



Salt Spring Island Watershed Protection Alliance

Regular Meeting Draft Agenda

Date of Meeting: Friday February 23, 2018 10:30 am - 12:30 pm

Location: CRD Creekside Room, 108-121 McPhillips Ave., 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 January 19, 2018 Regular Meeting of the SSIWPA Steering Committee - *attached for approval p. 4*

3.2 Draft minutes of the February 2, 2018 Special Meeting of the SSIWPA Steering Committee - *attached for approval p. 11*

4. BUSINESS ITEMS

4.1 Chair's report - Chair Grams

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

4.3 Cusheon Lake water quality update – Beddis Water Commissioner

- 4.4 Coordinator’s report and SSIWPA action log – attached p. 15**
- 4.5 Technical Working Group update - TWG Chair**
- 4.5.1 TWG recommendation to Groundwater IFWM research work programme - “Groundwater Common Risk Segment Mapping” - attached **p. 21** , presented by John Millson
- 4.6 Conservation and Efficiency Working Group update - CEWG Chair - interim report 2018-02-09 sent with agenda package, under separate cover**
- 4.7 Budget**
- 4.7.1 SSI-LTC Watershed Protection Alliance Income Statement Dated 2017-12-31**
- attached for information (prepared by Islands Trust Staff) **p.23**
- 4.7.2 IFWM Project Budget 2017-18**
Year to date revenue, expenditures and % budget remaining
- attached for information (prepared by Coordinator) **p. 24**
- 4.7.3 IFWM Project Budget 2018-19 - DRAFT -**
- attached for discussion, dated February 13, 2018 **p. 25**
- footnotes **p. 26**
- 4.7.4 Province of BC Grant Allocations 2018-19**
Draft for discussion - prepared by Coordinator
- attached covering memo **p. 27**
- attached combined groundwater projects budget **p.29**
- attached **for approval** Province of BC Grant allocation budget **p. 30**
- 4.8 Outreach and Communications**
- 4.9.1 Outreach Plan 2018-19. Draft prepared by coordinator.
- attached **for approval p. 31**
- 4.9.2 Steering Committee membership invitations
- Covering memo - attached **p. 33**
- Draft Letter for Approval - attached **p. 35**
- 4.9.3 Website and SSIWPA document libraries intro, time permitting
- Chair Grams
- 4.9 Strategic Planning Memo from Planner Starke - attached p. 38**

4.10 Announcements, links and events

- 4.10.1 CRD Water Quality Reports for six water systems on SSI, for information:

<https://www.crd.bc.ca/about/data/drinking-water-quality-reports/salt-spring-island-water-quality-reports>

- 4.10.2 Nanaimo Water Symposium April 11-12, 2018:

http://waterbucket.ca/cfa/wp-content/uploads/sites/3/2018/01/2018-Nanaimo-Symposium_program-package.pdf

5. OTHER BUSINESS

5.1 Comments or questions from the public

6. CLOSED MEETING (Distributed Under Separate Cover)

6.1 Motion to Close Meeting - That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3 s. 90(1) [a, d] for the purpose of considering:

- Adoption of SSIWPA in-camera meeting minutes dated 2018-01-19
- Working Group membership terms
- Coordinator contract review

AND that the recorder and staff attend the meeting.

6.2 Recall to Order

7. UPCOMING MEETING

Friday March 23, 2018 10:30 am - 12: 30 pm at 112 Rainbow Road

8. ADJOURNMENT



Salt Spring Island Watershed Protection Alliance

Minutes of a Regular Meeting

Date of Meeting: Friday, January 19, 2018
Location: School District Boardroom, 112 Rainbow Road
 Salt Spring Island

Members Present: George Grams, Chair, Islands Trust Trustee
 Dale Green, Capital Regional District, Environmental Protection (via web conferencing)
 Doreen Hewitt, Beddis Water Service Area Commissioner
 Pat Lapcevic, Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR) (via web conferencing)
 Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director
 Robert Steinbach, North Salt Spring Waterworks District Representative

Regrets: Sharon Bywater, Fernwood Water Service Area Commissioner
 Lorrie Hunt, Fernwood Water Service Area Commissioner
 Derek Masselink, Ministry of Agriculture
 Michael McAllister, North Salt Spring Waterworks District Representative
 Sandra Ungerson, Chair, SSIWPA Conservation and Efficiency Working Group

Staff Present: Shannon Cowan, Coordinator
 Justine Starke, Island Planner
 Sarah Shugar, Recorder

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

Media and Others Present: Peter Grove, Islands Trust Trustee
 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 10:32 a.m.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Draft Minutes of the December 18, 2017 Salt Spring Island Watershed Protection Authority Special Meeting

By general consent, the Salt Spring Island Watershed Protection Authority Minutes of December 18, 2017 were adopted.

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

4. BUSINESS ITEMS

4.1 Chair's Report

Chair Grams reported the SSIWPA web site library would be transferred over to Mendeley Reference Software Management Network and the website address would be updated to www.ssiwpa.org. Chair Grams reported he attended a meeting with Islands Trust CAO Russ Hotsenpiller and meetings with William Shulba, Islands Trust Freshwater Specialist.

4.2 St. Mary Lake Water Quality Update – NSSWD Board Representative

Member Steinbach reported St. Mary Lake filled to capacity in December 2017 and Maxwell Lake is close to capacity. [Erratum: NSW Staff reported by email after the meeting that St. Mary Lake reached full capacity on 2017-12-28, and Maxwell Lake reached full capacity on 2018-01-06.]

4.3 Cusheon Lake Water Quality Update – Beddis Water Commissioner

Member Hewitt presented an update regarding the Cusheon Lake Watershed and the following highlights were noted: The lake level on January 17, 2018 was 1.6 m while the level last year on January 14, 2017 was lower at 1.37 m. No Secchi disk measurement was taken during the cold winter months. The CRD gave a value for turbidity on December 13, 2017 of 0.72 NTU and the limit is 1.0 NTU. January 2018 turbidity will be posted at the end of the month. The flow rate in Cusheon Creek on January 18, 2018 was 0.53, and last year the flow was 0.35 on January 18, 2017. The precipitation received at Gulf Island Secondary School levels were: January 2015: 95.2 mm; January 2016: 146.3 mm; January 2017: 45.2 mm; January 2018: 91.4 mm. The creeks are flowing well. The beaver dam is still in place and has not been washed out this year however, it still could wash out and the water is flowing well over the top of the dam. The units of turbidity from a calibrated nephelometer are called Nephelometric Turbidity Units (NTU). To some extent, how much light reflects for a given amount of particulates is dependent upon properties of the particles like their shape, color, and reflectivity.

4.4 Coordinator's Report And Action Log

Coordinator Cowan presented the Coordinator's Report for the period of November 9, 2017 to January 11, 2018.

4.5 Technical Working Group Update

TWG Co-chair DeBie reported the Technical Working Group met to review the TWG Terms of Reference and also had a meeting regarding site selection of observation (groundwater monitoring) wells and regarding the groundwater data GIS mapping.

4.6 Conservation And Efficiency Working Group Update

Coordinator Cowan reported the CEWG has a meeting scheduled next week regarding finalizing the draft interim report.

4.7 Technical Working Group Terms of Reference

The draft Technical Working Group Terms of Reference Version 9.0 was presented.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to approve the Technical Working Group Terms of Reference as presented.

4.8 SSIWPA Steering Committee Terms of Reference amended by RWM December 18, 2017

4.8.1 Discuss Name Change Follow Up Actions

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to approve the Steering Committee Terms of Reference as presented.

Coordinator Cowan presented the proposed amendment to 4.8 – summary of a phone conversation with Derek Masselink of January 15, 2018.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to approve the following addition to the Steering Committee Terms of Reference: To replace provincial government representatives (1-3) in the list of members, with “provincial government representatives (unlimited*)” and to add “Footnote: * Ex officio indicates a non-voting participant. Provincial government staff may not vote as a representative of the Province, only elected members of the legislature may do so. Since provincial political representation is not feasible in this case, ex officio members may be involved with SSIWPA by virtue of their recognized position as staff of a provincial government agency that has responsibility and authority for water resources on Salt Spring Island.”

