



Salt Spring Island Watershed Protection Alliance

Regular Meeting Agenda

Date of Meeting: January 21, 2021 10:00 pm – 12:00 pm

Location: Zoom Web Conferencing

Acronyms:

CEWG - SSIWPA Conservation and Efficiency Working Group

CRD - Capital Regional District

FLNR - Ministry of Forests, Lands, Natural Resource Operations and Rural Development

GW – Groundwater

NSSWD - North Salt Spring Waterworks District

SSIWPA - Salt Spring Island Watershed Protection Alliance

TWG - SSIWPA Technical Working Group

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES

3.1 Draft minutes of the December 17, 2020 Special Meeting of the SSIWPA

Steering Committee – Attached for approval pp. 3-9

4. BUSINESS ITEMS

4.1 Chair's Report

4.2 Coordinator's Reports October - December, 2020 – Attached pp. 10-15

4.3 Action and Decision Logs – Attached pp. 16-17

4.4 Proposed Coordination Workplan 2021-22 Project Scope of Work Memos:

4.4.1 Weston Lake Water Availability – Attached for discussion pp. 18-20

- 4.4.2 Detailed Hydrogeological Assessment of the Cedar Lane Water System – Attached for discussion pp. 21-23
 - 4.4.3 Watershed Monitoring Program – Attached for discussion pp. 24-25
 - 4.4.4 Water System Data Assistance – Attached for discussion pp. 26-27
 - 4.4.5 Bloom Notification System – Attached for discussion pp. 28-33
 - 4.4.6 Blackburn Legacy Landfill Pollution Assessment – Attached for discussion pp. 34-36
 - 4.4.7 Watershed Protection Alignment and Opportunities – Attached for discussion pp. 37-43
 - 4.4.8 Proof of Water at Time of Subdivision – Attached for discussion pp. 44-48
 - 4.4.8 Professional Design Guide for Potable Rainwater Systems – Attached for discussion pp. 49-51
 - 4.4.9 Communication Budget Detail DRAFT – Attached for discussion p. 52
- 4.5 Draft SSIWPA Workplan 2021-22 – Attached for decision – p. 53
 - 4.6 Election of Chair
 - 4.7 Membership
- Terms of Service for coming fiscal year April 1, 2021 – March 31, 2022
- Confirmation by Members, and Members At-Large

5. UPCOMING MEETINGS

Thursday, April 15, 2021 from 10:00 – 12:00

Thursday, June 17, 2021 from 10:00 – 12:00

****NEW**** Thursday, September 30, 2021 from 10:00 – 12:00 – Draft Workplan and Budget

****NEW**** Thursday, November 25, 2021 from 10:00 – 12:00 – Adopt Workplan and Budget

6. ADJOURNMENT



Salt Spring Island Watershed Protection Alliance

Special Meeting Minutes

Date of Meeting: Thursday, December 17, 2020

Location: Electronic Meeting

Members Present: Laura Patrick, Chair, Islands Trust Trustee
 Gary Holman, Vice Chair, Capital Regional District (CRD) SSI Electoral Area Director
 Sylvia Barroso, Ministry of Forests, Lands and Natural Resource Operations and Rural Development (FLNR)
 Dale Green, Capital Regional District, Senior Environmental Science Officer, Environmental Protection
 Tim Slaney, Scott Point Waterworks District
 Sandra Ungerson, North Salt Spring Waterworks District Trustee
 Mike McCormick, Beddis Water Service Area Commission

Member Regrets: Jason Griffin, Cedar Lane Water Service Area Commission
 Peter Alan Martin, Fulford Water Service Area Commission
 Allan Maynard, Harbourview Improvement District
 Peter Wypkema, Cedars of Tuam Water Service Area Commission

Members At-large Present: Doreen Hewitt, Cusheon Lake Stewardship Committee
 Maxine Leichter, Salt Spring Island Water Preservation Society
 Pierre Mineau, Salt Spring Island Conservancy

Members At-Large Regrets: Rhonan Heitzmann, Salt Spring Water Company

Technical Working Group Liaison Present: John Millson, Technical Working Group Chair

Staff Present: Shannon Cowan, Coordinator
 Jason Youman, Island Planner
 William Shulba, Senior Freshwater Specialist
 Sarah Shugar, Recorder

Others Present: Ruth Waldick former Beddis Water Service Area Commission

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

1. CALL TO ORDER

Chair Patrick called the meeting to order at 1:03 p.m. and acknowledged the Salt Spring Island Watershed Protection Alliance is meeting within Coast Salish Territory. Introductions were carried out.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

3. MINUTES

3.1 Draft Minutes of the October 22, 2020 Regular Meeting of the SSIWPA Steering Committee

By general consent, the minutes of the October 22, 2020 Salt Spring Island Watershed Protection Alliance regular meeting were adopted.

4. BUSINESS ITEMS

4.1 For information: Correspondence from Beddis Water Service Area Commission

R. Waldick introduced new member M. McCormick. The correspondence was received.

4.2 Draft SSIWPA Workplan 2021-2022 For Discussion

Coordinator Cowan presented the draft SSIWPA Workplan 2021-2022.

R. Waldick left the meeting at 1:20 p.m.

There was a question regarding why the Cedar Lane Groundwater Availability Study was removed from the SSIWPA workplan. Chair Patrick reported it is a CRD project and does not need SSIWPA coordination going forward. Vice Chair Holman expressed support for the Cedar Lane project to be included in the workplan. Coordinator Cowan will schedule a meeting with CRD Director Holman and CRD staff to discuss.

4.2.1 "Watershed Protection Alignment and Opportunities" – Islands Trust Project Charter

Planner Youmans and Chair Patrick presented a draft project charter dated December 2020. The objective of this project is to develop a plan by utilizing the POLIS Water Champions Handbook as a resource. Recognizing that SSIWPA has accomplished many of the steps identified in this resource, following this process will help to fill gaps, for example incorporating First Nations interests, and it will lead to better partnerships and decisions. To accomplish this project, a consultant would be retained to assist SSIWPA in developing a plan to improve agency and community coordination for watershed protection on Salt Spring Island.

In discussion the following comments were noted:

- Add the considering Climate Action Plan 2.0 recommendations to the In Scope section. The new Climate Action Plan 2.0 is an important resource.
- Concern was expressed regarding hiring a consultant and that SSIWPA has a history of spending staff time on action plans.
- Support was expressed that priorities have been identified and SSIWPA should spend resources on priority projects.
- Concern was expressed that another consultant plan is not necessary.
- Support was expressed for leveraging SSIWPA funds with grant funds.
- Vice Chair Holman asked for an update regarding his request to use the surplus funds for the Weston Lake Water Availability Study. The Weston Lake Water Availability Study is an important study to determine if there is more capacity available in the Fulford Water District. SSIWPA has been working on prioritizing a Weston Lake Water Availability Study for the past two years. He expressed support for SSIWPA to allocate SSIWPA's accumulated surplus to fund the Weston Lake Water Availability Study. Chair Patrick reported that the LTC has deferred Director Holman's request to use surplus funds for the Weston Lake Water Availability Study until the watershed planning project is complete.
- Concern was expressed regarding spending \$30,000 on a consultant and that the consultant time should be focused on identifying key gaps and funding sources. Support was expressed to hire a consultant to focus on key areas.
- Chair Patrick reported the consultant would be directed to assist SSIWPA to find the highest and best use for SSIWPA resources.
- Support was expressed to hire a consultant to lead development of a Watershed Protection Plan to assist SSIWPA member agencies or groups carrying out projects in that plan to qualify for grants. W. Shulba reported grantors are looking for shovel ready projects. A sustainability consultant could determine a plan to leverage SSIWPA funds with grant funds. Islands Trust is developing a Freshwater Sustainability Strategy.
- Concern was expressed that grants should not drive SSIWPA priorities.
- Support was expressed for the 2018 SSIWPA objectives. A consultant could help to align the SSIWPA workplan with member agency priorities.
- Chair Patrick reported coordination with First Nations is missing from the SSIWPA workplans. She also noted Coordinator Cowan would work closely with a consultant.
- Member Barosso recommended considering the value of a Strategic Plan such as the Regional District of Nanaimo's Drinking Water and Watershed Protection (DWWP). It is important to fully identify what the specific problems are on Salt Spring Island to help identify the proper tool to address each problem. An overarching strategic plan would help move priority actions forward.
- For a study like the Golder report, a consultant required time to get up to speed. In this proposed planning project, consulting could be achieved with intensive work upfront to understand the history and priorities in the SSIWPA framework, and to generate a planning process suited specifically to respond to objectives in the current project charter.
- Support was expressed to more clearly identify the project deliverables.
- The following comments were noted in the chat section of the meeting:

