



# Salt Spring Island Watershed Protection Alliance

## Regular Meeting Draft Agenda

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**Date of Meeting: Friday April 20, 2018 10:30 am - 12:30 pm**

**Location: SD64 112 Rainbow Road, 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 March 27, 2018 Regular Meeting of the SSIWPA Steering Committee - *attached for approval p. 3*

**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. 12-21*
- 4.5 **Technical Working Group (TWG) update** - TWG Chair

**4.6 Conservation and Efficiency Working Group update**

- CEWG Chair

**4.7 Options for Steering Committee Membership**

**20180223 item 4.8.2**

- Memo from Trustee Grams - *attachment pending*

**4.8 SSIWPA IFWM Strategic Planning**

- Proposed description for discussion - *attached*

**p. 22-25**

**4.9 Outreach and Communications**

none - see action items in process

**4.10 Announcements, links and events**

4.10.1 Sunday April 22, 2018 Earth Day in Centennial Park

4.10.2 "SSI Aquifer Mapping and Water Budget Analysis"

Presentation of Results by Golder Associates and FLNR, ENV

Date: Wednesday May 9, 2018 10:00-12:00

Location: Community Gospel Church Sanctuary

- *attached* description of event

**p. 26**

**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 [b] for the purpose of considering:

- TWG new member application

AND that the recorder and staff attend the meeting.

**6.2 Recall to Order**

**7. UPCOMING MEETING** Friday May 18, 2018 - 10:30 am - 12: 30 pm, 112 Rainbow Road

**8. ADJOURNMENT**



## Salt Spring Island Watershed Protection Alliance

Minutes of a Regular Meeting

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- Date of Meeting:** Tuesday March 27, 2018
- Location:** Creekside Meeting Room, #108-121 McPhillips Avenue  
Salt Spring Island
- Members Present:** George Grams, Chair, Islands Trust Local Trustee  
Dale Green, Capital Regional District, Integrated Watershed (via web conferencing)  
Doreen Hewitt, Beddis Water Service Area Commissioner  
Michael McAllister, North Salt Spring Waterworks (NSSWD) Representative (via web conferencing)  
Darryl Martin, Alternate, for Wayne McIntyre Capital Regional District Director
- Regrets:** Sharon Bywater (for Lorrie Hunt), Fernwood Water Service Area Commissioner  
Derek Masselink, Ministry of Agriculture  
Robert Steinbach, North Salt Spring Waterworks (NSSWD) Representative  
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNRO)  
Justine Starke, Islands Trust Staff
- Staff Present:** Meghan McKee, Environmental Manager, North Salt Spring Waterworks District (NSSWD)  
Shannon Cowan, Coordinator  
William Shulba, Senior Freshwater Specialist, Islands Trust
- Technical Working Group Liaison:** regrets
- Conservation Working Group:** Sandra Ungerson, Chair, SSIWPA Conservation and Efficiency Working Group
- Media and Others** Two members of the public

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

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

**It was MOVED and SECONDED**, that the agenda be approved with addition of three late items as follows:

- 4.9.1 List of changes already sent to coordinator re: Annual Report draft
- 4.9.2 Press Release version 3 (Chair Grams)
- 4.9.6 Salish Sea Ecosystem Conference (Trust Staff)
- 5.2 Cross contamination of surface water and rainwater catchment systems (Member Hewitt)

**CARRIED**

### **3. MINUTES**

**It was MOVED and SECONDED**, to adopt draft minutes of the February 23, 2018 Regular Meeting of the SSIWPA Steering Committee as presented.

**CARRIED**

### **4. BUSINESS ITEMS**

#### **4.1 Chair's report**

Chair Grams reported that in the past month, SSIWPA coordination funding was approved at Islands Trust Council. Chair Grams has received letters of support for SSIWPA from some of the Trust Council Trustees. He prepared a third version of the proposed press release for SSIWPA Steering Committee (SSIWPA-SC) approval. He prepared a memo to steering committee on issue of expanding steering committee membership that will be on the April agenda. Chair Grams has arranged a meeting with one of the company representatives from the developer of Bullock Lake Cottages to request that they cooperate with SSIWPA through its member agencies on assessment of the impact that Bullock Lake Cottages well pumping might have on the groundwater level nearby wells and state of the aquifer.

Coordinator noted that Derek Masselink has taken a leave from his position for a year.

**ACTION 4.1:** Chair Grams will contact Derek Masselink about a possible SSIWPA substitute.

#### **4.2 St. Mary Lake water quality update**

NSSWD staff member McKee reported that both St. Mary Lake and Maxwell Lake are below capacity and low for this time of year. Lake levels have been recently reported on the NSSWD website (March 22, 2018). At Maxwell lake, the secondary watershed diversion gates were opened for most the winter period, and have been closed already. (License to open the gates ends March 31 each year.)

#### **4.3 Cusheon Lake water quality update**

Beddis Water Commissioner Hewitt presented a lake level (metres above sea level MASL) and creek level report dated March 26, 2018. (Reports are available in the SSIWPA Public Document Library). She reported that Cusheon Lake is low for this time of year. Only 38.8mm of precipitation has been received in March 2018 at the Gulf Islands Secondary School climate station, which is approximately half the amount received for the month of March 2017.