It was noted that provincial representatives would be unofficial and unlimited.

4.8.2 Discuss process for applications/invitations to steering committee and working groups

Chair Grams reported the Ministry of Environment Climate Change Division has expressed interest to become a member of SSIWPA.

By general consent, the Salt Spring Island Watershed Protection

Alliance agreed to direct staff to draft an invitation to the Water Districts and Commissions and Coordinator Cowan would send an informal invitation to the Ministry of Environment Climate Change Division.

4.9 Outreach and Communications

4.9.1 Press Release: Discuss Message Content Priorities

By general consent, the Salt Spring Watershed Protection Alliance agreed Chair Grams would draft a press release that would speak to SSIWPA's name change, Steering Committee's Terms of Reference, the Technical Working Group's Terms of Reference and changes to SSIWPA's web site and circulate to committee members for approval.

By general consent, the Salt Spring Watershed Protection Alliance agreed Chair Grams would draft a response to a recent Driftwood article and circulate to committee members for approval.

It was noted Islands Trust staff is drafting a press release regarding the tax requisition on behalf of the Salt Spring Island Local Trust Committee.

4.9.2 Website Maintenance and Design Local Service Quotes

Coordinator Cowan presented service quotes received for graphic design and website maintenance and support services.

It was MOVED and SECONDED, that the Salt Spring Watershed Protection Alliance accept the outline quotation from Ampersand for web services subject to agreement of commencement date for delivery of services.

CARRIED

4.9.3 Communications Protocol outline DRAFT

By general consent, the Salt Spring Watershed Protection Alliance agreed Coordinator Cowan and staff would draft a communications protocol for consideration at a special meeting.

Planner Starke will ask for staff comments.

4.10 Election of Steering Committee Chair and Vice-Chair

Coordinator Cowan called for nominations for the position of Chair. Member McIntyre nominated Member Grams and Member Steinbach seconded the nomination. Member Grams accepted the nomination. Coordinator Cowan called for nominations a second and third time. Member Grams was declared Chair of SSIWPA Steering Committee for 2018-19, by acclamation.

Coordinator Cowan called for nominations for the position of Vice Chair. Member Grams nominated Member McIntyre and Member Hewitt seconded the nomination. Member McIntyre accepted the nomination. Coordinator Cowan called for nominations a second and third time. Member McIntyre was declared Vice Chair of SSIWPA Steering Committee for 2018-19, by acclamation.

4.11 Correspondence

4.11.1 Capital Regional District Bylaw 4178

Member McIntyre and Member Green spoke to CRD Bylaw No. 4178 – a bylaw to amend the Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996.

4.11.2 Letter from David Rapport received November 21, 2017

The letter was presented. There was discussion regarding the protocol for responding to correspondence.

By general consent, the Salt Spring Watershed Protection Alliance agreed Coordinator Cowan would reply to Mr. Rapport with referral to correspondence to him from Islands Local Trust Committee (error in meeting – Islands Trust Council was used here) December, 2017, and reference to the upcoming 2017 SSIWPA Annual Report, as well as any agenda packages that contained information that may assist to answer his questions.

Chair Grams circulated a draft response letter.

By general consent, the Salt Spring Watershed Protection Alliance Chair Grams will submit the letter to the Driftwood.

4.11.3 Letter from SSIWPA Coordinator to Piers Island Water Improvement District November 15, 2017

The correspondence was received.

4.11.4 Stream Monitoring Data for 2017 sites by FLNRO

The correspondence was received. It was noted that Fulford Creek and Reid Creek would have ongoing monitoring stations.

4.12 Announcements and events

4.12.1 Save The Date “Islands Trust Freshwater Forum” - World Water Day March 22, 2018

Planner Starke reported Islands Trust staff have submitted a presentation to the Salish Sea conference and Islands Trust will have a booth at the conference.

By general consent, the Salt Spring Watershed Protection Alliance agreed to have SSIWPA materials available at the Salish Sea conference and Coordinator would gather materials.

5. OTHER BUSINESS

5.1 Comments And Questions From The Public

A member of the public asked (1) what is the objective of the stream water monitoring. The stream-monitoring project measures flow and temperature for fish populations and for sustainable yield analysis and is part of a region wide study of conditions during the summer season; (2) for information regarding the recent Driftwood article regarding meeting with CRD, NSSWD and Islands Trust to discuss future water service plan. Chair Grams reported the meeting was to address agency cooperation to agree on a collaborative and collective effort going forward. The member of the public suggested that SSIWPA invite the MLA and First Nations to the Steering Committee and spoke to the benefit of having a communications protocol and suggested quarterly reports to summarize the value of water management and research.

A member of the public spoke to SSIWPA's coordination role and whether it is a place for the public to lobby regarding issues that fall outside of the Islands Trust mandate and spoke to the example of the Coastal House project.

6. CLOSED MEETING

6.1 Motion to Close the Meeting

At 12:10 a.m., it was **MOVED** and **SECONDED** that the Salt Spring Island Watershed Protection Alliance close this meeting to the public subject to Community Charter, Part 4, Division 3 s. 90(1) [a, d) for the purpose of considering: Adoption of SSIWPA In-Camera Meeting Minutes Dated 2017-11-17 and the Working Group Membership Terms and that that the recorder and staff attend the meeting.

CARRIED

6.2 Motion to Close the Meeting

At 12:19 p.m., it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee re-open this meeting to the public subject to Section 89 of the Community Charter.

CARRIED

7. RISE AND REPORT – none

P. Lapcevic left the meeting at 12:38 p.m.

8. MEETINGS

The Steering Committee meetings are scheduled as follows:

- A Special Meeting (Workplan, Budget and Outreach Plan 2018) is scheduled on **February 2, 2018** – time to be confirmed.

- February 16, 2018, at 10:30 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road
- March 23, 2018, at 10:30 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road
- April 20, 2018, at 10:30 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road
- May 18, 2018, at 10:30 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road
- June 22, 2018, at 10:30 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road
- July 20, 2018, at 10:30 a.m. to 12:30 p.m. at the School District Boardroom, 112 Rainbow Road
- September 7, 2018, at 10:30 a.m. to 12:30 p.m. Special Meeting (Workplan, Budget, Outreach Plan 2019)
- September 21, 2018, at 10:30 a.m. to 12:30 p.m.
- October 19, 2018, at 10:30 a.m. to 12:30 p.m.
- November 23, 2018, at 10:30 a.m. to 12:30 p.m.

The Technical Working Group meetings are scheduled as follows:

- Wednesday January 10, 2018, 10:00 a.m. to 12:00 p.m.
- Tuesday February 6, 2018, 10:00 a.m. to 12:00 p.m.
- Wednesday April 9, 2018, 10:00 a.m. to 12:00 p.m.
- Tuesday June 12, 2018, 10:00 a.m. to 12:00 p.m.
- Wednesday September 12, 2018, 10:00 a.m. to 12:00 p.m.
- Tuesday November 13, 2018, 10:00 a.m. to 12:00 p.m.
- Wednesday January 16, 2019, 10:00 a.m. to 12:00 p.m.

The Conservation and Efficiency Working Group meetings are scheduled as follows:

- Wednesday January 24th, 2018, 10:00 a.m. to 12:00 p.m.
- Wednesday March 7, 2018, 10:00 a.m. to 12:00 p.m.
- Wednesday May 9, 2018, 10:00 a.m. to 12:00 p.m.
- Wednesday July 4, 2018, 10:00 a.m. to 12:00 p.m.
- Thursday September 13, 2018, 10:00 a.m. to 12:00 p.m.
- Wednesday November 7, 2018 10:00 a.m. to 12:00 p.m.