- My interpretation is that this proposal is development of a long-term strategic prioritized plan, compared to a yearly work plan. A strategic plan is valuable to clarify direction, from which future work is guided. If specific work has already been identified as a priority, I don't perceive a risk of that being discounted.
- I support a strategic plan to better focus projects SSIWPA will coordinate.
- The Weston L. project has already been discounted. The Trust won't consider funding until this "plan" is completed, which in fact suggests that the project could be dropped.

By general consent, the Salt Spring Island Watershed Protection Alliance deferred consideration of the “Watershed Protection Alignment and Opportunities” – Islands Trust Project Charter.

4.2.2 Projects proposed by Water Preservation Society

- i) “Testing for Contaminants from Former Blackburn Landfill”
- ii) “Water Safety Notification to residents adjacent to Cusheon and St. Mary Lakes and recreational users of the existence of conditions that could lead to a cyanobacterial bloom”

4.2.2.1 Information letter from Water Preservation Society Re: Blackburn Landfill

Member Leichter presented a letter from the Water Preservation Society dated December 11, 2020 regarding testing for contaminants from former Blackburn landfill.

In discussion the following comments and questions were noted:

- There was a comment that this item is within Provincial jurisdiction and should not require coordination by SSIWPA.
- There was a suggestion that the Salt Spring Conservancy could conduct water testing as a landowner on Blackburn Lake.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to add testing for contaminants from former Blackburn landfill to the SSIWPA workplan.

4.2.2.2 Letter from Water Preservation Society Re: Cyanobacterial Blooms in Cusheon Lake

Member Leichter presented a letter from the Water Preservation Society dated December 11, 2020 regarding cyanobacterial blooms in Cusheon Lake.

- There was a question regarding the role of CRD staff and Island Health. Member Green reported early steps would be to communicate with CRD and Island Health.
- There was a comment that water users in the Beddis Water District would be notified although water license holders on Cusheon Lake would not be notified.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed to add cyanobacteria blooms notification coordination to the SSIWPA workplan.

4.3 Budget Discussion

4.3.1 Second Quarter 2020-21 SSIWPA Income Statement

The Salt Spring Island Watershed Protection Alliance Statement of Revenue and Expenditures April 1, 2020 - September 30, 2020 was presented.

4.3.2 Memorandum re: SSIWPA Budget – Constituency Grant

Planner Youmans presented a memorandum dated December 11, 2020 regarding SSIWPA Budget – Constituency Grant.

4.3.3 SSIWPA Budget 2021-2022 For Discussion

The SSIWPA Coordination draft Budget 2021-22 was presented.

The following questions and comments were noted:

- There was a question regarding whether some of the surplus funds could be allocated to the Weston Lake Availability Study.
- There was a question whether there would be a surplus of coordinator time this year. Coordinator Cowan reported she does not anticipate a surplus of coordinator time this year.
- There was a question regarding whether there are coordination projects that are wrapping up that would free coordination time for next year.
- J. Millson presented a recommendation for a Salt Spring Island Watershed Freshwater Catalogue video as part of a SSIWPA communications plan.
- The following comments were noted in the chat section of the meeting:
 - Could a communications plan (budget element) include scope for a SSI Stewardship video - staff resource access more than \$\$ budget? Accepting any strategic plan needing to support this?
 - Re: Potable Rainwater System Design Guide - communications workplan item:
 - Rainwater harvesting guidelines from CMHC
https://www.crd.bc.ca/docs/default-source/water-pdf/cmhc-rainwater-handbook.pdf?sfvrsn=67aa96c9_2
 - MoH - Rainwater Harvest for Potable uses in BC
<https://www2.gov.bc.ca/assets/gov/environment/air->

[land-water/water/waterquality/how-drinking-water-is-protected-in-bc/guidance-rainwater-harvesting-for-potable-use.pdf](https://www.scc.ca/en/standardsdb/standards/29480) and CSA: Rainwater Harvesting <https://www.scc.ca/en/standardsdb/standards/29480>

- If a “communications, education/outreach” contract is the only option I would propose we investigate a way of utilizing some component of this on a video
- I'd like to say that the Freshwater Catalogue video sounds like a great idea.
- There was a question regarding whether SSIWPA surplus funds be used for educational materials. Planner Youmans will discuss with Islands Trust staff to clarify whether SSIWPA surplus funds be used for educational materials.
- There was a question regarding whether additional funds from the surplus fund could be accessed during the fiscal period if necessary.
 - Access would likely require Trust Council approval to modify the SSIWPA annual budget

By general consent, the Salt Spring Island Watershed Protection Alliance recommends the Salt Spring Island Local Trust Committee allocate \$14,097 from the SSIWPA surplus (Constituency fund) to the Weston Lake Water Availability and Climate Change Assessment Study by the CRD.

By general consent, the Salt Spring Island Watershed Protection Alliance approved the draft SSIWPA Budget 2021-2022 as amended.

4.3.4 Copy to SSIWPA: CRD Director Correspondence to Salt Spring Island Local Trust Committee Re: Weston Lake Water Availability and Climate Change Assessment Study Funding Request

The correspondence was received.

5. UPCOMING MEETINGS

Thursday, January 21, 2021 from 10:00 – 12:00, location Web Conferencing
 Thursday, April 15, 2021 from 10:00 – 12:00, location Web Conferencing
 Thursday, June 17, 2021 from 10:00 – 12:00, location Web Conferencing
 Thursday, September 23, 2021 from 10:00 – 12:00, location Web Conferencing

6. ADJOURNMENT

By general consent, the meeting adjourned at 3:30 p.m.

