAW NO. 1, 1996**  
 \*\*\*\*\*

The Board of the Capital Regional District in open meeting assembled, enacts as follows:

1. Bylaw No. 2454, the "Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996" is hereby amended as follows:

(a) By replacing section 1(a) in its entirety with the following:

(a) The extended service is established to be operated for the following purposes:

- i. the control of pollution in stormwater runoff from land;
- ii. watershed assessment, protection and enhancement;
- iii. groundwater monitoring, assessment, and protection;
- iv. investigation and implementation of reclaimed water programs; and
- v. other related activities.

(b) By adding subsection (c) to section 1 as follows:

(c) In this bylaw, "reclaimed water" means water that is used more than one time before it passes into the natural water cycle.

(c) By renumbering section 5 as section 6 and adding a new section 5 as follows:

**"5. Maximum Requisition**

In accordance with Section 339 of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is \$27,500.00."

2. This bylaw may be cited as the "Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2017."

READ A FIRST TIME THIS	10 <sup>th</sup>	day of	May	2017
READ A SECOND TIME THIS	10 <sup>th</sup>	day of	May	2017
READ A THIRD TIME THIS	10 <sup>th</sup>	day of	May	2017
THIRD READING RESCINDED, AMENDED AND READ A THIRD TIME THIS	12 <sup>th</sup>	day of	July	2017
CONSENTED TO BY THE DIRECTOR OF THE ELECTORAL AREA OF SALT SPRING ISLAND THIS	12 <sup>th</sup>	day of	July	2017
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	29 <sup>th</sup>	day of	August	2017

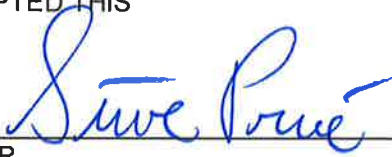
ADOPTED THIS

11<sup>th</sup>

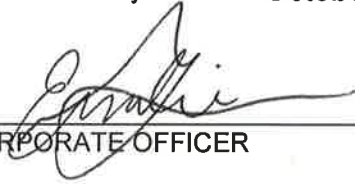
day of

October

2017



CHAIR



CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS

<sup>th</sup> 14

day of

Nov.

2017

From: D Rapport  
To: SSIWPA Coordinator, G Grams, P Grove, P Luckham, P Lamb  
E Restall, M Leichter

Dated 2017-11-21

Dear Shannon,

I noticed in last week's Driftwood that another request is being made to the Islands Trust for a special requisition to fund SSIWPA for the coming year. In the article announcing the funding request, George Grams and Peter Grove were quoted as making statements to the effect that "great things are happening" and "real data are being collected." They provided no details about exactly what "great things" are happening and what kinds of "real data" are being collected--but they acknowledged that it will "take a lot more time." (Hence, presumably, the new funding request.)

Prompted by these enthusiastic statements from our Trustees, I went to the SSIWPA site to acquaint myself with the SSIWPA programs and get an idea of what "great things" they are accomplishing. To my dismay, I found out that:

1) I had to sign an agreement about intellectual property and copyright to access some of the files. Something seems highly unusual about this. As SSIWPA's activities are run with public funds, I believe access should be open, and without a list of conditions that would challenge a lawyer to clarify. What justifies this peculiar decision?

2) Going to the links to current programs, there is very little information available. Two of the three programs could not be accessed -- with a simple note of apology and no explanation! And the one that was accessible (overall management plan) appeared to be a list of tasks, with no readily available information about what has been accomplished thus far and what is expected to be accomplished during next year. What accounts for this near total lack of available information about the results of programs that taxpayers have paid for?

I've been hearing about water issues on Salt Spring ever since I came to the island 13 years ago, and I know it has been a concern from well before that. Yet I don't see much evidence of actions that have made a difference in the health condition of the island's lakes and streams over the past decades, and particularly over the 5 years of SSIWPA's existence. With SSIWPA having been given (here I'm guessing) close to \$500,000 to date, one would expect to find a clear indication of:

1) How exactly have the funds been spent?