7. **ADJOURNMENT**

By general consent the meeting adjourned at 12:40 p.m.

George Grams, Chair

CERTIFIED CORRECT:



Salt Spring Island Watershed Protection Alliance

Minutes of a Special Meeting

- Date of Meeting:** Friday, February 2, 2018
Location: School District Boardroom, 112 Rainbow Road
 Salt Spring Island
- Members Present:** George Grams, Chair, Islands Trust Trustee
 Doreen Hewitt, Beddis Water Service Area Commissioner
 Michael McAllister, North Salt Spring Waterworks District Representative
 Pat Lapcevic, Ministry of Forests, Lands, Natural Resource Operations
 and Rural Development (FLNR), *ex officio*
 Wayne McIntyre, Deputy Chair, Capital Regional District (CRD) Director
- Regrets:** Sharon Bywater, Fernwood Water Service Area Commissioner
 Lorrie Hunt, Fernwood Water Service Area Commissioner
 Derek Masselink, Ministry of Agriculture, *ex officio*
 Robert Steinbach, North Salt Spring Waterworks District Representative
- Staff Present:** Dale Green, Capital Regional District, Environmental Protection (via
 web conferencing)
 Justine Starke, Island Planner (via web conferencing)
 Meghan McKee, North Salt Spring Waterworks District
 Ron Stepaniuk, North Salt Spring Waterworks District
 Shannon Cowan, Coordinator and Recorder
 William Shulba, Islands Trust Freshwater Specialist (via web
 conferencing)
- Media and Others Present:** 2 members of the public

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

1. CALL TO ORDER

Chair Grams called the meeting to order at 10:04 a.m.

2. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED**,
 that the Salt Spring Watershed Protection Alliance delay agenda item 3.5 to February
 16, 2018 meeting agenda

CARRIED

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

3. BUSINESS ITEMS

3.1 Workplan flowchart

The workplan flowchart (already published in spring 2017) was presented for review. The following points were raised in the discussion:

- Safe Yield should be replaced by a term representative of a range of values, and the scenarios that may affect measurements of “water availability” for a lake or watershed.
- It was noted that seasonal variability, and variability due to climate change both impact the available water quantities in a lake system.
- Alternative terms suggested to replace “Safe Yield” were: “Water Availability” or “Sustainable Storage”.
- Assumptions that lakes will fill to capacity are not a guarantee, and should be accounted for in any water availability scenario model analysis.
- Deputy Chair McIntyre requested advice from William Shulba regarding his staff opinion of the priority watershed areas for this type of analysis. Staff member Shulba responded that the seven drinking lakes, and the Fulford Creek (fed by Rosamugie Pond), and the Rippon watershed (Maxwell) were of priority for the island-wide IFWMP.

3.2 Integrated Water Management Program Objectives (Review)

The Coordinator presented a powerpoint slideshow of IWM Program Objectives from the Program Charter (published by SSIWPA in September 2016).

In discussion of the first slide, about the primary goal or vision, and the primary objective of the IWM Program, Trust staff expressed a suggestion that “protection of watersheds” be included in the primary program goal/vision.

By general consent, it was agreed the Salt Spring Watershed Protection Alliance agreed members and staff advisory would suggest re-wording of the IWM Program Primary Goal and Primary Objective, email it to Steering Committee and Coordinator, and that Coordinator would distill the suggested revisions into a proposal for revision and circulate that to steering committee in advance of the next regular meeting.

The coordinator presented a slide with existing program objectives, and proposed that some of them read like a task list and that steering committee may consider suggested alternative broad objectives that relate to the primary goal. Coordinator’s suggestions were developed using Nanaimo’s Plan Objectives as an example.

Chair Grams requested that any new proposals for adoption be more clearly flagged in the agenda package, in future.

Deputy Chair McIntyre pointed out that it is important to discern between objectives and strategies. Objectives need to be measurable and time-bound, and some of the objectives in the current Program Charter appear hard to measure. The S.M.A.R.T. method was suggested (Specific, Measurable, Attainable, Realistic, Time-bound). Using other best in class examples might help the group to delineate between goals (simple, broad), strategies, and

actions or tasks.

It was MOVED and SECONDED,

that the Salt Spring Watershed Protection Alliance requested that Islands Trust Staff would prepare a scope of work for a facilitated strategic planning day for the SSIWPA to work with a watershed management planning expert, and that staff would circulate the draft scope of work with steering committee for comments as soon as it can be prepared, in advance of the next meeting agenda release date (February 9, 2018).

CARRIED

3.2.1 It was MOVED and SECONDED,

that the Salt Spring Watershed Protection Alliance change the program name from “Integrated Water Management Program” (IWMP) to “Integrated Freshwater Management Program” (IFWMP).

CARRIED

3.3 The coordinator presented the draft 2018-19 IFWM Workplan for discussion. The following points were raised:

- NSSWD Staff suggested that if it were feasible to put a transducer in Cusheon Lake, that action could be added to the Cusheon Lake hydrometric monitoring area of the workplan. The rationale is that such data would be necessary for analysis of water availability, which appears in the workplan for 2018-19 as well.
- Deputy Chair McIntyre indicated that before a commitment could be made about potential for CRD to be involved in hydrometric monitoring at Cusheon Lake, he would need to consult with staff about the suitability of the project within the CRD bylaw amendment about the CRD’s Salt Spring Island Watershed Protection service.
- A member queried the turbidity line item in the current draft 18-19 workplan, and coordinator explained that it represents the lake level and secchi measurements that are already being recorded and reported monthly by the Beddis Commission representative to SSIWPA. Coordinator clarified that the second Cusheon nutrient monitoring line item was set by steering committee in February 2017 and detail was intended that TWG and Beddis Commission would take action to recommend monitoring nutrient loading parameters, such as total phosphorus and other contaminants. She suggested that under the new TWG terms of reference parameters, steering committee may wish to revisit this and other TWG roles for the draft 2018-19 workplan.

3.4 The 2017-18 Workplan Deliverables Status report was received for information.

- Under hydrometric monitoring, in the 2017-18 Deliverables Status report, the SML study (pending receipt at NSSWD in final form) will include Duck Creek flow measurements (2017). Habitat assessment and environmental flow needs were also studied. The workplan should reflect that the deliverable is a report, not data.

4. OTHER BUSINESS

4.1 Comments And Questions From The Public

A member of the public suggested that the term reservoir should be replaced with lakes in the proposed program objectives, as it indicates man-made systems as opposed to natural systems.

A member of the public commented that there is a difficulty measuring quantities of lake water withdrawals taken without a license, and that all licensed amounts should be metered for the purpose of effective water availability analysis, planning and allocations. A question was posed about potential for SSIWPA involvement in a Salt Spring Island Fire Department proposal for a large pond in Fulford valley. Chair and staff responded that it would fall to the member agency/ies responsible for surface storage, such as FLNR. Some books about drafting management plans have been shared with NSSWD and other groups in the past and may prove useful to steering committee.

A member of the public commented that it was important that the community values the tax funding to SSIWPA, and for that to occur, SSIWPA should identify if it is doing a program of data gathering, or generating a plan. Any gathering of data is important, but it should be done in order to solve identified problems, such as determining answers to planning questions to solve issues of affordable housing and more top priorities on Salt Spring Island. Trust staff replied that the current SSIWPA-coordinated groundwater program co-managed by Islands Trust and FLNR is an example of data collection required for answering some of the priority questions, and that the integration of it with other data at SSIWPA is what adds so much value.

It was noted that the outdated ssiwatersheds.ca website was still linked from the recent Islands Trust Special Tax Requisition newsletter link to SSIWPA, and that the same outdated link was in the coordinator's email signature.