Laura Patrick, Chair

Sarah Shugar, Recorder

DRAFT

SSIWPA Coordinator's Report For the period October 1-31, 2020	
Administrative Task Area	
1. Organize Steering Committee Meetings:	Compiled agenda items Liaised with project leads, staff and Chair on Agenda
2. Manage SSIWPA membership lists and coordinate process to fill vacancies:	Membership table updates, email list updates, contact list updates
3. Records Management:	Shared Technical Working Group and Steering Agendas with staff for filing Correspondence filing, public library rainwater documents
4. SSIWPA Website:	blog post blog post for IT climate series rainwater webinar (video link)
5. Mail-outs and public outreach:	Ordered, distributed printed Rain Guide copies for IT, Professionals
6. Public inquiries and correspondence:	Filing responses to webinar questions
8. Reporting:	Verbal report delivered at October 6, 2020 Local Trust Committee Coordinator's report for September
9. Action List and Decision Log	Updated SSIWPA Action List 2020-10-15 Updated SSIWPA Completed Actions
10a. Administration of Technical Working Group and Rainwater Subcommittee:	Compiled agenda for October 19 meeting; updated action list Coordinated meeting date and content with Chair Distribution of agenda, invitation to steering committee members as well Minute-taking Distribution of minutes and action items

SSIWPA Coordinator's Report For the period October 1-31, 2020	
Coordination Task Area	
C) Financial Reporting and Budgeting:	
<ul style="list-style-type: none"> preparing draft next fiscal updating expenditures 2nd quarter 2020-21 discussed tax requisition timeline with planning staff 	
D) Coordination and Facilitation:	
1. Facilitate SSIWPA Regular Meetings	
<ul style="list-style-type: none"> New member orientation October 22 Quarterly Steering Committee 	
2. Inter-agency Correspondence	
<ul style="list-style-type: none"> Chair Project leads: Rebates (Green), Weston (CRD-TSS), Proof (IT), Education Materials (IT) Districts as part of systems survey Ad hoc planning working group 	
3 a Coordinated SSIWPA workplan projects: Rainwater	
<ul style="list-style-type: none"> Rain rebates incentive program development with Transition Salt Spring and CRD Rainwater Guide promo, printing, designer liaison 	
3b Coordinated SSIWPA work programs: Terms of Reference	
<ul style="list-style-type: none"> none this period 	
3c Coordinated SSIWPA workplan projects: Work Plan, Planning and Budget	
<ul style="list-style-type: none"> Workplan drafted for next fiscal Workplan updated for this fiscal - presented this meeting 	
3d Coordinated SSIWPA workplan projects: Groundwater and Lake Monitoring	
<ul style="list-style-type: none"> Coordination of field visits for data collection 	
3e Coordinated SSIWPA workplan projects: Proof of water at time of subdivision project	
<ul style="list-style-type: none"> Liaison with TWG 	
3f Coordinated SSIWPA work programs: Water System Data Assistance Survey	
<ul style="list-style-type: none"> Prepared email correspondence, updated data files 	
4 Project management of SSIWPA work program tasks, as directed by SSIWPA Steering Committee:	
<ul style="list-style-type: none"> <i>Rainwater Actions and Water System Data Survey Actions are project management</i> 	
5 Annual Report	
<ul style="list-style-type: none"> Drafting Annual Report 2020 	
7 Organize and facilitate community engagement:	
<ul style="list-style-type: none"> Coordinated with Members Ungerson, Heitzmann for rainwater expertise - webinar question replies Webinar follow up questions -answers, phone calls 	

SSIWPA Coordinator's Report For the period November 1 - 30, 2020	
Coordination Task Area	
C) Financial Reporting and Budgeting:	
	<p>Received and checked Q2 expense report against records</p> <p>Questions to Finance re Q2 statement</p> <p>Tracking communications expenditures</p> <p>Drafted 2021-22 Budget, to SSIWPA Trust Staff Liaison</p> <p>Referred SSIWPA Grant information to member agency</p>
D) Coordination and Facilitation:	
1. Facilitate SSIWPA Regular Meetings	none this period
2. Inter-agency Correspondence	<p>Drafted SSIWPA accomplishments for Annual Report and for next tax requisition, to staff and chair</p> <p>Post-October meeting follow up with members: NSSWD</p> <p>Queries and follow up regarding Watershed Protection funds announced provincially</p>
3 a Coordinated SSIWPA workplan projects: Rainwater	none this period
3b Coordinated SSIWPA work programs: Terms of Reference	none this period
3c Coordinated SSIWPA workplan projects: Work Plan, Planning and Budget	<p>Annotated reading list for Ad Hoc Planning Working Group November 1</p> <p>Corresponded with agency reps and staff on topic WPP</p> <p>Drafted Terms of Reference for WPP for wg meeting</p> <p>Convened a working group meeting Watershed Protection Planning</p> <p>Research for Watershed Protection Planning</p>
3d Coordinated SSIWPA workplan projects: Groundwater and Lake Monitoring	Coordination of field visits for data collection
3e Coordinated SSIWPA workplan projects: Proof of water at time of subdivision project	none this period
3f Coordinated SSIWPA work programs: Water System Data Survey	<p>Coordinated incoming data from CRD, NSSWD and three small systems</p> <p>Sorted data, tracked 2017 and 2020 data in spreadsheet; prepared tables to show water use and water pricing data internally to SSIWPA</p>
4 Project management of SSIWPA work program tasks, as directed by SSIWPA Steering Committee:	<i>3a and 3f include project management</i>
5 Annual Report	Drafting Annual Report 2020 - sent sections to Chair for review
7 Organize and facilitate community engagement:	Facebook Rain Guide Advertising Engagement Monitoring

SSIWPA Coordinator's Report For the period November 1 - 30, 2020	
Administrative Task Area	
1. Organize Steering Committee Meetings:	none this period
2. Manage SSIWPA membership lists and coordinate process to fill vacancies:	none this period
3. Records Management:	Sent records for adopted minutes TWG and SC to Planning Team Assistant Minutes for WPP working group meeting Nov 23 Notes for internal Trust staff WPP meeting Nov 19
4. SSIWPA Website:	basic checking for new subscribers and updating mailing list; no news sent this period
5. Mail-outs and public outreach:	Distributed printed Rain Guide copies fo contributors and member agencies on island
6. Public inquiries and correspondence:	Salt Spring Solutions request for information on water usage and photos Participated in Climate Action Coalition on behalf of SSIWPA
8. Reporting:	Coordinator's report for November
9. Action List and Decision Log	
	None this period
10a. Administration of Working Groups	
	Admin - Planning wg Minute-taking Distribution of minutes and action items

SSIWPA Coordinator's Report For the period December 1-31, 2020	
Administrative Task Area	
1. Organize Steering Committee Meetings:	Special Meeting Dec 17th - Notice, Quorum, Agenda Distribution
2. Manage SSIWPA membership lists and coordinate process to fill vacancies:	Beddis new member (correspondence, welcome package, change contact lists)
3. Records Management:	Dec 17 special meeting minutes edits TWG Meeting minute edits and adopted records to Islands Trust
4. SSIWPA Website:	regular maintenance, membership changes, document library
5. Mail-outs and public outreach:	none this period
6. Public inquiries and correspondence:	Correspondence
8. Reporting:	Coordinator's report for the period
9. Action List and Decision Log	Updated October-December
10a. Administration of Working Groups	TWG groundwater brochure member review, compilation and research