A member questioned the need to alert the public to lower than normal levels of precipitation and surface storage? It was noted that each water purveyor who has license to draw from surface storage has a responsibility to inform their ratepayers about any water conservation measures according to their bylaws, but that those measures and thresholds may change from one district to another. Level 1 water restrictions at NSSWD kick in April 1 automatically.

A discussion ensued about SSIWPA's role in alerting the island public from an island-wide perspective. One member expressed the public expectation that SSIWPA be involved in communicating lower than normal levels, which is beyond the individual districts and impacts all island residents and visitors. There was general agreement about cautioning against alarmist communications.

**By general consent**, SSIWPA steering committee agreed to defer this discussion to the agenda item about press release and public communications.

**ACTION 4.3.1:** CRD-Beddis representative will find out whether water conservation levels or public alert protocols are part of CRD ratepayer or public alerting process, and report back to SSIWPA.

#### 4.4 Coordinator's report and SSIWPA action log

Coordinator reported on actions for the period February 15 - March 14, 2018. The monthly newsletter has been delayed to get steering committee input on a post about water conservation. Coordinator has been doing outreach to wellowners in target areas for the Groundwater Well Monitoring Pilot. In process items: updating the SSIWPA document library filenames and organization and a project management chart that shows how SSIWPA is coordinating the major milestones of the IFWM work projects by individual member agencies.

**ACTION 4.4.1** Coordinator will send draft news post to NSSWD for input first, and then to full steering committee before sending newsletter.

**ACTION 4.4.2** It was agreed **by general consent** that Coordinator would discuss with Vice-Chair McIntyre the possibility of alerting the community to the issue of groundwater level and quality at Cedar Lane via press release or the newsletter.

**ACTION LOG REVIEW:**

**2018-02-23 Item 4.7.2** - Chair to alert about this item to Financial Planning Committee not to Trust Council.

**2018-02-23 Item 4.9** - There was some discussion about the strategic planning day and what the purpose of the day would be. Review of goals and objectives of the Integrated Freshwater Management program, and to what extent strategic planning would include information and guidelines about a Water Sustainability Plan process.

**New ACTION 2018-03-27 4.4.3a** - By general consent, SSIWPA-SC requests that Islands Trust staff issue an explanatory statement to SSIWPA-SC in early April to indicate the purpose, deliverables and format of the proposed SSIWPA Strategic Planning Day.

**New ACTION 2018-03-27 4.4.3b** - Each member agency will comment on proposed Strategic Planning Day purpose, deliverables and format.

Actions 4.4.3a and b are time-sensitive to meet May Planning Day schedule.

**4.5 Technical Working Group update**

There was no update.

**4.6 Conservation and Efficiency Working Group update**

Chair of the Conservation and Efficiency Working Group (CEWG) was present to answer questions by members of the committee regarding preliminary report presented at regular SSIWPA-SC meeting in February, and questions regarding specific next steps in the CEWG reporting process.

It was noted that occupancy in dwellings is a topic of interest. CEWG Chair commented that consideration of occupancy variations was not part of the current assessment of conservation technologies. Coordinator commented that Soft Path report by POLIS (2006) did address occupancy differences and effects on water consumption and conservation on SSI.

A member raised a question about cross connections (contamination) between rainwater and other water sources in different jurisdictions. CEWG Chair Ungerson replied this was not an area addressed by CEWG, but that as part of the plumbing code, this issue is addressed legislatively and locally by bylaws.

CRD Alternate Martin queried whether CEWG's assessment would consider costs in permitting processes for other technologies related to building inspection. CEWG Chair responded these types of costs will be taken into account in final assessment report, and ambiguities or unknowns will be noted. CEWG will consider policy or building code barriers and opportunities

in part 3 (after the final current CEWG report is completed and received by SSIWPA).

#### 4.7 IFWM Projects and Budget

4.7.1 Adopted SSIWPA IFWM Program Budget 2018-19 was received for information.

#### 4.8 Proposed change(s) to SSIWPA Terms of Reference

4.8.1 The memo for Resolution without Meeting (RWM) was discussed. Trustee Grams clarified that RWMs are only for routine issues, not any that would require debate or discussion. For example, RWM could achieve a revision of a meeting date.

It was noted that the Local Government Act does not allow for passing resolutions without meetings.

Chair suggested removal of proposal.

**By general consent**, the proposed RWM change to SSIWPA Terms of Reference was rescinded.

#### 4.9 Outreach and Communications

4.9.1 Annual Report 2017 (Draft) was received for discussion.

Changes suggested via late agenda item from NSSWD representatives McAllister and Steinbach were discussed.

It was noted that coordination milestones are not the same as project accomplishments by the member agencies. The chart should demonstrate what SSIWPA accomplished during the course of the year. It may not include the same kinds of tangible accomplishments as the current draft shows, but more subtle.