5. The upcoming meeting of SSIWPA steering committee is Friday, February 16, 2018.

P. Lapcevic left the meeting at 11:45 a.m.

6. ADJOURNMENT

It was **MOVED** and **SECONDED** that the Salt Spring Island Watershed Protection Alliance meeting would adjourn at 12:04 p.m.

CARRIED

George Grams, Chair

CERTIFIED CORRECT:



Coordinator's Report

For the period: 2018-01-11 – 2018-02-08

Meeting Admin:

- Collected, organized, drafted, edited and corresponded about agenda item content for Special meeting, and regular meeting (2018-02-02 and 2018-02-16)
- Created powerpoint slides for meeting facilitation 2018-01-19, 2018-02-02
- Facilitated SC meetings 2018-01-19, 2018-02-02
- Generated adopted SC minutes and coordinated for printing and signatures: 2017-12-18 regular meeting, 2017-11-17 in camera minutes
- Recorded draft minutes special meeting 2018-02-02 and circulated to Chair and staff

Project Management/Facilitation:

SSIWPA Terms of Reference Review

- Created final adopted terms of reference (after January 19 approval) and uploaded to website, shared with committees
- Drafted membership invitation letter and resolutions and covering memo for inclusion in Feb 16 agenda package

TWG Terms of Reference Review

- Created final adopted terms of reference (after January 19 approval) and uploaded to website, shared with committees

Integrated Freshwater Management Program

- Stream Monitoring (Workplan Task 3bii)
 - Coordinated long term monitoring station and data download volunteer from TWG (ongoing, installation Feb 15)
- Groundwater Monitoring (REFBC grant and project)(IWM Task 5b)
 - Coordinated project team meeting late January, agenda, minutes

- Did follow up tasks – communications with strata about well monitoring, review salinity reports in community well survey
- Proposed next steps team organization, and meetings to coordinate with TWG revision of project work

Budget and Workplanning

- Amended SSIWPA Budget with grant funding actuals, expenses year to date December 31, 2017
- Organized attachments for draft 2018-19 project budget, and workplan draft for special meeting 2018-02-02
- Organized and reviewed program objectives, prepared presentation for 2018-02-02
- Organized and proposed new program categories for draft workplan
- Drafted some content for 2017-18 fiscal Annual Report (in process)

Internal correspondence – SSIWPA member agencies

- with Trust Staff Shulba and Starke on agenda content, website and document library, groundwater projects, budgets, program objectives, correspondence with member of the public.
- with FLNR TWG member on groundwater projects
- with FLNR staff on Fulford stream monitoring automated station setup next steps

Conservation and Efficiency Working Group Projects Coordination

- Accessed journal articles (20+) for CEWG review, posted to SSIWPA committee access only DRIVE folder
- Facilitated agenda, minutes and meeting January 24, 2018.
- Coordinated communications within group between meetings
- Received final draft interim project report February 6 – in process to get consensus on changes and to include in Steering Committee agenda for Feb 16.

Technical Working Group Projects Coordination

- TWG 2018-01-10 minutes drafted and sent
- created adopted minutes TWG Sept 2017 and February 2017, posted to website and circulated.
- Corresponded with every group member about terms of service, and January meeting follow up, February meeting agenda content

- Compiled, and sent agenda and coordinated venue, facilitation, communications about 2018-01-10 TWG meeting.
- Compiled and sent agenda 2018-02-06 and coordinated venue
- See Well Inventory Project actions.
- See Stream Monitoring actions.
- Coordinated sharing of results for soil-P pilot study within TWG for comment.
- Began drafting minutes TWG meeting 2018-02-06 (*in process*)

Outreach and Educational Event Planning and Coordination:

Watermark newsletter

- Compiled announcements about workshops and events upcoming
- Created “Lake Status Report” November, and January 2018 for three drinking water lakes
- Wrote and included article about SSIWPA name change and some of the terms of reference changes
- Learned new newsletter plugin for wordpress
- Sent January and February newsletters, including meeting announcement and agenda link

Website:

- Downloaded files from site manager (Chair Grams) to upload into a new document library online sharing tool
- Corresponded with Ampersand (web services) after January meeting resolution about site maintenance selection
- Met with Ampersand as intro meeting to outline graphical design for outreach products upcoming in 2018 (annual report, workshop advertising, newsletters and website improvements, etc.)
- Uploaded files and images to new domain (new site) generated by Chair (in process)
- Uploaded agendas and minutes to 2015 for steering committee to new Library (TWG and CEWG agendas and minutes - still in process)
- Made membership and other pages, and completed best practices and links page on new site
- Released new website to committees
- Created three news posts which will be part of February Watermark newsletter

Events and Publicity:

- Correspondence about payments and services: with meeting venue administrators for bookings, payments, and invoices; with caterers.
- Created draft Outreach Plan 2018-19 for steering committee consideration at February regular meeting. Modified plan to adapt to draft budget.

Public Correspondence:

- Drafted and sent SSIWPA response to letter from D. Rapport received by SSIWPA Steering Committee 2018-01-19, dated November 21, 2017 (according to resolutions 2018-01-19).



Item	Action	Who	Status
4.11.2	Correspondence to D Rapport addressing: annual report release date, refer to LTC communication, refer to minutes	Coordinator	completed
4.9.2	Change ssiwatersheds.ca to ssiwpa.org	Chair Grams	<i>in process</i>
4.11.2	Prepare press release to communicate tax requisition particulars, grant funding, and "What SSIWPA is doing"	Islands Trust Communications Specialist	completed
4.9.1	Coordinate a response to D Rapport's Driftwood Article dated January 17th, 2018. Receive and integrate SC feedback by email, and staff advice.	Chair Grams	completed
4.9.1	Prepare a press release about the changes to SSIWPA: ToR, TWG ToR, website, name and circulate to committee members for approval. Ensure coordinated communications strategy with Islands Trust who are doing their own communication on tax requisition and grant funding for SSIWPA project.	Chair Grams	<i>in process</i>
4.9.3	Draft Communications Protocol for consideration at a (special) meeting. [Note: after this was minuted, the timeline was changed to regular meeting, not special meeting.]	Coordinator and Trust staff	<i>in process</i>
4.8.2	Send informal invitation to join SSIWPA Steering Committee to Ministry of Environment "Climate Change Division"	Coordinator	<i>in process</i>
4.8	Send informal invitation to join SSIWPA Steering Committee to Min. Environment "Groundwater and Aquifer Science Section".	Coordinator	<i>in process</i>
4.8.2	Prepare a draft resolution to invite Water Districts and Commissions who are not already represented at Steering Committee. To be presented at Meeting where Outreach Plan is considered.	Staff (Justine) and coordinator	<i>in process</i> completed



Current Action Log
Actions minuted 2018-01-19

Item	Action	Who	Status
2018 4.7	Send adopted TWG ToR to the TWG membership.	Coordinator	completed
2017- 11-24 3.2b	Research publication protocol of other agencies and report to Steering Committee	William Shulba	<i>in process</i>
4.4	Communicate with Fiona XETXÁTTEN MacRaid, Senior Intergovernmental Policy Advisor regarding the BC Water Sustainability Act First Nation's liaison	William Shulba	<i>in process</i>
4.8.1a	Convene Special Meeting of SC to finalize workplan and outreach and events next fiscal.	Coordinator	suggested dates: Friday February 2/18 Tuesday February 6/18
2017- May 4.11.2 a	Design web page add best practices and other resource links agreed by steering committee	Coordinator	<i>in process</i>
	Outreach to First Nations as per contacts and method advised by Islands Trust staff	Coordinator	<i>suspended pending ToR revision</i>

Memo

Date: 2018-02-08

Date of meeting: SSIWPA Steering Committee 2018-02-16

Memo to: SSIWPA Steering Committee

From: SSIWPA TWG

Re: SSIWPA IFWM Workplan Information Gap

Memo Content agreed: TWG Meeting 2018-02-06

Recommendations:

1. THAT SSIWPA Steering Committee (SC) consider the need for a project in the IFWM Workplan that will deliver an island-wide “groundwater quantity” estimation at a property or neighbourhood/area scale.
2. THAT SSIWPA-SC consider the potential to add a proposed project “**Salt Spring Island-wide Groundwater Quantity Common Risk Segment Mapping**” (SSIGwQCRS) to the IFWM Workplan, pending resources to manage and finance the work.
3. THAT SSIWPA-SC consider the potential for TWG members to assist with, and/or to create the scope of work for SSIGwQCRS and to give direction to do so, for SC approval.