- 2)** What has been accomplished in terms of adjusting demand to anticipated reduced supply in the dry season (owing both to climate change and to increased summer presence of part-time residents and visitors)?
- 3)** What has been accomplished in terms of improving the health of our lakes?
- 4)** How has SSIWPA contributed specifically to **actions on the ground** (other than educational information sessions) **that have yielded concrete results attributable to SSIWPA initiatives?**

The Trustees' generic statements of praise for SSIWPA and the dearth of information about expenses and results are not very reassuring for taxpayers being asked to put out money to support your agency again. I am very familiar with funding requests from my own work, both as an academic and as a professional (see my relevant credentials below). I know for a fact that such requests ought to be far more specific and backed up by solid data in order to be convincing and supportable.

Hopefully you can fill in the blanks by sending me a synopsis of **1)** how public funds have been spent and what has been accomplished over the last 5 years as a result of SSIWPA initiatives, and **2)** what concrete on-the-ground deliverables are being promised to justify the additional funding request for 2018.

Thank you, and best regards,

David J. Rapport, PhD,  
Principal, EcoHealth Consulting ([www.ecohealthconsulting.com](http://www.ecohealthconsulting.com))



[EcoHealth Consulting](http://www.ecohealthconsulting.com)

[www.ecohealthconsulting.com](http://www.ecohealthconsulting.com)

Healthy Ecosystems, Healthy Communities, Healthy People.  
Healthy Ecosystems and Healthy People. EcoHealth Consulting

Fellow, Linnean Society of London; Fellow, Explorer's Club New York,

**MY BACKGROUND** : As Senior Science Advisor to Statistics Canada, I undertook the first comprehensive scientific statistical assessment of the health of the Lower Great Lakes on behalf of the Canadian Government (published in the UN Statistical Journal); I also carried out Canada's first country-wide State of the Environment Report, which included a substantial section on the condition of inland waters all across the country. As well, I served for

several years as the Canadian representative to the Group of Experts on Water Quality to the Economic Commission for Europe (ECE); as Canadian representative to the OECD Environment Committee; as a consultant to UNESCO on water issues; and as a member of the UN Environment Programme (GRID-Sioux Falls) Advisory Committee.

---

On Nov 27, 2017, at 12:51 PM, Shannon Cowan <[ssiwpacoord@gmail.com](mailto:ssiwpacoord@gmail.com)> wrote (in response to all recipients, with addition of Planner Starke):

Dear Mr. Rapport,

Thank you for your email.

The Local Trust Committee has received the communication and is preparing a response.

SSIWPA Steering Committee will receive the communication at it's upcoming December Regular Monthly meeting, the date of which is about to be set because the regular monthly meeting time will not achieve quorum.

All regular monthly meetings of SSIWPA are open to public observers and are posted on the Events Calendar on the website (right hand side of "About SSIWPA" page, or under menu "Meetings and Events"):  
[ssiwatersheds.ca](http://ssiwatersheds.ca)

Thank you.

Sincerely,

Shannon Cowan

---

Received via email November 27, 2017

To: Shannon Cowan, George Grams, Peter Grove, Peter Luckham

Dear Shannon,

Thank you for the update.

I look forward to the response from the LTC.

I trust the response will put to rest my concerns about SSIWPA's program of work, budget and achievements as expressed in 4 specific questions I raised last week in my letter of November 21.

Best wishes, David

Charles Troger  
Piers Island Improvement District  
Water Trustee

Dear Charles Troger  
Piers Island Improvement District Water Trustee,

cc: SSIWPA Chair George Grams

Thank you for the conversation by telephone today. On behalf of the steering committee members at Salt Spring Island Watershed Protection Authority, I am reaching out to Piers Island Improvement District (and community) to initiate conversation in order to address the concern that has been communicated by members of the Piers Island community regarding inclusion of Piers Island in the taxes that fund the services provided by Salt Spring Island Watershed Protection Authority (SSIWPA).

The suggestion that has been proposed is to determine in what way(s) Piers Island may be interested in participating in the service, such that the participation may be meaningful and feasible for all parties.