Items noted:

p. 7 of Draft Report - First two items on list of Goals and Accomplishments are not SSIWPA projects, but in this format, they appear as SSIWPA accomplishments. A discussion ensued about the IFWM program milestones and the most accurate way to depict member agency projects that contribute to the IFWM milestones.

Suggestion: Change title of page from "Goals and Accomplishments".  
 Suggestion: Change "Lead Agency" to "Agency Responsible"  
 Suggestion: Title the chart "Goals and accomplishments of SSIWPA member agencies"

**ACTION 4.9.1.1:** Staff advisory from NSSWD suggested that NSSWD Board of Trustees would discuss NSSWD projects and how

they are depicted in IFWM program and in this chart further and provide suggested changes.

p. 6 of Report Well Inventory and Survey It was noted to remove "verification of water supply for property transactions", and Islands Trust staff member Shulba responded that he will be revising this section for next draft, and that he agrees with suggestion.

Coordinator will make corrections to words, as noted:  
"freshwater" is one word, p. 8 "than" replaces "thank" top left.

**ACTION 4.9.1.2** William Shulba will re-work the groundwater project descriptions for Annual Report and Project Brochure and send to Coordinator for addition with other changes discussed.

#### 4.9.2 **SSIWPA 2018-09**

**It was MOVED AND SECONDED** to publish the press release as presented.

**CARRIED**

A second press release was discussed that may include any or all of the following, and would be created and approved at a later date:

- low lake levels and precipitation
- Cedar Lane groundwater levels
- need for well registrations

#### 4.9.3 Trifold Brochure

**ACTION 4.9.3** William Shulba will send a new graphic to replace groundwater graphic inside the brochure (top graphic).

The following suggestions were noted for coordinator to change in next draft of brochure:

- Replace well image with provincial well monitoring network image.
- Add "member" before agency in left column inside brochure.
- Add " freshwater" in the name of program in central panel.

The project brochure content requires information resulting from NSSWD action 4.9.1.1 (these minutes).

**It was agreed by general consent** Coordinator will place the project brochure on hold until the Strategic Planning Day and potential resulting changes to IFWM program and workplan can be made.

#### 4.9.4 Quarterly Mailout

There was discussion about the Coordinator's proposed draft content of the first quarterly mailout, as agreed by SSIWPA-SC in the

adopted Outreach Plan 2018-19.

A suggestion was made to discuss proposed content and nature of mailouts to First Nations with First Nations coordinator at CRD.

Many suggested that the proposed content was too long for a single mailout. There was discussion about building relationships with First Nations groups whose traditional territories include SSI Local Trust Area. Coordinator clarified that refinement of what to communicate to First Nations is required - either SSIWPA-SC will need to provide information to a member agency First Nations liaison who will appropriately pass it along to the First Nations most implicated, or SSIWPA-SC should request its Coordinator to do it.

It was noted that the legislative and regulatory responsibility regarding water held by First Nations varies from those responsibilities at SSIWPA member agencies. Outreach and education about SSIWPA's coordination activities to First Nations is important.

**By general consent**, it was agreed that Islands Trust First Nations liaison could be more appropriate as origin of this type of outreach about SSIWPA work to First Nations.

**ACTION 4.9.4:** Chair Grams will request direction from with David Marlor, Director of Planning Services about the issue of involvement of Islands Trust staff (First Nations Coordinator) for SSIWPA communications and outreach and education to First Nations who have traditional unceded territories in the Salt Spring Island Local Trust Area.

Islands Trust staff suggested that any outreach be harmonized with what is current. The first edition could be Annual Report, the second edition could be a 2 page update on what has been accomplished since the first edition.

Some members expressed support for proposed content as written in the memo.

It was agreed by general consent that SSIWPA-SC will review the content of the first mailout at an upcoming meeting, pending result of action 4.9.4 and will agree mailout list members and content at that time.

- 4.9.5 Coordinator outlined the memo about SSIWPA Communications Protocol. Member McAllister suggested that individual member agencies could work on this draft and send comments for group review at next meeting.

**ACTION 4.9.5:** It was agreed **by general consent** that SSIWPA-SC member agency representatives would each review Draft

Communications Protocol and provide comments or track changes by April 10, 2018 to the Coordinator for compilation.

- 4.9.6 William Shulba outlined that Islands Trust is doing a presentation that will include mention of SSIWPA structure (Justine Starke presenter) and SSIWPA coordination activities (project-level, by William Shulba) at the Salish Sea Ecosystems Conference in Seattle April 2018.

#### 4.10 Correspondence

- 4.10.1 SSI Water Preservation Society "Water Resource Catalogue Initiative" was received for information.

### 5. OTHER BUSINESS

#### 5.1 Comments or questions from the public

A member of the public commented that coordinator should add the dates of Fiscal year when presenting projects or budgets in communications materials. A query about to whom bulletins about water should be sent? It was noted that coordinator should receive any bulletins or communications from members of the public.

A comment was made that the Water Sustainability Plan needs to be considered soon, either May or soon after, because it is currently in the workplan. A comment to CEWG about occupancy rates was made.