Purpose: The memo is a high level overview of one data gap in IFWM Workplan that has been identified by TWG, and a suggested means to fill it (project suggestion).

Data Gap: A means to estimate or generate island-wide “groundwater quantity” estimates at a property- or neighbourhood/area scale through mapping.

Project proposed:

“Salt Spring Island-wide Groundwater Quantity Common Risk Segment Mapping”

Rationale: The project would result in a map deliverable with sufficient spatial resolution to provide input to more informed decisions on water (quantity) management, supporting SSI IFWMP, future OCP refinements, and providing a useful public forum engagement tool.

Project main objective: To generate a map that identifies the level of SSI groundwater quantity risk and areas of uncertainty, at a more property or neighbourhood/area scale, to compliment and build on the Aquifer Delineation and Groundwater Budget (Golder Associates) project results.

(see next page)

Project priority actions:

- Compile a series of GIS layers, potentially some new ones with assistance and support of GIS staff at member agencies;
- create an interpretive SSI GwQCRS map deliverable;
- recommend areas of higher/lower groundwater quantity risk, and areas of uncertainty, where further data acquisition may be required*.

Background:

The TWG GwQCRS project falls into SSI *Safe Supply from Groundwater - Quantity* program area (see IFWM Workplan 2017-18).

The proposed Groundwater Quantity work and map deliverables build on and complement map(GIS) datasets created by the various agencies, and leverage the results of the ongoing Golder Aquifer Review and Groundwater Budget work (aimed at a lower resolution, ie. coarser scale than the proposed GwQCRS work).

TWG understands that SSIWPA-SC would determine project lead agency/cies, project manager(s) and the role of technical advisors from TWG in the project.

That fact notwithstanding, the current proposed project for SSI GwQCRS could be undertaken by TWG members, and would not entail a significant agency effort. The initial phase of the mapping work could be done by the TWG during 2018.

Footnote: Common Risk Segment (CRS) mapping techniques are widely used in the resource industries, forming the basis for informed subsurface resource management decisions and all aspects of planning and exploitation.

More information: TWG Chair John A. Millson

SALT SPRING ISLAND WATERSHED PROTECTION ALLIANCE FOR REVENUE/EXPENDITURES RECOGNIZED AS OF DECEMBER 31/17						
REVENUE			YTD ACTUALS	BUDGET	BALANCE REMAINING	% OF BUDGET RECEIVED/SPENT YTD
		SSI LTC Special Property Tax Requisition	\$ 98,500.00	98,500.00	0.00	100%
		Unspent funds from 2016/17 Special Property Tax Requisition		7,105.99	7,105.99	0%
		Province of BC grant- Integrated Water Management Program		15,000.00	15,000.00	0%
		REFBC grant - Integrated Water Management Program - Well Monitoring (Submission of grant request expected in Sept/17)		9,180.00	30,000.00	0%
		Total Revenue	\$ 98,500.00	\$ 129,785.99	\$ 52,105.99	76%
EXPENSES						
		SSIWPA Coordination	66,477.84	85,000.00	18,522.16	78%
		Meeting cost (3 committees, minute taking, room rental)	1,984.59	5,500.00	3,515.41	36%
		Community Events and Communications	3,162.41	8,000.00	4,837.59	40%
		Unspent funds from 2016/17 Special Property Tax Requisition	0.00	7,105.99	7,105.99	0%
		Integrated Water Management Program (Province of BC Grant)	0.00	15,000.00	15,000.00	0%
		Integrated Water Management Program (Well Monitoring, REFBC Grant)	0.00	9,180.00	9,180.00	0%
		Total Expenses	\$ 71,624.84	\$ 129,785.99	\$ 58,161.15	55%
		Total Surplus (Deficit) to date	\$ 26,875.16	\$ -		

SSIWPA 2017-18 Project Budget

Period: April 1, 2017 - March 31, 2018 To date: December 31, 2017

Revenue	Source	Cash		Matching Cash (In Kind)		% budget remaining
		Budgeted	Actuals	Budgeted	Actuals	
Coord	Tax Requisition	98,500.00	98,500.00			
	Local Trust Committee Land Use Planning - Watershed Management			18,000.00	18,000.00	69%
	Unspent 2016/17 funds	7,105.99	7,105.99			100%
	Office Services			250.00	250.00	0%
SML	Capital Regional District			4,000.00	4,000.00	0%
IWM	FLNR			32,000.00	32,000.00	0%
Grants ¹	Province of BC Grant	15,000.00	15,000.00			100%
	REFBC Grant	9,180.00	-			
	Total Revenue	129,785.99	120,605.99	54,250.00	54,250.00	

Expenses	Source	Cash		Matching Cash (In Kind)		% budget remaining
		Budgeted	Spent	Budgeted	Spent	
Coord	Coordinator contracts	85,000.00	66477.84			22%
	Events and Communications*	8,000.00	3162.41			36%
	Meetings*	5,500.00	1984.59			40%
	Office Services			250.00	250.00	0%
	subtotal	98,500.00	71,624.84	250.00	250.00	
SML	Septic wells - clean up			3000.00	3,000.00	0%
	Stewardship workshop, signage			1000.00	-	100%
	subtotal	-	0	4,000.00	3,000.00	
IWMP	Aquifer Mapping and GW Budgets (FLNR)			30,000.00	30,000.00	0%
	Wells Inventory - Contractor			5,500.00	5,500.00	0%
	GW Monitoring - Equipment (LTC Watershed Mgmt)			12,500.00	-	100%
	GW Monitoring - Equipment (BC Grant)	4,000.00	0			100%
	GW Monitoring - Equipment (FLNR)			2,000.00	-	100%
	Ag Water Demand Model* (Islands Trust)			2,000.00	2,000.00	0%
	subtotal	4,000.00	-	50,000.00	37,500.00	
	Totals	102,500.00	71,624.84	54,250.00	40,750.00	
	Overall Total Budgeted SSIWPA Projects 2017-18	156,750.00				
	Overall Total Spent SSIWPA Projects 2017-18 (to date)	112,374.84				
	Surplus/Deficit	44,375.16				

¹ REFBC \$9,180 and Province of BC Grant \$15,000.

* these figures up to date to December 31, 2017.