SSIWPA Coordinator's Report For the period December 1-31, 2020	
Coordination Task Area	
C) Financial Reporting and Budgeting: Drafted Budget 2021-22 Coordinated SSIWPA Internal Correspondence re: Province of BC Grant	
D) Coordination and Facilitation:	
1. Facilitate SSIWPA Regular Meetings	Special Meeting December 17: Coordinate content, package development
2. Inter-agency Correspondence	Drafted SSIWPA accomplishments for Annual Report and for next tax requisition, to staff and chair Post-October meeting follow up with members: NSSWD Queries and follow up regarding Watershed Protection funds announced provincially Correspondence WSA tools w/ other provincial agency contacts through FLNR SSIWPA rep. Correspondence with three members to discuss special meeting results
3 a Coordinated SSIWPA workplan projects: Rainwater	Corresponded re: Rainwater Potable Guidelines for professionals (professionals, CRD, Ministry of Health)
3b Coordinated SSIWPA work programs: Terms of Reference	none this period
3c Coordinated SSIWPA workplan projects: Work Plan, Planning and Budget	Watershed Protection Planning discussion with Chair, Planner Workplan Draft for 2021-22 sent to Chair, Planner Coordinated project proposals for agenda from members Scope of project drafting for January; gathering information; coordinating input from lead contacts Liaisons with Local Trustee about public inquiries Research on Blackburn capped landfill and cyanobacterial monitoring document history; provincial and federal protocols
3d Coordinated SSIWPA workplan projects: Groundwater and Lake Monitoring	none this period
3e Coordinated SSIWPA workplan projects: Proof of water at time of subdivision project	none this period
3f Coordinated SSIWPA work programs: Water System Data Survey	Coordinated incoming data from small water systems Sorted data, tracked 2017 and 2020 data in spreadsheet; prepared tables to show water use and water pricing data internally to SSIWPA
4 Project management of SSIWPA work program tasks, as directed by SSIWPA Steering Committee:	none this period
5 Annual Report	Drafting Annual Report Content - 2020
7 Organize and facilitate community engagement:	Call about SSIWPA website with IT Program Coordinator Stewardship video correspondence



Action and Decision Log

Dated: Dec. 31, 2020

Item	Action or Decision	Who	Status
AGREED 2020-21	Technical Working Group to collaborate with Islands Trust staff in the development of land use bylaw amendments to ensure sustainability of groundwater resources when lands are subdivided.	SSIWPA TWG	<i>In process Decision</i>
AGREED 2020-16	Technical Working Group to complete a peer review of the upcoming technical report prepared for the Salt Spring Island Local Trust Committee regarding the Groundwater Monitoring and Lake Level Monitoring project ("Groundwater Preservation Project")	SSIWPA TWG	<i>Not started Decision</i>
AGREED 2020-13	Liaise with all water systems (public and private) regarding any changes to their data collection parameters since the 2017 Golder Associates Groundwater Budget report, and regarding water system rate structures.	Coordinator	<i>In process Decision</i>
AGREED 2020-12	Provide administrative and coordination support to ongoing Salt Spring Island Local Trust Committee (LTC)-led well and lake monitoring initiatives	Coordinator	<i>Ongoing Decision</i>
AGREED 2020-08	Direct the Technical Working Group to regularly discuss any updates, data, review requests from Professor Gleeson about the Fault Zone Hydrogeological Project in Fulford Harbour.	n/a	<i>Ongoing Decision</i>
AGREED 2020-06	Direct the Technical Working Group to regularly discuss Freshwater Catalogue science questions and data at its quarterly meetings	n/a	<i>Ongoing Decision</i>
AGREED 2020-01	Further investigation is needed to consider the best approach for island-wide water availability and sustainability.	n/a	<i>In Process Decision</i>
RESOLUTION 2019-06	Work with Islands Trust staff to develop a strategy to engage and invite First Nations to participate in SSIWPA	Coordinator	<i>Postponed</i>
2019-07-05	Write a public education letter regarding the	Chair Patrick	<i>Postponed</i>

5.1	impacts of illegal bulk water draws from lakes; and the impacts of tampering with beaver dams and that the letter will include reference to the Report All Poachers and Polluters (RAPP) toll free tip line.		- timing for outreach to be discussed
2018-07-20 4.8	Committee Members will review the minutes of the Strategic Planning Meeting (June 12, 2018) at a future meeting.	ALL-unassigned	<i>Postponed</i>
2018-02-23 4.5	Steering Committee will revisit the TWG CRS proposal following receipt of the Golder Groundwater Budget Report.	Steering Committee	<i>Postponed</i>

Coordinator maintains a list of SSIWPA Completed Actions - available on request



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 12, 2021
 Project title: Weston Lake Water Availability Study
 Lead agency: CRD
 Project manager: Dale Green, CRD Environmental Protection
 Submitted by: Dale Green

Purpose:

The purpose of this project is to assess the volume of water available in Weston Lake which serves the Fulford Water System (CRD-operated), and the potential for future water availability in this lake system based on climate change predictions.

Endorsement by CRD – see attached.

For Background, objectives and status:

Refer to attached Procurement Pre-Approval Request dated January 7, 2021 to P. Kickham, Manager Regulatory Services (CRD).

Components that require coordination: See attached.

- Coordination of on-island activities to support the consultant's work such as arranging meetings between the consultant and the SSIWPA Technical Working Group or other relevant stakeholders.
- Compilation/procurement of data and reports that the consultant may need and that are held by various agencies and volunteers on Salt Spring Island.

Request for SSIWPA Coordination (# hours estimated): Approximately 20 hours

Cost and Funding Sources:

\$25,000 - \$35,000. See attached for details of funding sources.

Attachments:

1. Procurement Pre-Approval Request dated January 7, 2021 to P. Kickham, Manager Regulatory Services (CRD).



TO: Glenn Harris, Senior Manager, Environmental Protection
 Peter Kickham, Manager, Regulatory Services

FROM: Dale Green, Supervisor, Regional Source Control Program

DATE: January 7, 2021

FILE: 1200-00
PReq21-006
Weston Lake Water Availability Study

SUBJECT: PROCUREMENT PRE-APPROVAL REQUEST - WESTON LAKE WATER AVAILABILITY STUDY

BACKGROUND

Weston Lake supplies water to the Fulford Water System on Salt Spring Island and an assessment of the drinking water availability will be a key factor in determining the future development density that this water service area can support. The study will also need to consider available water now and in the future based on climate change projections to ensure sustainability of the water resource.

The need for a water availability study has been identified by the Salt Spring Island Watershed Protection Alliance (SSIWPA), of which CRD is a voting member, as a priority project and the CRD's Salt Spring Island Electoral Area Director has agreed that the CRD will be the lead agency. The Director has asked CRD staff to manage this project. CRD participation was endorsed by the Senior Manager, Environmental Protection in an email to the Director in March 2020.

Islands Trust Official Community Plan Bylaw No. 434 identifies an action to help achieve objectives of the official community plan that would be enhanced by this study:

"B.5.3.2.17 The Local Trust Committee should support a Weston Lake watershed management plan..."

The capacity for doing this study does not exist within the CRD and a consultant needs to be hired to do the work. A Request for Proposal for the Weston Lake study (modelled on a similar analysis undertaken by North Salt Spring Water District for St. Mary and Maxwell Lakes), will be developed and tendered by the CRD through the Salt Spring Island Stormwater Quality Program.

CRD staff will coordinate with Islands Trust for input into the procurement, consultant selection, and study oversight, as deemed appropriate by the Trust, who will be the major funder of this project.

Memo to Peter Kickham - Env. Protection – January 7, 2021
Re: Procurement Pre-Approval Request - Weston Lake Water Availability Study Page 2

FINANCIAL IMPLICATIONS

SSIWPA has recommended to Islands Trust to partially fund this work for \$14,097, pending budget approval and the Director has asked Islands Trust for additional funds to cover the entire project cost. With an estimated study cost of \$25,000 to \$35,000, the Director may use additional funds from the Community Works Fund (Gas Tax) and/or Salt Spring Island Stormwater operating budget to cover any costs above the Islands Trust contribution.

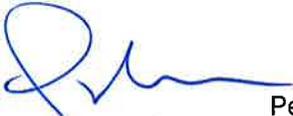
The currently anticipated cost to the CRD Salt Spring Island Stormwater Quality budget is up to approximately \$4,000 for staff time for project management, which was already accounted for in the draft 2021 budget with this project in mind. Historically, funding from this CRD service has helped support SSIWPA groundwater and freshwater research projects.