- 5.2 The item was not discussed; it was delayed to future meeting.

### 6. CLOSED MEETING

#### 6.1 Motion to close the Meeting

At 12:34 p.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(j) for the purpose of receipt of information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the [Freedom of Information and Protection of Privacy Act](#).

**CARRIED**

#### 6.2 Motion to open the meeting

At 12:55 p.m., **it was MOVED and SECONDED** that the Salt Spring Island Watershed Protection Alliance re-open this meeting to the public subject to Section 89 of the Community Charter.

**CARRIED**

**7. UPCOMING MEETING**

Friday April 20, 2018 10:30 am - 12:30 pm at 112 Rainbow Road

**8. By general consent**, the meeting was adjourned at 12:59 pm.

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

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Shannon Cowan, Recorder

DRAFT



**Salt Spring Island Watershed Protection Alliance Coordinator's Report  
For the period: 2018-03-01 through 2018-03-31**

SC - Steering Committee

CEWG - Conservation and Efficiency Working Group

TWG - Technical Working Group

**Administrative Responsibilities:**

1. Meetings:

- ✓ SC Minutes 20180327 (draft) (regular) recorded, sent to Chair and staff
- ✓ SC Minutes 20180327 (draft) (closed) recorded, sent to Chair
- ✓ Created agenda covers and collated agenda items SC 20180327
- ✓ Distributed SC agenda packages (print, web, email)
- ✓ Facilitated SC 20180327 meeting (and closed meeting)
- ✓ Created agenda cover and collated agenda items TWG 20180411
- ✓ Distributed TWG agenda packages (print, web, email)
- ✓ TWG Minutes 20180411 (draft) recorded, sent to Chair
- ✓ Polled SC for dates in May and June for Strategic Planning session
- ✓ Coordinated Golder presentation time in May
- ✓ Coordinated decision to reschedule March SC meeting to meet quorum
- ✓ Announced Member Advisory Masselink's temporary leave of absence

2. SSIWPA Membership:

- ✓ Coordinated memo about membership expansion proposal from Chair to SC for April agenda package

3. Records Management:

- ✓ TWG Minutes 20180206 (regular) (adopted) printed, loaded to shared drive
- ✓ SC Minutes 20180223 (adopted) (closed) sent to Trust staff and SC, signed, filed
- ✓ SC Minutes 20180223 (adopted) (regular) sent to Chair and SC, signed, filed

#### 4. SSIWPA Website:

- ✓ Updated website meeting schedule, calendar
- ✓ Organized files in public library shared drive (in process) as directed
- ✓ Created 5 news posts, including GW monitoring pilot call for volunteers
- ✓ IFWM program milestones in project management plugin (on hold)

#### 5. Mail-outs and public outreach:

- ✓ Drafted memo proposing content and list of mailout contacts for SC approval (review and feedback in process)
- ✓ Sent press release (approved by SC) to Driftwood for April 4 edition

#### 6. Public inquiries and correspondence:

- ✓ Liaised with observers at SC meeting, and with multiple well owner outreach conversations on behalf of Islands Trust and FLNR to coordinate local information for Groundwater Monitoring pilot project

#### 7. Action lists and decision logs

- ✓ Updated action list and decision log according to minutes of 2018-03-27 meeting
- ✓ Corresponded with member agency representatives and staff about action item progress

#### **Coordination of Working Groups and Advisory Committees:**

- ✓ Coordinated TWG member communications (Soil P project)
- ✓ Updated action list and decision log according to TWG 20180411

#### **Financial Reporting and Budgeting:**

- ✓ Drafted Annual Report 2017 finance section, with footnote indicating estimates until year end stats are available.

#### **Coordination and Facilitation**

#### 8. Integrated Freshwater Management Program:

- ✓ Stream Monitoring
  - Coordinated new staff gauge installation Cusheon Creek (March 6)

- Coordinated Ministry staff with local expert to confirm elevation data at Cusheon Creek site.
- Coordinated corrections to stream flow and lake level historical dataset to include correction factor and units for flow in creek.
- Made corrected Cusheon dataset available in SSIWPA shared drive (public).[To be updated by Cusheon Lake Stewardship Committee annually.]
- Coordinated data exchange between Cusheon Lake Stewardship Committee and Ministry staff.
- ✓ Groundwater Monitoring
  - Coordinated project team meetings (March 02 and 29): teleconferencing, recording actions, distributing minutes.
  - Coordinated an email mailout correspondence of staff-approved project letter to individuals, strata councils, and community groups: inviting expressions of interest from wellowners to enhance possible sites on draft list for project pilot monitoring well selection. (in process - 25 individuals, 6 strata councils, Emergency POD program news, SSIWPS, others...)
  - Followed up by telephone and email with private well owners and community well managers to confirm or get more data for site selection sheet, as directed by project co-leads. (in process)