SSIWPA IFWMP Project Budget
Period: April 1, 2018 - March 31, 2019
 Draft For Discussion February 13, 2018

Revenue - DRAFT

Item	Source	Cash	Matching Cash*	In-Kind Services**
Coordination:				
	Tax Requisition	98,500.00		
	Islands Trust Staff		-	13,200.00
	Islands Trust - Office services			250.00
	Capital Regional District		10,000.00	
	Ministry FLNR		-	
Grants:				
	Province of BC Grant ¹	11,000.00		
	REFBC Grant ²	9,180.00		
	Subtotals	118,680.00	10,000.00	13,450.00
	Total Cash Revenue (incl matching)	128,680.00		

Expenses - DRAFT

Item	Source	SSIWPA Cash Expenses	Matching Cash*	In-Kind Services**
Coordination				
Coordinator contracts	tax requisition	85,000.00		
Events and Communications	tax requisition	8,000.00		
Meetings	tax requisition	5,500.00		13,200.00
Office Services	in kind			250.00
	subtotal	98,500.00		13,450.00
St Mary IWMP				
Stewardship/education events	CRD		1,000.00	
	subtotal		1,000.00	
IFWM Program				
Monitoring - Hydrometric and Water Quality and Nutrient Analysis				
St. Mary Lake	NSSWD ³	-	-	-
Maxwell Lake Watershed	NSSWD ³	-	-	-
Cusheon Lake Watershed	CRD-Beddis		5,000.00	tdb
Fulford Creek Watershed and Minor Streams	FLNR			
Soil P pilot			completed last fiscal	
GW Monitoring Pilot				
Contractor (installation, well inspection, monitoring, data management)	REFBC	9,180.00		
Knowledge Transfer (media release, public presentation venue rental, signage)	Province of BC Grant	620.00		
Equipment	CRD		2,000.00	
Wells Inventory			completed last fiscal	
Wells Field Survey				
Contractor (survey, well inspection, data entry, water sampling)	Province of BC Grant	6,380.00		
Sustainable Storage Analysis⁵				
Maxwell Lake	NSSWD ³	-	-	-
Cusheon Lake ⁴	Province of BC Grant and CRD matching	2,000.00	2,000.00	tdb
Agricultural Water Demand Model	AGRI, LTC		completed last fiscal	
Aquifer Mapping and GW Budgets	ENV/FLNR Ground Water Budget Project		completed last fiscal	
Conservation and Efficiency	CEWG		completed last fiscal	
Reserve	Province of BC Grant	2,000.00		
	subtotal	20,180.00	9,000.00	-
	Total Expenses	118,680.00	10,000.00	13,450.00
	Total Expenses (Incl. Matching)	128,680.00		
	Total Income - Total Expenses	-		

Footnotes: SSIWPA IFWM Project Budget 2018-19 - Draft for Discussion

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

** In kind services are those which are rendered by member organizations towards those projects undertaken by member organizations which are in support of the SSIWPA workplan. These are understood to be "shared" with SSIWPA either in the form of the final

¹ Prov BC Grant proposed expense allocation: \$6,380 Well Survey Contractor; \$620 Public Education from Monitoring Pilot; \$4,000 in 2017-18 fiscal for equipment (GW Monitoring); \$2,000 Cusheon Sustainable Storage Analysis.

² REFBC will hold back 30% of funds until completion in 2019

³ NSSWD will share data and deliverable with SSIWPA. NSSWD is not contributing to the SSIWPA workplan in terms of resource allocation for project management.

⁴ Sustainable Storage Analysis has not been scoped, so costs are unknown. Drafted here \$2,000 from Province of BC Grant, \$2,000 from CRD. There is an additional \$2,000 available from CRD that could be allocated. Until there is a Scope of the project, this remains unclear.

⁵ Currently not yet budgeted or discussed in 2018-19 workplan: How will SSIWPA integrate the 2017-19 IFWM project results? (i.e. GW Budgets, AWDM, CEWG, Sustainable Storage SML, MAX, Cusheon, PID scale analysis of water availability and risk)

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

Memo

Date: 2018-02-10

Date of Meeting: 2018-02-23

To: Salt Spring Watershed Protection Alliance Steering Committee

From: Coordinator Cowan

Re: SSIWPA Province of BC Grant Allocations

RECOMMENDATIONS:

1. THAT the Salt Spring Island Watershed Protection Alliance rescind Province of BC Grant funding allocations made October 20, 2018 (\$11,300 total = \$5,500 to *SSI Well Survey and Inventory*, \$5,800 to *SSI Targeted Groundwater Wells Monitoring Pilot*).
2. THAT the Salt Spring Island Watershed Protection Alliance re-allocate \$11,000 from Province of BC Grant for IFWM Program costs, as follows: \$1,000 to *SSI Targeted Groundwater Wells Monitoring Pilot* for equipment this fiscal, \$3,000 as reserve for equipment or other unforeseen costs, \$620 for publication of Monitoring Pilot results, and \$6,380 for all contractor costs in *Monitoring Pilot* combined with *Groundwater Wells Field Survey*.
3. THAT the Salt Spring Island Watershed Protection Alliance allocate \$2,000 from Province of BC Grant funds to Cusheon Lake Sustainable Storage (Safe Yield) Analysis.

PURPOSE

The purpose of this memo is for SSIWPA SC to consider rescinding previous Province of BC Grant fund allocated amounts, and re-allocating new amount from the fund to SSIWPA IFWM Groundwater Projects, and also to cover part of the Cusheon Lake Sustainable Storage Project costs for the period January 1, 2018 - March 31, 2019.

RATIONALE FOR RECOMMENDATIONS

SSIWPA-SC allocated \$5,500 to *SSI Groundwater Well Survey and Inventory*, and \$5,800 to *SSI Targeted Groundwater Monitoring Pilot* (meeting minutes dated 2017-10-20)

None of the Province of BC Grant funds have been expended, to date.

Since October, these changes have occurred:

1. *SSI Targeted Groundwater Monitoring Pilot*: Equipment costs for the project have increased since REFBC application.

Previous Monitoring Pilot Project Budget for equipment: \$9,180 =
 \$5180 from Province of BC Grant,
 \$2,000 from CRD, and
 \$2,000 from FLNR.

Revised (proposed) Monitoring Pilot Project Budget for equipment: \$17,500 =
 \$1,000 from Province of BC Grant,
 \$2,000 CRD,
 \$2,000 FLNR, and
 \$12,500 LTC Watershed Management funds

*Note: The Local Trust Committee's project budget has been confirmed as the funding source for this work.

2. Contractor amount combined for both Well Survey and Well Monitoring Pilot:

Previous total for combined projects contractor amounts: \$14,680 =
 \$5,500 Province of BC Grant (survey), and
 \$9,180 REFBC cash (monitoring).

Revised proposed combined projects contractor amounts: \$15,560 for all contractor installation, monitoring and surveying costs =
 \$6,380 from Province of BC Grant, and
 \$9,180 from REFBC - unchanged.

3. Cusheon Lake Sustainable Storage Analysis (Safe Yield) - project needs budget, lead agency, staff to manage contractor, and capable contractor that meets requirements of lead agency. See proposed line item in draft 2018-19 IFWM Workplan.

Current Proposed Province of BC Grant fund allocation by SSIWPA-SC:

\$11,000 to GW projects:
 \$1,000 on Monitoring equipment before Mar 31, 2018
 \$6,380 on Monitoring and Survey Contractor expenses
 \$620 on public education (as per approved REFBC grant application deliverables)
 \$3,000 reserved for equipment, if necessary
 \$2,000 to Cusheon Lake Sustainable Storage Analysis

Total Grant Unspent to Date: \$15,000
 Total Allocations (October 2017): \$11,300
 Total Allocations to be Rescinded: \$11,300
 Total to be Allocated: \$13,000 (\$11,000 GW projects and \$2,000 Cusheon Sustainable Storage)
 Grant Remainder: \$2,000

ATTACHMENTS

1. SSIWPA Groundwater Projects Combined Budget January 1, 2018 - March 31, 2019.
2. Province of BC Grant - Proposed Expenditures January 1, 2018 - March 31, 2019.