To reduce CRD expenses and time related to coordination, CRD staff will be asking for approximately 20 hours of the SSIWPA coordinator's time to coordinate on-island activities to support the consultant's work, such as arranging meetings between the consultant and the SSIWPA technical working group or other relevant stakeholders. The coordinator will also be asked to help locate data and reports that the consultant may need and that are held by various agencies and volunteers on Salt Spring Island.

RECOMMENDATIONS

That the CRD proceed with a Request for Proposal to hire a consultant to complete a water availability study for Weston Lake, as requested by the Salt Spring Island Electoral Area Director and to be primarily funded by Islands Trust.

DG:slw

<i>Signature below indicates concurrence or approval of requested procurement process:</i>		
<\$50,000 M	 Peter Kickham, Manager	2020-01-14 Date



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 12, 2021
 Project title: Detailed Hydrogeological Assessment of the Cedar Lane Water System
 Lead agency: Capital Regional District
 Project manager: Karla Campbell (SSI CRD Senior Manager), Allen Xu (SSI CRD Local Engineer),
 Dan Robson (CRD Manager Saanich Peninsula and Gulf Islands Operations)
 Submitted by: Vice-Chair, CRD Electoral Area Director Gary Holman

Purpose/Rationale:

The Cedar Lane Commission has expressed concerns for a number of years regarding the sustainability of the groundwater production in the fractured bedrock aquifer region from which residents draw their drinking water, given potentially competing demand from the groundwater wells serving the resort on Bullock Lake and other licensed and unlicensed groundwater users.

The purpose of this project is to provide greater clarity about the significance of these concerns and data / analysis required to inform possible regulatory (e.g., FLNR), land use (e.g., Islands Trust) and other measures (e.g., CRD Building Inspection / bylaws) that may be required to mitigate these concerns.

The project has been included in Cedar Lane capital plan approved by Commission Nov. 5/20 for inclusion in CRD Budget and Financial Plan to be approved by CRD Board at latest in March, 2021. (Note: Not sure if included in CRD provisional budget which was approved Oct. 30/2020).

Background:

Please see attachment 1 - Process Background.

Objectives and Coordination:

Possible further project actions requiring coordination could include:

1. organization of inter-agency meetings;
2. compilation of historical information, studies, and inter-agency communication; and
3. ongoing liaison between consultant and key stakeholders.

Status:

Actions completed to date include:

1. Inclusion of project in Cedar Lane WD capital plan and identification of funding sources (CRD);
2. informal inter-agency technical discussion of draft study objectives and outcomes held 2020-07-30 with 10 attendees (SSIWPA); and

3. compilation of historical information, studies, and inter-agency communication (including SSIWPA documentation) regarding Cedar Lane WD concerns (June-July, 2020).

Request for SSIWPA Coordination (# hours estimated): 15

(subject to results of initial orientation / scoping meeting with consultant and key agencies)

Cost and Funding Sources:

The estimated cost of this project/study is \$55,000 (\$50,000 from gas tax, \$5,000 estimated CRD staff time) to be re-evaluated as result of tendering process and initial orientation / scoping meeting.

Deliverables and Timeframe: n/a

Attachments:

1. Process Background - excerpts from document prepared throughout the course of SSIWPA coordination of this item (dated July 30, 2020) – DRAFT for discussion only.

Detailed Hydrogeological Assessment of Cedar Lane Water Service Area

Process and Issue Background:

(excerpt from Draft Terms of Reference prepared through SSIWPA coordination dated July 30, 2020)

The Cedar Lane Water System is located on the northeast side of Salt Spring Island and provides drinking water to approximately 37 connections from five groundwater wells drilled into the Ganges Harbour North Groundwater Region (GW Solutions, 2019) of the North Salt Spring Island Aquifer 721 (Golder Associates, 2019). Refer to site map available at: https://www.crd.bc.ca/docs/default-source/water-pdf/water-service-areas/ls_cedarlane_system_11x17.pdf?sfvrsn=387e35ca_2

The Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the Cedar Lane Water System. The CRD Salt Spring Island Administration Division oversees the design and construction of water system facilities. A contractor conducts the day-to-day operations and maintenance. The CRD Water Quality Division oversees the quality of drinking water provided to customers in the Cedar Lane Water System. The Cedar Lane Water Service Commission is a board of ratepayers that hold regular business meetings to discuss and approve annual operating and capital budgets and other business.

The CRD provides an annual report of the Cedar Lane Water System operations including description of the service, summary of the water supply, demand and production, drinking water quality, operations highlights, capital project updates, and financial reporting.

In 1980 the CRD retained Thurber Associates to conduct a desktop review to assess the groundwater wells and conditions of the Cedar Lane Water System. In 2011, Thurber Associates provided a letter addressing the 1980 study and exploring potential options for improvement or change.

The Cedar Lane Water Service Commission approached the Salt Spring Island Watershed Protection Alliance (SSIWPA) with verbal mention of concerns over significant drops in water levels in its source groundwater wells. Data were not shared with SSIWPA at that time.[...]

In the September 21, 2018 meeting it was resolved that the Salt Spring Island Watershed Protection Alliance encourage the CRD to respond to the request from Cedar Lane regarding low water levels in wells, and investigate and assess the concerns in order to have a firm action plan by the next drought season. (Decision item SSIWPA 2018-14)

The chair of the Cedar Lane Water Service Commission joined SSIWPA in late 2019. As a result of a SSIWPA priority-setting workshop in 2019 it was agreed to study the Cedar Lane Water System in the SSIWPA Workplan for 2020-21 (<https://www.ssiwpa.org/ssiwpa-projects/workplan/>).

At the SSIWPA Steering Committee regular business meeting on April 17, 2020 it was resolved that SSIWPA would coordinate stakeholders to assist in developing a Terms of Reference for a detailed hydrogeological assessment of the groundwater wells of the Cedar Lane Water Service. The identified stakeholders included representative agencies of SSIWPA including CRD, Cedar Lane Water Service Commission, SSIWPA Technical Working Group, Ministry of Forests, Lands, Natural Resource Operations, and Rural Development Water Protection branch (FLNRORD).

The Draft Terms of Reference was submitted to the CRD July 30, 2020.



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 11, 2021
 Project title: Watershed Monitoring Program
 Lead agency: Islands Trust, Salt Spring Island Local Trust Committee
 Project managers: Jason Youmans, Island Planner
 William Shulba, Senior Freshwater Specialist
 Submitted by: Jason Youmans

Purpose and Background:

The purpose of this project is to continue to develop long-term coordinated groundwater monitoring of volunteer observation wells and lake monitoring stations on Salt Spring Island. Stable long-term monitoring partnerships yields information and data that enhance freshwater management decisions. Lake and groundwater levels provide a scientific view of the unique elements of watershed and aquifer health in a changing climate on Salt Spring Island. Long-term lake and groundwater monitoring data is the primary need for regional water budgets used to inform land use policy, water allocation planning, and climate adaptation.

Lead Agency Endorsement: Work is already underway on this sub-project within the LTC's greater Water Sustainability Project.