#### 9. Inter-agency Correspondence:

- ✓ Followed up with steering about IFWM goals review and communications protocol review - plus a few other action items to specific individuals (Due Apr 10, 2018)
- ✓ Communications protocol draft sent to SC for review, reviews compiled (Apr 11, 2018)
- ✓ Reviewed draft brief for strategic planning day
- ✓ Arranged courier of new SSI watersheds map from CRD Victoria, provided hard copy to Islands Trust Local Offices for their use, kept SSIWPA copy.
- ✓ Forwarded Cusheon data: Polaris survey info and corrected data (levels)Followed up with NSSWD action item 4.9.1.1 March 27th
- ✓ Contacted CRD rep re Action 4.5 March 27th Cedar lane

#### 10. Community Engagement:

##### *Annual Report*

- ✓ Coordinated individual member agency feedback after March SC meeting

- ✓ Facilitated discussion of next draft Annual Report and feedback at March SC meeting.
- ✓ Coordinated third round of feedback, especially from one member agency for the project chart and workplan depiction (in process)
- ✓ Oversight of design and revisions process (in process)

#### *Display Board and Outreach materials*

- ✓ Created project brochure design and content, sent as draft for feedback by member agencies and staff
- ✓ Updated display board IFWM project milestones chart (removed 2017 September content)
- ✓ Oversight of design and revisions process for brochure (in process)

#### *Watermark newsletter*

- ✓ Compiled information and wrote five news posts with images: "Understanding lakes in Canada", "Green shores training workshop", "Film: Guardians of the Fraser River", "Report: Source water protection and nutrient management in the Hullcar Valley BC" and "Groundwater Well Monitoring Call for Volunteers"
- ✓ Drafted news post about water conservation for steering member review (in process).

#### *Events and Publicity*

- ✓ Attended Nanaimo Water Symposium April 12, 2018
- ✓ Attended Islands Freshwater Forum (March 22 World Water Day) in Cowichan Bay to represent SSIWPA
- ✓ Communicated invitations to SSIWPA and WGs for Freshwater Forum
- ✓ Met with graphic designer
- ✓ Finalized adopted Outreach Plan 2018-19 and began to implement for upcoming events
- ✓ Organized Display Board, new map and handout materials



Item	Action	Who	Status
2018-03-274.1	Chair Grams will contact Derek Masselink about a possible SSIWPA substitute for the year that Member Masselink is planning to be absent from Min. of Ag.	Chair Grams	<i>in process</i>
4.3.1	CRD-Beddis representative will find out whether water conservation levels or public alert protocols are part of CRD ratepayer or public alerting process, and report back to SSIWPA.	Member Hewitt	<i>in process</i>
4.4.1	Coordinator will send draft news post to NSSWD for input first, and then to full SC before sending next newsletter.	Coordinator	<i>in process</i>
4.4.3b	<b>SSIWPA-SC member agencies comment on purpose, deliverables and format of Strategic Planning Day and Coordinator will compile responses for next regular meeting.</b>	<b>Each member agency representative (ALL)</b>	<b><i>In process</i></b>
4.9.1.1	Staff advisory from NSSWD suggested that NSSWD Board of Trustees would discuss NSSWD projects and how they are depicted in IFWM program and in this chart further and provide suggested changes	NSSWD Member Representatives	<i>in process</i>
4.9.1.2	William Shulba will re-work the groundwater project descriptions for Annual Report and Project Brochure and send to Coordinator for addition with other changes discussed.	Trust Staff William Shulba	<i>in process</i>
4.9.3	William Shulba will send a new graphic for use to replace groundwater graphic for brochure inside at top.	Trust Staff William Shulba	<i>in process</i>

Item	Action	Who	Status
4.9.4	Chair Grams will raise the issue of involvement of Islands Trust staff (First Nations Coordinator) for SSIWPA communications and outreach and education to First Nations who have traditional unceded territories in the Salt Spring Island Local Trust Area with David Marlor, Director of Planning Services.	Chair Grams	<i>In process</i>
<b>4.9.5</b>	<b>SSIWPA-SC member agency reps will review Draft Communications Protocol and provide comments/track changes by April 10, 2018</b>	<b>ALL - each member agency</b>	<i>2 complete, in process</i>
<b>2018-02-23 and older</b>			
2018-02-23 4.5	SSIWPA agreed that there is interest in the TWG proposal dated February 8, 2018 and that the Steering Committee would revisit the proposal following receipt of the Golder Report.	Steering Committee	<i>in process</i>
4.7.2	SSIWPA agreed Chair Grams would discuss SSIWPA's budget surpluses at the next Trust Council meeting. (update: Financial Planning Cttee instead)	Chair Grams	<i>in process</i>
4.9	agreed to request Planner Starke to schedule the Strategic Planning Meeting in May 2018 and that an outside facilitator be considered and that member agencies will confirm who would like to attend this event.	Planner Starke	<i>in process</i>
Outreach Plan 2018-19	Outreach to First Nations as per contacts and method advised by Islands Trust staff - according to adopted 2018-19 Outreach Plan this will be quarterly mailings	Coordinator	<i>in process, may change pending new action</i>