SSIWPA Groundwater Projects Combined Budget January 1, 2018 - March 31, 2019

SSIWPA Groundwater Projects Combined Budget January 1, 2018 - March 31, 2019								
Revenue			Cash Expense Allocations					Expense notes
	Grant Cash to SSIWPA	Matching Cash		To Spend From Grants	CRD (spend in 2018)	FLNR (spend by Mar 31)	LTC Watershed Management Funds (spend by Mar 31)	
Real Estate Foundation BC (REFBC)	9,180.00		Equipment purchases (Monitoring)	1,000.00	2,000.00	2,000.00	12,500.00	Up to 4,000 from Province of BC Grant could be allocated to equipment, if necessary before March 31, 2018. Islands Trust Finance is prepared for such allocation.
SSI Local Trust Committee Watershed Management (by end March 2018)		12,500.00	Contractor Labour (Monitoring and Survey)	15,560.00				Project Lead maintains contractor budgets for both projects. Allocations to contractors subject to changes. Estimates: Installation contract = \$3K-6K (REFBC budget specified 4-10 wells \$5755). Monitoring&Survey contract = 9K - 12.5K. Survey approx 280 hours @ \$25/hr (may be 1 or 2 contractors). Monitoring will vary depending on number of sites and number of data downloads. Approx. 10 hours per site for pilot monitoring period - quarterly visits (total project 40-100 hrs). Tasks: well inspections at survey properties, data collection and management at monitoring and survey properties, wellowner education (will be trained by FLNR).
Province of BC Grant to SSIWPA		11,000.00	Public Education (Monitoring)	620.00				Revenue note: \$4,000 to be spent by end March, 2018 and \$7000 for expenditure in 2018-19
Capital Regional District (2018)		2,000.00	Reserve	3,000.00				Earmarked for equipment from Province of BC Grant but according to equipment cost quotes (February 8, 2018) may not be necessary. If not expended, could be reallocated.
Ministry of Forests, Lands, Natural Resource Operations and Rural Development (by end March 2018)		2,000.00						REFBC detail: \$6,426 to be received January 2018 after agreement is signed; \$2,754 to be received by Islands Trust at conclusion May 31, 2019 after Final Report is received
subtotals	9,180.00	27,500.00	subtotals	20,180.00	2,000.00	2,000.00	12,500.00	
Total Project Revenue	36,680.00		Total Cash Expenses	36,680.00				

Project lead: William Shulba, co-lead Sylvia Barroso

SSIWPA Outreach Plan 2018-19 DRAFT FOR DISCUSSION

Date	#	Event or item	Detail	Approx. Cost
Mar 22	1	World Water Day March 22	Display booth at Islands Trust Freshwater Forum (Cowichan, TBA)- Design and printing.	\$300
April 21/22	2	Earth Day	Display booth and verbal announcement - use booth in format from item 1	\$0
May-June	3	Field Trip	tour meaningful watershed area, build relationships, cross-cultural communication (Maxwell?), optional	\$0
Feb, June, Sept, Dec	4	Quarterly mailout	Send package quarterly to FN contacts- News (Watermark), IWM Project reports, media release materials related to SSIWPA projects, invitation to events. Design and printing (\$400 per mailing).	\$1,600
May	5	Presentation: Water Budget Final Results	Golder Assoc., Min. ENV, Min. FLNR, SSIWPA, public? Space rental, ad design, ad costs (DW).	\$1,500
May-June	5b	Presentation: Ag Water Demand Model (2017)	Interpret the findings to SSIWPA and the agricultural community (Min. Ag., Min. FLNR) (Sylvia or Pat, Stephanie Tam?). Part of a regular SSIWPA meeting - need larger venue, exch ad.	\$500
May with Golder final?	5c	Presentation: Groundwater "Well"ness Workshop	Short presentation about Wells Inventory and GW Monitoring rationale and goals on SSI. Include bit of well owner education. Kickoff the field survey. FLNR, IT Space rental and publicity.	\$1,000
April 4-6	6a	Conference: Salish Sea Ecosystem Conference (Seattle) http://www.wvu.edu/salishseaconference/	Islands Trust presence already confirmed. Trust staff may present about SSIWPA. Brochure with infographic &/or other materials could be shared by Trust representatives. Design and printing.	\$300
May 29- Jun 1	6b	Conference: Canadian Water Resources Association https://conference.cwra.org/ (Victoria)	Staff give SSIWPA project presentation no cost, use same materials as 6a	\$0
tba	6c	Seminar: POLIS half day land use planning workshop about watersheds (replaces Watersheds 2018!)	Some SSIWPA member agency staff may yet participate, but not an outreach opportunity for SSIWPA per se. use same materials as 6a	\$0
Sep 15	7	Fall Fair Display Booth	<ul style="list-style-type: none"> project highlights (plan, results) agency brochures, forms and info public input by questionnaire or survey Cost: Updates to display booth since April. Booth space rental.	\$500
Oct 13	8	Rainwater Tour	successful yearly event Publicity (design, printing, signs, maps, ads).	\$800
monthly		Watermark monthly SSIWPA newsletter	Announcements, links, readings, lake reports, press releases, ecosystem and watershed info in the news.	\$0

ongoing	Invite public educators to share posters or short demos about water resource learning with their students.	Showcase youth water learning at SSIWPA events & attract all ages to events. At existing agreed events only.	\$0
ongoing	Website	Maintenance of current site ~ \$3600/y	\$3,600
one time	Website	Site Design Upgrade. Improve visuals and user-friendliness.	\$3,000
ongoing	Document Library	Re-configure, complete - some for internal SSIWPA, some for public domain free up to 15GB Google Drive	\$0

For Fiscal Year 2018-19
Budget Summary

Total Outreach Expenses (not incl. website) = \$6,500

2018-19 Community Events and Communications Outreach Budget Avail.
= \$8,000

Other Communications Expenditures Agreed 2018-01-19:

Website = \$3,600 maintenance contract

Or

Website = \$6,000 (some re-design and maintenance contract)

Other Sources of Communications Revenue:

Unspent coordination funds 2017-18 has \$7,105.99 available.

Finance Officer confirmed these unspent funds may be carried over if unused by March 31, 2018. They must be applied to "coordination", which would include meetings and/or community events and communications costs.

Memo

Date: 7 February, 2018

Date of Meeting: 16 February, 2018

To: Salt Spring Watershed Protection Alliance Steering Committee

From: SSIWPA Coordinator

Re: SSIWPA Membership Changes

RECOMMENDATIONS:

1. THAT the Salt Spring Island Watershed Protection Alliance invite a representative from Harbourview Water District, Mt. Belcher Water District, Scott Point Water District, and Piers Island Water District to make application for membership on the Salt Spring Island Watershed Protection Alliance Steering Committee.
2. THAT the Salt Spring Island Watershed Protection Alliance invite a representative from Cedar Lane Water Commission, Cedars of Tuam Water Commission, and Fulford Water Commission to make application for membership on the Salt Spring Island Watershed Protection Alliance Steering Committee.
3. THAT the Salt Spring Island Watershed Protection Alliance invite a representative from Erskine Water Society, High Hill Strata Corporation, Maracaibo Strata Corporation, Merchants' Mews Strata Corporation, Reginald Hill Strata Corporation, Skywater Strata Corporation, and Swan Point Strata Corporation to make application for membership on the Salt Spring Island Watershed Protection Alliance Steering Committee.

BACKGROUND:

SSIWPA Steering Committee made decisions to change its terms of reference, including a broadening of membership to include Water District and Water Service Area Commission representatives, and to include up to 6 Members at-large. The membership language from the newly-revised terms of reference reads:

SSIWPA Steering Committee membership "consists of representatives of agencies that have responsibility for water and/or watershed management, the delivery of potable drinking water, or the assurance of safe drinking water, including: First Nations, Water Improvement Districts, CRD Water Service Area Commissions, local and regional government organizations, the provincial government, the federal government and health authorities."

SSIWPA Steering Committee at-large membership may include "up to six members at-large who represent watershed reservoirs not already covered by seats allocated to improvement districts,

and may also include representatives of different types of groundwater user groups (licensed commercial/industrial, domestic, or licensed agricultural), and other stakeholders.”

Approval of applications for new membership or membership at-large is at the discretion of the current Steering Committee.

The following decisions were made:

- SSIWPA Steering Committee agreed to adopt the Steering Committee Terms of Reference amended version, as presented in the meeting 2018-01-19. (Steering Committee Draft Regular Minutes item 4.8, 2018-01-19)
- SSIWPA Steering Committee agreed that members at-large on SSIWPA Steering Committee should be given voting privileges in most circumstances, except for any revisions to the SSIWPA Terms of Reference (especially the Purpose of SSIWPA). (Steering Committee Adopted Regular Minutes item 4.2.1, 2017-12-18)

PURPOSE

The purpose of this memo is for SSIWPA SC to consider inviting applications for SC membership, or membership at-large, to those groups who are outlined in the revised Terms of Reference (2018-01-19).