Refer to: <https://www.ssiwpa.org/groundwater-wells-inventory-and-monitoring/>

Objectives:

- Collect data from groundwater and lake monitoring stations established during Real Estate Foundation of BC Pilot Project. Data collection to occur every 6 months.
- Manage data collected from groundwater and lake monitoring stations.
- Annual report to LTC

Status (to-date, if applicable):

Continuation of 2017 REFBC project. 14 groundwater volunteer observation wells and 5 lake level monitoring stations have been installed. Monitoring is ongoing. SSIWPA and coordinator were instrumental in advancing this project.

Components that require coordination:

Volunteer observation well and lake monitoring station land owner relations; management of access agreements.

At its April 28, 2020 meeting, LTC passed the following resolution:

“That the Salt Spring Island Local Trust Committee (LTC) direct staff to provide the LTC with a project charter that is prepared in collaboration with relevant partner agencies to develop a community monitoring well and lake monitoring plan.”

Actioning the foregoing resolution may require SSIWPA coordinator time.

Request for SSIWPA Coordination (# hours estimated): 10

Cost and Funding Sources:

Staff time unless costs arise related to decommissioning monitoring infrastructure that cannot be undertaken by staff.

Deliverables and Timeframe: n/a

Attachments: n/a



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 13, 2021
 Project title: Water System Data Management Assistance
 Lead agency: SSIWPA
 Project manager: Coordinator Cowan
 Submitted by: Coordinator Cowan

Purpose:

The purpose of this project is to determine whether any water system data collection systems have changed or evolved since 2017 (coordinated Golder Groundwater Budget study). And, to collect and to analyze information about what methods water system operators are using for data collection now. This project also seeks water usage and water system pricing information.

Background/Rationale:

During the 2017 data collection by FLNR and coordinated through SSIWPA with the water system operators on Salt Spring Island, some degree of variability in methods was observed, system to system. At that time, some water system data managers expressed a need to have assistance/standards for water system data collection.

Objectives:

- Survey of all water systems (groundwater and surface water-based) on SSI in winter 2020-21
- Compile data into comparative charts for SSIWPA use only
- Potential to report publicly using aggregate (anonymized) data reporting for certain parameters

Status (to-date, if applicable):

Eleven survey questions were sent to 15 water system / water district contacts. Four respondents have completed the survey to date. In the case of CRD-operated systems, staff provided information on all 5 systems, so commissioners were not contacted). Six systems were provided reminder emails this week.

Components that require coordination:

Sending email survey, follow up emails and phone calls, data entry, creating graphics, summary reporting to SSIWPA, managing master workbook with all system data, including original responses in 2017.

Request for SSIWPA Coordination (# hours estimated): Approximately 25 hours

Cost and Funding Sources: Coordinator contract

Deliverables and Timeframe:

Item #	By Date (2021)	Deliverable	Responsible
1	Late January	Follow up with six systems pending survey reply, complete the workbook with replies	Coordinator
2	February	Create graphics to demonstrate survey response variation, system to system	Coordinator
3	March	Summary survey data report to SSIWPA steering committee	Coordinator
4	April	Assist SSIWPA (or TWG) to determine next steps regarding a standardized data collection tool, or similar, for water system operators that desire this assistance.	Coordinator



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 11, 2021
 Project title: Monitoring and Public Notification of Potential for Cyanobacteria Toxins in Two Drinking Water Lakes on Salt Spring Island
 Lead agency: Salt Spring Island Water Preservation Society
 Project manager: Maxine Leichter
 Submitted by: Maxine Leichter

Purpose:

The purpose of this project is to coordinate installation of a public cyanotoxin hazard notification plan for St. Mary Lake and Cusheon Lakes.

Salt Spring Island Water Preservation Society Board members have endorsed the project: See attached Water Preservation Society draft minutes dated December 3, 2020.

Background/Rationale:

Cyanobacteria toxins pose a threat to human health, pets and wildlife. Cusheon and St. Mary Lakes lakeside residents get their drinking water directly from the lake, so their water is not treated by a water utility. A cyanobacteria bloom can turn toxic without warning. Therefore, residents and commercial operations who get water directly from the lake should be notified of this risk as soon as a bloom is present. Notice should also be placed at public beaches.

From the Health Canada guideline technical document¹ for the presence of cyanobacteria and their toxins in recreational water, the following indicators are listed: total cyanobacteria (maximum 50,000 cells/ml), total cyanobacteria volume (4.5mm³/L), and total chlorophyll *a* (33 ug/L). This guideline suggests that *"the assessment of risk and the resultant decision on how to manage cyanobacteria and their toxins should be detailed as part of a management plan for the recreational area"*.

From the Health Canada Guidelines for Canadian Drinking Water Quality – Guideline Technical Document – Cyanobacterial Toxins², section 3.1.1 *"Drinking water supplies known or suspected to be susceptible to blooms should be monitored routinely for the presence of cyanobacteria. The recommended approach is visual monitoring of source waters for evidence of increasing cyanobacterial cell density or bloom development, followed by increased vigilance and additional steps if such evidence is detected"*.

Currently Salt Spring Island surface water utilities check for blooms in order to modify their water treatment regime. However, they do not notify lakeside water users about the presence of cyanobacterial blooms, and such blooms can turn toxic before water testing results are received. Currently there is no system to notify lakeside residents or beach users when toxins are likely to be (or could) be present in lake water.

SSIWPA's assistance is needed because past efforts by community groups to approach water providers and the agencies responsible for public health protection has not produced results. An agency-to-agency approach along with support from elected officials is more likely to achieve results.

Objectives:

1. To coordinate a public notification plan

Implementation of the Plan will:

- Result in accountability by agencies responsible.
- Result in timely notifications to lakeside water users and notices on public beaches
- Reduce risk to lakefront landowners who draw their drinking water from a water licence.
- Begin to occur by Fall of 2021
- Include annual commitments to resource the notification system by those agencies responsible.

Status (to-date, if applicable):

In 2016, SSIWPA-TWG was asked to consider cyanobacterial toxin testing and presence public notification when it reviewed the existing Cusheon Lake Watershed Management Plan. It was determined there were gaps in what was being measured and reported. CRD Beddis Water Service (Cusheon Lake) does not report cyanobacteria or toxins in their water quality reports available at this website (<https://www.crd.bc.ca/about/data/drinking-water-quality-reports>).

CRD was requested by SSIWPA letters to test for more criteria than what is reported on the CRD website. The CRD responded they were not mandated to provide those tests on a regular, nor public, basis. TWG recommended that SSIWPA develop a raw water lake water monitoring protocol that could be requested of CRD. But no further action was taken by SSIWPA, at that time.

See Attachment 2 for a history of the SSIWPA actions and discussions related to the Cusheon watershed.

See the [St. Mary Lake Integrated Watershed Management Plan](#) (SSIWPA, 2015) on the SSIWPA website for a detailed history of SSIWPA coordination related to the St. Mary Lake watershed.

Coordination: Request for Coordination April 1, 2021 – March 31, 2022

Task	Estimated Coordination Time (Hours)
1) Determine if any agencies are now testing or observing for early signs of a bloom at the 2 lakes. Confirm current notification procedures, if any. Determine if notification is given in time to warn of risk.	

2) Determine if a community group or if NSSWD staff could report when a visual observation of the lake or of the water at the treatment plants indicates that a bloom is beginning. This information may be available before testing is done or results confirmed	
3) In the case of Cusheon Lake blooms occur regularly at the end of summer. Determine if this is happening with sufficient regularity to trigger an automatic notification at appropriate time of year.	
4) Confirm which agency, if any, is required to or has discretion to notify residents and notice at public beaches. Contact appropriate agency to determine if they are acting, will consider acting.	
5) If an agency to coordinate or perform notification cannot be identified, hold meeting with agencies to discuss how notification can be addressed.	
6) Prepare a report for SSIWPA on current situation with suggestions for improvements if needed.	