Here, I provide you with links to information to describe the mandate, goals and membership of SSIWPA:

1. [Terms of Reference](#) – please note that SSIWPA is in the midst of revising these terms of reference (see [Minutes September 22, 2017](#) and final result is expected in December 2017). Among changes in the wording of the revised T.o.R. is to Purpose Statement:

**Propose Revised 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 watersheds and surface and groundwater resources in the Salt Spring Island Local Trust Area.

2. Integrated Water Management Program (<http://www.ssiwatersheds.ca/portfolio/ssi-integrated-water-management-program/>) and [Workplan 2017-18](#)
3. [Current Member Agencies and Working Groups](#)

SSIWPA acknowledges that the water source for Piers Island (110 connections) is the Greater Victoria Water District, through piped water from North Saanich ([https://www.piersisland.ca/uploads/3/1/9/6/31961209/water\\_trustee\\_report\\_se](https://www.piersisland.ca/uploads/3/1/9/6/31961209/water_trustee_report_se)

[ptember\\_2017.pdf](#)). In view of this, it may seem that involvement in a roundtable on Salt Spring Island about water resources is not useful to Piers Islanders.

However, I invite Piers Islanders who may wish to be involved in the conversation to refer to the Purpose statement and to consider how Piers Island might benefit from participation in a roundtable that is supported by advisory working groups and inter-agency government staff to actualize collaborative watershed/water resource sustainable management, through pooling resources, information sharing and compilation, strategizing and integrated coordinated actions towards common sustainable water management goals.

SSIWPA steering committee meets monthly on the second-to-last Friday of the month, and there is always web-conferencing available.

Sincerely,

Shannon Cowan  
SSIWPA Coordinator



Received via email dated November 23, 2017

TO: Steering Committee members, NSSWD Board members, NSSWD staff members and Coordinator Cowan

From: Robert Steinbach, NSSWD Trustee and Steering Committee co-member

Hi Shannon-

I have a few items to discuss in this email.

First, I noted that the feedback that was given by NSSWD in regards to Steering Committee ToR at our October meeting have been essentially ignored. No where is there any mention of our suggestions. North Salt Spring Waterworks Improvement District feels it is essential that the role of the SSIWPA Steering committee be one of coordination. The SSIWPA Mission statement makes no reference to this role at all. One of our concerns is that the Mission statement currently does not reflect the powers granted to SSIWPA by legislation as a coordinating body. We would like to revisit the Steering Committee ToR in a less hurried and more collegial manner to ensure that we 'get it right' for all member agencies.

Second, in our meeting November 17, you pointed out that North Salt Spring Waterworks had not yet submitted the information on St. Mary and Maxwell hydrology studies.

The planned updates to the 2015 St. Mary and Maxwell hydrology studies (water availability and climate change impact assessment reports for each source) will include an 'sustainable/reliable/safe' yield analysis. The sustainable yield analysis is not a separate report; it is simply a component of the study. It was not done in the 2015 reports but the scope of the updated reports for both sources has been expanded to include a sustainable yield analysis. Therefore, task 1b (sustainable yield analysis for Maxwell) is part of task 3aii (supply source hydrology for Maxwell). The updated Maxwell report will not be available until after the end of 2018. We are just about to install new streamflow monitoring equipment that will gather data needed for the study. Similarly, task 1a (sustainable yield analysis for St. Mary) is part of task 3ai (supply source hydrology for St. Mary). The updated St. Mary Lake report will include an updated water balance informed by better data than the 2015 report. It will also include a sustainable yield analysis for a range of drought conditions under current and future climate conditions. **It will be available before the end of this year.** It is late because some extra data processing had to be done for the climate change projections.