ATTACHMENTS

1. SSIWPA Draft Letter of Invitation



To _____:

Salt Spring Island Watershed Protection Alliance Steering Committee (SSIWPA) would like to invite the _____ to apply for membership on the SSIWPA Steering Committee.

At its January 19, 2018 meeting, SSIWPA Steering Committee revised its Terms of Reference guiding document. As a result of this revision, it is reaching out to invite new members and member at-large to participate in SSIWPA Steering Committee.

SSIWPA Steering Committee membership consists of representatives of agencies that have responsibility for water and/or watershed management, the delivery of potable drinking water, or the assurance of safe drinking water, including: First Nations, Water Improvement Districts, CRD Water Service Area Commissions, local and regional government organizations, the provincial government, the federal government and health authorities.

SSIWPA Steering Committee at-large membership may include up to six members at-large who represent watershed reservoirs not already covered by seats allocated to improvement districts, and may also include representatives of different types of groundwater user groups (licensed commercial/industrial, domestic, or licensed agricultural), and other stakeholders, at the discretion of the current Steering Committee.

For further information see the SSIWPA Terms of Reference attached to this letter.

Also available at this weblink: https://drive.google.com/file/d/1-hmRf9f4q16SoRimLm9gP_utMD6DP_df/view?usp=sharing

The SSIWPA purpose is to

- Provide a framework for freshwater resources in the Salt Spring Island Local Trust Area to 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;
- Advise on policies of regional, local and provincial government organizations that are related to freshwater resources;
- Coordinate the implementation of those policies.

If your group is interested, please complete the attached short application form (over page) and email it to the Coordinator at the address below.



Water System Name:

(i.e Water Improvement District, Service Area Commission, or incorporated entity operating a community water system)

Name of Individual Applicant as Representative:

Title (within water organization):

Email address:

Telephone:

Postal Address:

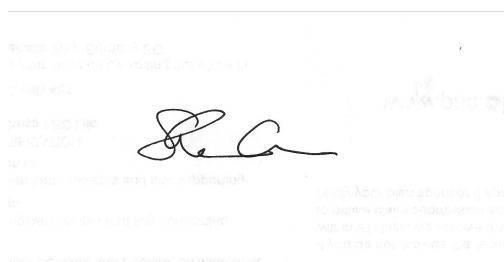
1. How long have you been a resident of the named Water System?
2. How long have you served in your current capacity in water system management?
3. Are you an elected executive representative of a government agency, whether local, regional or provincial?
Y / N
If yes, please name the organization(s). _____
4. Do you agree (on behalf of your organization) to follow the Guiding Principles on page 2 in the SSIWPA Terms of Reference document?
Y / N
5. Do you agree to volunteer your time and effort to prepare for, and to attend Steering Committee regular monthly meetings for an agreed term of service of either 12 months or 24 months, as appointed by the Steering Committee? [Note: Members may name one alternate to attend in their place in the case of absence. Members at-large are not entitled to alternates.]
Y / N
6. Do you agree to give your best effort to action items that you agree to undertake in between meetings on your own time, during the term?
Y / N
7. Do you agree to notify the Coordinator and Steering Committee of any prolonged absence (>1 month) during your potential term of service on SSIWPA Steering Committee?
Y / N



Please describe yourself in 2-3 sentences, especially as your knowledge and experience may relate to the work of the SSIWPA Steering Committee.

Please sign your application.

Thank you!



SSIWPA Coordinator

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SSIWPA Steering Committee Chairperson:

George Grams,
Islands Trust Local Trust Committee
ggrams@islandstrust.bc.ca

att: SSIWPA Terms of Reference 2018-01-19



MEMORANDUM

File No.: 6500-20 - SSIWPA

Watershed Management

DATE OF MEETING: February 23, 2018
 TO: Salt Spring Island Watershed Protection Alliance
 FROM: Justine Starke, Island Planner, Local Planning Services
 COPY: Salt Spring Island Local Trust Committee
 SUBJECT: Strategic Planning – SSIWPA Work Program

PURPOSE

The purpose of this report is to present a draft outline or scope of work for the Salt Spring Island Watershed Protection Alliance to consider its 2018-19 work program under its Integrated Watershed Management Program.

BACKGROUND

The Salt Spring Island Watershed Protection Alliance (SSIWPA) is undertaking a program for [Integrated Freshwater Management \(IFMP\)](#). The program was initiated in recognition of a concern that freshwater sources on Salt Spring Island are stressed and at or near the sustainable limits of their capacity.

The IFWM program addresses the need to:

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

In 2017, SSIWPA endorsed a [Project Charter](#) which explains the background, purpose and objectives of the program. Before continuing the work for the 2018-19 fiscal year, the SSIWPA steering committee would like to engage a watershed management expert in a strategic planning session to ensure the objectives of the work plan will meet the goal of creating a program for Integrated Freshwater Management.

The strategic planning session will revisit the objectives of the program and ensure the tasks are considered in the context of short, medium and long term goals. The tasks should be considered according to what is priority to accomplish and practical to achieve over the next year, while also steering the direction of the work program in subsequent years.

The strategic planning session will be attended by the SSIWPA steering committee and its advisory groups (the Technical Working Group and the Conservation and Efficiency Working Group), as well as staff from the various agencies. Facilitation of the session can be assisted by Islands Trust staff and the SSIWPA coordinator.

DESCRIPTION OF SERVICES TO BE PERFORMED (DELIVERABLES)

1. Background research and understanding of Salt Spring Island's watersheds, its ground and surface water resources, and its water improvement districts and service areas.
2. Background research on the Salt Spring Island Watershed Protection Alliance.
3. In consultation with Islands Trust staff and the coordinator of SSIWPA, create an agenda proposal for a full day strategic planning session. The agenda should have the following elements:
 - a. Facilitated discussion of what is an Integrated Freshwater Management Program.
 - b. Facilitated discussion of IFWP goals
 - c. Facilitated discussion of IFWP objectives.
 - d. Facilitated discussion of the priority actions that will enable SSIWPA to achieve each objective. This may involve discussion of the current program charter task lists, and potentially new tasks. It is likely to involve task "options" that should be framed for Steering Committee from the perspective of the proponent's expertise in collaborative Watershed Management. The focus of this portion of the day will be determining S.M.A.R.T. (Simple, Measurable, Achievable, Relevant and Time-bound) task areas stemming from each Program Objective, with a focus on those that can be achieved over the next year (short term), and over the medium and long term.
4. Host strategic planning day and help guide SSIWPA in setting the goals and objectives of the Integrated Freshwater Management Program.

DISCUSSION

While time is of the essence in continuing to advance the Integrated Watershed Management Program, it is also timely for SSIWPA to revisit the overarching objectives of the program and consider any changes required to best achieve common goals. Islands Trust planning staff and the SSIWPA coordinator can offer skills and abilities in facilitating strategic planning sessions; SSIWPA may not need to engage a facilitator for this part of the session. While SSIWPA does have resources to engage a contractor to support the session with integrated watershed management expertise, such expertise may also be resident within the staff of the supporting agencies. Staff are continuing to explore options for the best and most efficient way to deliver this planning session in support of SSIWPA's work program.

NEXT STEPS

Next steps include:

- To identify a contractor or in-house staff that can support the strategic planning session with watershed management planning expertise.
- To issue a contract for services, if required.
- Agenda development and workshop planning with contractor.
- To schedule the strategic planning day for the earliest possible date available.

Submitted By:	Justine Starke, Island Planner, Islands Trust Local Planning Services	February 16, 2018
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