Total Coordination hours:

30+ (estimated by coordinator)

Cost and Funding Sources:

Cost of coordination – covered by Coordinator contract if hours are feasible

Other costs – to be determined

References cited:

1. Cyanobacteria and their Toxins in Recreational Water: Guideline Technical Document for Public Consultation. Available at: <https://www.canada.ca/en/health-canada/programs/consultation-cyanobacteria-toxins-recreational-water/document.html#a1.1>
2. Canadian Drinking Water Quality: Guideline Technical Document – Cyanobacterial Toxins. Available at: <https://www.canada.ca/en/health-canada/services/publications/healthy-living/guidelines-canadian-drinking-water-quality-guideline-technical-document-cyanobacterial-toxins.html>

Attachments:

1. Water Preservation Society Draft Minutes 2020-12-03.
2. History of SSIWPA Actions or Discussions about Cusheon Watershed

**WPS Board Meeting
Monday December 10, 2020 3:30 pm. On Zoom
DRAFT Minutes**

Present: Maxine Leichter, Neva Hohn, Chris Drake, John Millson, Ian Peace, Jean Wilkinson,
Katie Brown
Absent: Judy McLennan

1.0 Approval of Agenda

By consensus THAT the Agenda be approved as amended as follows: add “Questions” to Item 3.4 President’s Report.

2.0 Approval of minutes for meeting held November 2020

By consensus THAT the Minutes of the November 9, 2020 Meeting of the WPS Board of Directors be approved as amended as follows:

That the specifics of amendments be noted in the Minutes;

That “gas motors on St. Mary Lake” to be added to the items to be Monitored;

That Jean Gelwicks be removed from the list of those involved with the video, 4.3;

That “Change the sign at Tripp road” at 6.0 be changed to “Added a sign on our boundary near Epron Road”.

Carried

3.0 Reports -

3.1 Tasks from previous minutes

a) Chris: Remove barbed wire on Tripp Rd. - Chris suggested removing the barbed wire in the spring.

b) Maxine: send letter to SSIWPA about notifying users re cyanobacteria blooms
The letter was attached to the Board email. This item brought forward to Decisions at 4.0.

c) Neva will take pictures of the area (Blackburn lake/Fulford/Ganges Road - Neva shared pictures of an abandoned piano and other debris near the swimming dock. The land probably belongs to the Ministry of Transportation. It was pointed out that there is more debris on the other side of the road.

TASK: Neva to check out the Creek area on the other side of the highway.

d) Maxine will contact Hewitt’s for update on former Blackburn dump to prepare for sending letter to SSIWPA. This will be addressed at 4.0 Decisions

3.2 Financial report questions.

Larmour Lands Account: Jean reported that it is up over \$40,000.

It was asked if Judy still Treasurer? The position is divided; Judy receives and deposits cheques and sends the information to Maxine who pays bills and keeps the books.

Elizabeth picks up mail and deposits fundraising campaign amounts. It was suggested we recruit a treasurer who can do all tasks.

3.3 Report on project to purchase lot H and protect Lot F: Jean described the property at Lot F and said that letters of thanks have been sent to larger donors. WPS is looking for someone to take ownership of it and partner with WPS to put a conservation covenant on the forested part of the land. The fundraising goal is \$200,000 to cover the reduction in value of land with a covenant.

3.4. Maxine's president's report – no questions

4.0 Decision Items

4.1. Letter to SSIWPA re cyanobacteria bloom notification

This was sent by Maxine to the board for approval. Ian suggested that the quote from the Government report cannot be found.

TASK: Maxine will check it and take it out if it is not accurate.

MOVED by Maxine seconded by Neva THAT the letter be sent as is it is, with the exception of the paragraph that mentions the report from the Government; this paragraph will be replaced by the weblink and page or deleted. Carried

4.2 Letter to SSIWPA re Blackburn Landfill

MOVED by Maxine seconded by John THAT the letter be sent.

Maxine described the problem and the challenges. Discussion ensued

Carried

4.3 Funding request for video project: See email sent by John

V1. MOVED by John seconded by Maxine THAT the Board purchase a single copy of Microsoft Office (\$56.00 plus tax) to be install on John's private computer. To be purchased by John, to be reimbursed by WPS. Carried

V2. MOVED by John, seconded by Ian THAT WPS reinforce its support for the Motion of July 2020 for a one-off subscription to Amazon Web Services (WPS as an NGO) at a cost of \$250.00 Cdn. plus tax. This to be purchased by John. Carried

V3. MOVED by Maxine seconded by Ian THAT WPS requests that John prepare a 2-page (maximum) description of the Stewardship Video Project (one video "Our Water") that includes a budget and also a 2-column script (Audio and Video) to be circulated to Board Members ASAP or at least two weeks before the next Board Meeting, so that the Board can consider the project and the \$5,000.00 which has been offered as a donation at the next Board Meeting. Carried

There was a discussion about honorariums versus paid work. Maxine suggested that we pay contractors for work based on an invoice rather than give "honorariums".

4.4 Follow up on covenant monitoring report.

This will be put on the agenda for the next meeting.

5.0. Next Meeting, on Zoom, Thursday January 21, 2021 at 1530 pm.

History of SSIWPA Actions or Discussions about Cusheon Watershed:

This is intended to be a brief overview and is not to be considered complete.

Date	Item	Action
2015 Fall	Cusheon Watershed Management Plan Review	Public Consultation - Day Long Workshop with presentations by J.B. Sprague (previous plan author) and SSIWPA member agency representatives. Purpose to gather information from public to SSIWPA regarding Cusheon Watershed issues.
2015-16 Winter	SSIWPA-TWG review Cusheon Management Plan (2007) (SSIWPA Minutes 2016-04-22)	Recommendations to Steering Committee spring 2017: i) Collect new water quality data (possibly); ii) Develop a water balance model (requires lake level monitoring); iii) Update phosphorus modelling; iv) Priority research as resources allow such as: P deposition, sediment loading and septic loading of P to the lake.
2016 Winter	Cusheon Water Use and Land Use Survey	57 replies; 390 surveys sent. Results presented at SSIWPA 2016-09 meeting.
2016 Spring	Blackburn Waste Transfer Station and Capped Landfill (Reference: https://www2.gov.bc.ca/gov/content/environment/waste-management/garbage/municipal-waste-management-plans)	SSIWPA member concern brought to CRD; copied to SSIWPA for discussion; Letter to MOE (A. Downie) sent by SSIWPA regarding leachate monitoring (BB Landfill Closure Plan shows twice annual and since MOE stopped in 2000 no monitoring has occurred); Response indicated CRD and current waste transfer station owner should follow a leachate management plan by CRD bylaw 2810.
2016 Summer	Correspondence with Ministry of Environment, CRD waste management officials, and CRD Emergency Program Coordinator	Regarding Capped Landfill monitoring of leachate/potential water and soil contamination; Regarding cyanobacterial bloom notification of POD areas potentially impacted by potentially toxic cyanobacterial blooms in lake water.
2016-11-17	Letter from SSIWPA to CRD	Requested "No Pets" signage at Cusheon Lake public access to avoid pet feces water pollution
Year 2017	Stream Monitoring by MFLNRORD	Monitoring of flow/discharge at previous Water Survey of Canada site outlet of Cusheon Lake. Not deemed a viable automated monitoring location due to water level changes from beaver dams and hatchery water use. Lake level monitoring station recommended.
2016-2017-2018	Monthly Water Quality Updates	Provided at SSIWPA meetings by Doreen Hewitt for Cusheon Lake Stewardship and Beddis Water Commission
2018 Spring - Summer	Strategic Planning	Cusheon Lake Watershed one of five priority watersheds (drinking water). First priority to collect lake level data in order to follow through on development of Water Balance Model (per TWG recommendation #2 from 2016).
Dec-18	Review of Capped Landfill issues and actions at SSIWPA with new SSIWPA Chair and Vice Chair.	See Minutes.
Year 2018-19	Groundwater level and Lake Level monitoring stations at Cusheon Lake Farm/ Lakeshore owner dock (Islands Trust - with partners CRD and	Ongoing data collection. Eventual goal: data sharing for use for water balance model calculations, other watershed health decision-making, etc.
Dec-20	Capped Landfill issue raised at SSIWPA Workplan Proposal Session, Special Meeting	Solid Waste Management Plan (CRD) under current consultation does not include any monitoring at SSI Waste Transfer Site of Capped Landfill; Not in compliance with provincial Environmental Management Act
Dec-20	Cyanobacteria bloom notification issue raised at SSIWPA Workplan session	Lakefront owners who have direct licence to withdraw from Cusheon Lake are not part of any public notification system should conditions for potentially toxic cyanobacterial bloom exist in the lake.