On behalf of the North Salt Spring Waterworks Improvement District Board,

Robert Steinbach, Trustee

# Salt Spring Island Watershed Protection Authority

## Information Handout – Budget 2018-19

Formed of member agencies from local, regional and provincial governments, the Salt Spring Island Watershed Protection Authority (SSIWPA) is a leader in collaborative watershed governance in the province of British Columbia. SSIWPA serves as a forum for the sharing of information and alignment of approaches between agencies responsible for related but distinct areas of watershed management. As a collaboration, SSIWPA engages multiple stakeholders to support evidence-based decision-making by each agency, working towards freshwater sustainability while taking into account local values and ecosystem health.<sup>1</sup>

### **COLLABORATION:**

SSIWPA is a framework for collaboration; it provides coordination for integrated watershed and water resource planning, research, and policy development to be implemented by member agencies. SSIWPA provides a structured and transparent public means for member agencies to:

- talk to one another, which increases knowledge, understanding and capacity;
- share information and collectively determine strategic, coordinated actions that fill data gaps and improve resource management effectiveness and efficiency;
- develop a holistic perspective to manage the shared water resource, on an island-scale;
- avoid duplication of effort, or working in silos;
- pool resources for projects;
- leverage pooled resources in order to compete for external funding for needed investigations and water research (examples of Real Estate Foundation funding).

SSIWPA practices “collaborative watershed governance,” which is leading edge in Canada where collaborative water planning is typically not well coordinated between all the different users, purveyors, and law makers, thereby putting the resource at risk<sup>2</sup>.

This practice is an ongoing process of committed engagement based on respect, trust and ongoing diplomacy with multiple stakeholders (including indigenous governments) as equal partners in decision-making.

### **St MARY LAKE**

SSIWPA was created initially in response to the toxic algal blooms and eutrophication of the lake, linked to an excess of phosphorus. In 2014, SSIWPA coordinated a successful grant application to the Real Estate Foundation and received funding to undertake a *Structured Decision Making* process. This

---

<sup>1</sup> Current SSIWPA member agencies include: Salt Spring Island Local Trust Committee; Capital Regional District; Ministry of Forests, Lands and Natural Resources; Ministry of Agriculture; North Salt Spring Waterworks District; Highland and Fernwood Water Service Commission; Beddis Water Service Commission.

<sup>2</sup> <https://beta.theglobeandmail.com/news/national/canada-fresh-water-review-1/article35262579/>.

process provided a systematic methodology to better understand the complexity of the problem, engage stakeholders and local expertise, and consider solutions. It was found that it is not feasible to remove excess nutrients without upsetting the natural balance of the lake system and that the algal blooms and nutrient cycles are part of the lake's natural ecological cycles. This finding answered a longstanding question about the impacts of the septic systems that exist around the lake. It was found that septic systems contribute only minimally to the phosphorus load on the lake, and although phosphorus content varies seasonally, there is no need to incur the very significant cost that would be necessary to construct a central sewage system to serve properties around the lake.

SSIWPA released the St. Mary Lake Integrated Watershed Management Plan in 2015 and member agencies are in the final stages of implementing this plan. The Salt Spring Island Local Trust Committee considered legislative changes that might be needed to enable the components of the plan and was advised no amendments were needed.

### **INTEGRATED WATER MANAGEMENT PROGRAM**

SSIWPA member agencies are working together to undertake the *Salt Spring Island Integrated Water Management Program*. The program aims to ensure a sustainable supply of freshwater is available for human use and to protect against over-demand and degradation of the resource and the natural systems that depend on it. The IWM program addresses the need to:

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

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. This multi-year program is unfolding in phases; current projects being undertaken as part of this program are discussed below – more information is available at [www.ssiwatersheds.ca](http://www.ssiwatersheds.ca).

### **GROUNDWATER**

One current focus of SSIWPA is to establish a better understanding of Salt Spring Island's groundwater systems. SSIWPA member agencies are working together to compile years of disparate hydrogeological data, inventory and map private wells, to create a groundwater budget, and to establish a monitoring program for target groundwater regions. This work will improve understanding of location, hydrogeological information and status, helping SSIWPA agencies meet resource management goals.

#### Well Inventory and Monitoring:

The *Salt Spring Island Groundwater Wells Inventory Project* is a SSI LTC led initiative that began in early summer 2017<sup>3</sup>. This project involves the collection and analysis of individual domestic well hydrogeological data and community water system well data. Deliverables for this project include:

---

<sup>3</sup> The SSI LTC Well Inventory and Monitoring Program is guided by a [project charter](#).