Item	Action	Who	Status
2018-02-02 item 3.2a	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.	members and staff advisory	<i>3 complete, superseded by request from Planner Starke for Strategic Planning prep (see email April 11 2018)</i>
4.8.2	Send informal invitation to join SSIWPA Steering Committee to Ministry of Environment "Climate Change Division"	Coordinator	
2017-11-24 3.2b	Research publication protocol of other agencies (as part of Communications Protocol for SSIWPA) and report to Steering Committee	William Shulba	<i>in process</i>



Actions Completed  
To Date: March-April 2018

2018-02-02 item 3.2b	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).	Islands Trust Staff (Justine)	<b>completed</b>
4.9.2	Change <a href="http://ssiwatersheds.ca">ssiwatersheds.ca</a> to <a href="http://ssiwpa.org">ssiwpa.org</a>	Chair Grams	<b>completed</b>
2018 4.7	Send adopted TWG ToR to the TWG membership.	Coordinator	<b>completed</b>
4.8.1a	Convene Special Meeting of SC to finalize workplan and outreach and events next fiscal.	Coordinator	<b>completed</b>
2017-May 4.11.2a	Design web page add best practices and other resource links agreed by steering committee	Coordinator	<b>completed</b>
	<b>March 2018</b>		
2018-02-23 item 4.1	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	<b>completed</b> (March 29 sent by coord)
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)	<b>completed</b>



item 4.6	SSIWPA agreed Coordinator Cowan would add "CEWG report public outreach" to the outreach plan 2018-19.	Coordinator Cowan	<b>completed</b>
item 4.6b	SSIWPA agreed to forward the draft CEWG report to each agency for comment and request agencies to provide comment at the next regular meeting.	Coordinator Cowan	<b>completed</b>
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	<b>completed</b> <i>updated release in March agenda for approval</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)	<b>completed</b>
4.4	Communicate with Fiona XETXÁTTEN MacRaild, Senior Intergovernmental Policy Advisor regarding the BC Water Sustainability Act First Nation's liaison	William Shulba	<b>completed (ongoing)</b>
4.4.2	Coordinator would discuss with Vice-Chair McIntyre the possibility of alerting the community to the issue of groundwater level and quality at Cedar Lane via press release or the newsletter.	Coordinator	<b>complete</b>

4.4.3a	Islands Trust staff issue an explanatory statement to SSIWPA-SC in early April to indicate the purpose, deliverables and format of the proposed Strategic Planning Day.	Trust Staff (William)	<b>complete</b>
4.8.2	SSIWPA agreed Chair Grams would circulate a memo regarding Steering Committee membership for discussion at the next meeting.	Chair Grams	<b>complete</b>
4.9.3	Draft Communications Protocol for consideration at a (special) meeting. [timeline was changed to regular meeting, not special meeting.]	Coordinator and Trust staff	<b>complete</b>
4.8	Send informal invitation to join SSIWPA Steering Committee to Min. Environment "Groundwater and Aquifer Science Section".	Coordinator	<b>complete</b>

## **Salt Spring Island Watershed Protection Alliance Work Program: Strategic Planning 2018**

*“Picking the right tool requires a comprehensive understanding what the problem is and why it is a problem” (Ministry of Environment presentation on the Water Sustainability Act, 2017).*

The Salt Spring Island Watershed Protection Alliance’s (SSIWPA) current stated top priority is to develop an *Integrated Freshwater Management Program (IFWMP)* with the goal of creating a *Salt Spring Island Water Sustainability Plan under the BC Water Sustainability Act*.

### **Purpose of Strategic Planning Day:**

SSIWPA ‘s Steering Committee member agencies have agreed to a facilitated strategic planning session with the purpose of agreeing on the short term, medium term and long term goals for the IFWMP. The purpose is also to understand the BC Water Sustainability Act as a framework for undertaking this work, and agree on any tools within the act that may best assist SSIWPA achieve the IFWMP objectives.

The SSIWPA stated goals of the IFWMP are 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.

### **Format of Strategic Planning Day:**

1. Goals of the IFWMP – Discussion of what goals each agency hopes the IFWMP will achieve and how the individual roles, authorities, and available tools can contribute to the overall program.
2. Discussion of the Water Sustainability Act as a framework for the Integrated Freshwater Management Program, and an overview of the tools available within the act.
3. Review of stated goals of IFWMP
  - a. What problems does SSIWPA want to solve?
  - b. What results does SSIWPA want to realize?
4. What is the best process or set of tools to achieve the IFWMP objectives?
5. It is assumed the IFWMP will continue to be a multi-year program. What are SSIWPA’s short term, medium term, and long term objectives for achieving the IFWMP?
6. What are the priority actions for the 2018-19 fiscal year?