- Cataloguing 30 years of groundwater data found in individual hydrology and hydrogeology reports filed at Islands Trust (complete 2017)
- Georeferenced map of well data and information (complete 2017)
- Registration of wells in provincial database (2017-18) (FLNRO and MoE)
- Survey and monitoring program (2018)

The results of this program will identify potential domestic, non-domestic, and/or abandoned groundwater wells as candidates for the *Salt Spring Island Groundwater Wells Monitoring Project*.

#### Salt Spring Island Aquifer Mapping and Monthly Groundwater Budget

The *Salt Spring Island Aquifer Mapping and Monthly Groundwater Budget* is 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 (ENV), and is being undertaken by Golder and Associates. This project revises the mapping and classification of aquifers on Salt Spring Island and develops groundwater budgets at the aquifer-scale. Deliverables of this project include technical memorandums, revised aquifer worksheets, aquifer maps, and a LeapFrog3D Hydrogeological Model. SSIWPA supports this work with coordination, data provision and collaboration on the interpretation of results. This work is complemented by the well monitoring and inventory which make this scientific research relevant to the neighbourhood scale for land use planning.

#### Salt Spring Island Groundwater Wells Monitoring Program

The Salt Spring Island Groundwater Wells Monitoring Program will select a number of wells for monitoring in order to inform us about seasonal changes in groundwater conditions. This program addresses the need for neighbourhood scale information and will improve knowledge of groundwater conditions in targeted aquifers, supplementing the existing groundwater monitoring resources provided by the provincial [Groundwater Observation Well Network](#). The program may lead to the development of a long term community groundwater monitoring program on Salt Spring Island, and may serve as a model for similar community groundwater monitoring programs throughout the Trust Area.

To further support this project, in September 2017 SSIWPA submitted a request for funding from the Real Estate Foundation of BC Water Sustainability Fund. The funding request includes matching financial contribution from SSIWPA member agencies. If successful, the funds will assist in the design, management, and delivery of the proposed *project* under the general umbrella [Salt Spring Island Integrated Water Management Program](#).

#### Agricultural Land Use Inventory

The 2017 *Salt Spring Island Agricultural Land Use Inventory and Water Demand Project* (ALUI) is being undertaken by the Ministry of Agriculture, with coordination and financial support by SSIWPA and other member agencies. The purpose of the ALUI is to inform agricultural area planning and provide a baseline to help measure success. The ALUI includes 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. This work fits within SSIWPA's [Salt Spring Island Integrated Water Management Program](#) and will supply supporting data to the *Aquifer Mapping and Monthly Groundwater Budgets and the Groundwater Wells Monitoring Pilot Project*. Draft deliverables have been received, with the final expected by the end of 2017.

### Royal Roads University Rainwater Study

In February 2017, SSIWPA engaged 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 surveyed SSI residents and businesses to compile rainwater harvesting information, which will be used by SSIWPA to guide further decision making. The completed deliverable was received in September, 2017<sup>4</sup>.

### **GOVERNANCE**

SSIWPA is committed to continuous improvement and self-evaluation. In the time since SSIWPA was created, it has completed the St. Mary Lake Watershed Management Plan, and expanded its scope to include all the island's watersheds, including both groundwater aquifers and surface water reservoirs. SSIWPA is currently amending its Terms of Reference to incorporate lessons that have been learned over the past four years of work. The goal is to ensure the Terms of Reference provide a reasonable framework for coordination and that there is mutual support for the objectives and decision making structure of the collective. The amendments improve the clarity, purpose, and role of SSIWPA, and ensure the overall work of SSIWPA is providing workable solutions for effective implementation by SSIWPA member agencies. At the same time, SSIWPA is considering amendments to and the Terms of Reference of its Technical Working Group to ensure the direction given to this advisory group meets the needs of SSIWPA member agencies.

---

<sup>4</sup> 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.