## BACKGROUND

### **Integrated Water Resource Management Planning:**

Integrated Water Resource Management planning (IWRM) is internationally recognized as a holistic approach to water resource planning; it became popular after Agenda 21 and the World Summit on Sustainable Development in 1992 in Rio, and was developed by practitioners with on-the-ground experience.<sup>i</sup> The Global Water Partnership's definition of IWRM is widely accepted. It states:

*“IWRM is a process which promotes the coordinated development and management of water, land and related resources, in order to maximize the resultant economic and social welfare in an equitable manner without compromising the sustainability of vital ecosystems.”<sup>ii</sup>*

An Integrated Water Resource Management plan is a comprehensive, participatory planning process for managing and developing water resources in a way that balances social, economic, and ecological needs.<sup>iii</sup>

The US Environmental Protection Agency states that, “The watershed planning process is iterative, holistic, geographically defined, integrated, and collaborative.”<sup>iv</sup> The goals and objectives evolve as the understandings of the watershed are gained.

*“IWRM should be viewed as a process rather than a one-shot approach - one that is long-term and iterative rather than linear in nature. . . There is not one correct administrative model for IWRM planning; the art of IWRM lies in selecting, adjusting and applying the right mix of tools for a given situation.”<sup>v</sup>*

Integrated Water Resource Management Plans find shape or practical application within local contexts; implementing an integrated freshwater plan on Salt Spring Island in British Columbia should be within the context of the Water Sustainability Act as well as other Acts and Statutes, many of which govern SSIWPA agency authorities (Utilities Act, Islands Trust Act, Environmental Management Act, etc).

### **British Columbia Water Sustainability Act**

The *BC Water Sustainability Act (WSA)* offers a legislated set of regulatory tools that can achieve Integrated Water Resource Management planning. The regulatory tools within the WSA are applicable on Salt Spring Island and can be implemented by SSIWPA member agencies.

The WSA was brought into force on February 29, 2016 to ensure a sustainable supply of fresh, clean water that meets the needs of B.C. residents today and in the future. The WSA is the principal law for managing the diversion and use of water resources.<sup>vi</sup>

The WSA offers a set of regulation making authorities that can address the unique challenges of Salt Spring Island’s freshwater resources. The tools provided by the Water Sustainability Act have a regulatory scope that can be implemented locally. Using the tools provided by the Water

Sustainability Act enable implementation by SSIWPA member agencies because they fit within the Provincial regulatory framework and can combine with other acts and legislation.<sup>vii</sup>

### Tools within the Water Sustainability Act:

While the Province is continuing to develop regulations under the WSA, there are three main tools that have been identified as potentially helpful to freshwater planning on Salt Spring Island (see table below). These tools need further explanation and understanding:

Water Objectives	Water Sustainability Plans	Other Area-based Regulations
Specific tool	Specific tool, combination of tools	Combination of tools
Land affected - crown	Land affected - crown, private	n/a [focus-water use]
Voluntary, authorizations based	Voluntary, authorizations, regulation options	Authorizations, regulation options
Short-medium term to develop	Long-term to develop	Short-medium term to develop
Stand alone, collaborative	Collaborative	Stand alone, collaborative

Table Source: PowerPoint Presentation to Islands Trust by Jennifer Vigano, *Ministry of Environment presentation on the Water Sustainability Act, December 15, 2017.*

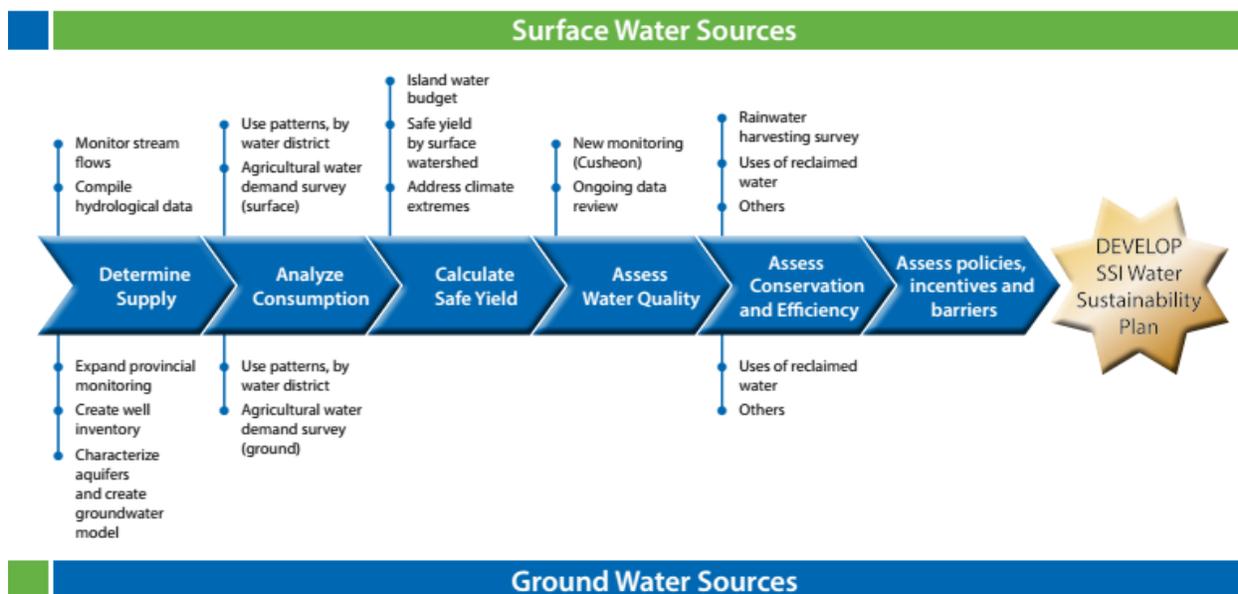
### SSIWPA's Integrated Fresh Water Management Program

The Integrated Fresh Water Management Program (IFWMP) is SSIWPA's top priority. It was initiated in recognition of a concern that freshwater sources on Salt Spring Island are stressed and are at or near the sustainable limits of their capacity. SSIWPA states that the goal of its Integrated Water Management Program is 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.*<sup>viii</sup>

The end goal of SSIWPA's IFWMP is to develop a Salt Spring Island water sustainability plan:

## Integrated Water Management Program Workplan



<https://www.ssiwpa.org/wp-content/uploads/2018/01/IWM-WorkPlan-flowchart.pdf>

<sup>i</sup> United Nations: <http://www.un.org/waterforlifedecade/iwrm.shtml>

<sup>ii</sup> United Nations: <http://www.un.org/waterforlifedecade/iwrm.shtml>

<sup>iii</sup> Wikipedia: [https://en.wikipedia.org/wiki/Integrated\\_water\\_resources\\_management](https://en.wikipedia.org/wiki/Integrated_water_resources_management)

<sup>iv</sup> Environmental Protection Agency: [https://www.epa.gov/sites/production/files/2015-09/documents/2008\\_04\\_18\\_nps\\_watershed\\_handbook\\_handbook-2.pdf](https://www.epa.gov/sites/production/files/2015-09/documents/2008_04_18_nps_watershed_handbook_handbook-2.pdf)

<sup>v</sup> Wikipedia: [https://en.wikipedia.org/wiki/Integrated\\_water\\_resources\\_management](https://en.wikipedia.org/wiki/Integrated_water_resources_management)

<sup>vi</sup> <https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/laws-rules/water-sustainability-act>

<sup>vii</sup> Jennifer Vigano, *Ministry of Environment presentation on the Water Sustainability Act, December 15, 2017*

<sup>viii</sup> Salt Spring Island Watershed Protection Alliance: <https://www.ssiwpa.org/ssiwpa-projects/integrated-water-management-program/>



## **"Aquifer Mapping and Water Budget Analysis on Salt Spring Island" SSIWPA public event on SSI**

Presentation of results by Golder Associates to the community and to SSIWPA.

**May 9, 2018**

Time: 10:00 - 12:00

Place: Community Gospel Church Sanctuary  
147 Vesuvius Bay Road, Salt Spring Island, B.C.

Refreshments will be served.

### **Abstract:**

Water supply for Salt Spring Island's 10,000 residents and an estimated 10,000 annual visitors is derived entirely from the Island's footprint, from community systems utilizing water from surface water and groundwater sources, together with private wells. Aquifer mapping for Salt Spring Island was conducted by integrating available geological mapping and information from over 2500 well logs using three-dimensional visualization software.

Monthly groundwater budgets were then derived for each aquifer to assess the sustainability of groundwater withdrawals based on available climate data, estimates of groundwater recharge, and an estimate of groundwater demand from domestic, commercial and agricultural users. The results of the budget analysis will be used to inform groundwater licensing decisions by the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development under the *Water Sustainability Act*, and to support water management initiatives being undertaken by local authorities and community groups.

Suggested timeline: 75 minute (or shorter) presentation, 10 minute stretch break and 35 minute question and answer period.

### **RECOMMENDATION:**

**THAT SSIWPA agree to host a working lunch following presentation and question period on May 9th, 2018, for select invited guests and SSIWPA participants in order to address next steps in groundwater monitoring and action for watershed sustainability on SSI.**

**DETAIL:**

Working lunch: 12:30-2:00 for our guests from Golder Associates, Ministry of Environment and Climate Change Strategy provincial partners, SSIWPA Steering Committee and Working Group members.

Format for the Working Lunch portion:

Vegetarian lunch will be served in the sanctuary where a few tables will be set up at the back of the room for seated buffet style soup and sandwiches.

Lunch Conversations:

In the main lunch space, if appropriate at the time, coordinator could guide a discussion with provincial partners and consultants over lunch regarding "next steps for SSIWPA" in light of the project results presented this day.

Concurrent to lunch service, a groundwater technical discussion will be convened in an adjacent comfortable but smaller meeting space (to be loosely guided by William Shulba?).

RSVP for lunch will be requested of invitees.

Public announcements about the event will be made on [www.ssiwpa.org](http://www.ssiwpa.org), the SS Exchange and in the Driftwood.

Invitations to the public portion will be sent to key community groups, including:

Salt Spring Island Water Preservation Society

Cusheon Lake Stewardship Committee

Island Stream and Salmon Enhancement Society

Salt Spring Island Conservancy

Transition Saltspring

Agricultural Alliance, Farmer's Institute, Farmland Trust Board, Islands Natural Growers

Chamber of Commerce

SSIWPA St. Mary Lake PAC 2015