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 13, 2021
 Project title: Coordination of a Plan for Assessment of Surface Water Contamination from Former Blackburn Landfill
 Lead agency: Salt Spring Island Water Preservation Society
 Project manager: Maxine Leichter
 Submitted by: Maxine Leichter

Purpose:

The purpose of this project is to coordinate a plan to assess the potential for contamination to Cusheon Lake from the closed landfill on Blackburn Road. Since Blackburn Lake lies between the closed landfill and Cusheon Lake, investigations could include Blackburn Lake. To coordinate a remediation plan among agencies at SSIWPA, if contamination is determined.

Endorsement by lead: This project has been endorsed by the Salt Spring Island Water Preservation Society Board of Directors. See minutes of meeting of the Water Preservation Society Board that are found attached to Scope of Work Memorandum in this agenda package: *"Monitoring and Public Notification of Potential for Cyanobacteria Toxins in Two Drinking Water Lakes on Salt Spring Island"*.

Background:

There is concern that the water in Cusheon Lake is being contaminated by either groundwater or surface water flowing from a closed landfill at 360 Blackburn Road, Salt Spring Island. Contamination is possible since a stream runs across the waste transfer station, long the base of the slope below the site and directly into Blackburn Lake which feeds Cusheon Lake. Groundwater may flow in the same direction. Contamination in the lake could harm the health of residents since Cusheon Lake is a source of drinking water for the CRD Beddis Water Service and lakeside residents who take their water directly from the lake.

Water Quality Sampling

This issue was raised in 2016 at SSIWPA. From correspondence with the Ministry of Environment and Climate Change Strategy (to SSIWPA, dated June 15, 2016) sampling of the water quality (no location indicated in the letter) that could potentially contain contaminants from this location was conducted by the Province on the following dates: 1992 (twice), 1995 (twice), 1996 (twice), 1997 and 2000. The letter indicates that "past sampling did show elevated concentrations of some parameters". It was stipulated that due to the time lag between the latest samples and the date of writing (2000 to 2016) the last sampling may not reflect current water quality in the area. (Presumably this is in reference to feeder creeks and Blackburn Lake water quality, which is downslope from the 360 Blackburn Road property).

In 2001, ENV informed the current landowner at 360 Blackburn Road that further post-closure sampling is not planned at the site, and requested that the CRD address closed landfills as part of its Solid Waste Management Plan.

Whose responsibility is sampling nearby water quality?

From correspondence with the Ministry of Environment and Climate Change Strategy (to SSIWPA, dated June 15, 2016), landfill owners/permittees are responsible to conduct post-closure monitoring. The Capital Regional District is a co-permittee of the current Waste Transfer Station on the 360 Blackburn Road site. CRD Bylaws require that the current Waste Transfer Station owner prepare and follow a Leachate/Surface Run-off Management Plan to show that there is management in place ensuring no discharge of leachate or runoff into the environment. SSIWPA was encouraged to contact the CRD regarding Solid Waste Management Plan and in this particular case, the Surface Run-off Management Plan.

According to correspondence received from CRD Environmental Resource Management Parks and Environmental Services (A. Bergner) (2016-06-17), CRD staff administer Bylaw 2810 to ensure all waste transfer or landfill operators meet the regulatory requirements.

Objectives:

1. Coordinate a plan to assess the potential for contamination to Cusheon Lake from the closed landfill on Blackburn Road. (Since Blackburn Lake lies between the closed landfill and Cusheon Lake, investigations could include Blackburn Lake.)
2. Coordinate a remediation plan among agencies at SSIWPA, if contamination is determined.

Status:

The following actions were completed as a result of decisions at SSIWPA Steering Committee:

Action/Outcome	SSIWPA Record
Letter to ENV (A. Downie) dated 2016-05-25 re: BB Landfill Closure Plan and Leachate Monitoring by the Province.	Closed meeting agenda 2016-05-20
Letter to CRD regarding possible permit violations at the landfill	Letter dated 2016-05-24
Letter to SSIWPA 2016-06-15 from ENV (A. Downie) re: BB Landfill Closure Plan and Leachate Monitoring	Closed meeting agenda 2016-06-17
Letter to CRD Environmental Resource Management Parks and Environmental Services (A. Bergner) dated 2016-05-24 regarding SSIWPA questions about CRD SSI Transfer Station compliance with Regulation Bylaw No. 1 (2001)	Closed meeting agenda 2016-06-17
Response from CRD (A. Bergner) 2016-06-15 to SSIWPA re: SSI Transfer Station Regulation questions.	Closed meeting agenda 2016-07-15

Closed meeting agenda 2016-05-20 did contain information from a Freedom of Information request made by a local citizen. Such information may not be included in a public meeting package	Closed meeting agenda 2016-05-20 
SSIWPA requested presentation on CRD SWMP (by letter to V. Derman, CRD Environmental Services Committee 2016-07-05)	Closed meeting agenda 2016-07-15 (No record of a reply.)
Current (January 2021) region-side CRD-Revised Solid Waste Management Plan (including SSI) is out for public consultation.	SSIWPA did not get notice. Coordinator learned from a SSIWPA member between meetings December 2020.

Components that require coordination:

Tasks and amount of time estimated for each.

Task	Estimated Coordination Time (hours)
Conduct review of literature, relevant laws, past actions taken by SSIWPA and/or SSIWPA members.	5
Provide literature review to stakeholders	1
Contact agencies to see if they would consider acting, what they would require.	5
If results are achieved, report back to SSIWPA on potential for an agency to act, i.e. undertake appropriate testing.	1
If adequate results are not achieved, plan and design meeting content with project lead/subcommittee	5
If needed, invite stakeholders to the project/conversation; report back to SSIWPA or subcommittee	2
Conduct meeting; record meeting notes and summary; distribute meeting results to SSIWPA and all stakeholders	8
Provide summary to SSIWPA regarding potential for action by one or more agency/agencies.	1
One recommendation could be to coordinate distribution of a Plan for Assessment of Contamination Coordinate follow up actions in the plan. Coordinate development of remediation plan, if necessary.	20+

Request for SSIWPA Coordination (# hours estimated): 23-43+

Cost and Funding Sources:



TRUSTEE SPONSORED Request for Decision

DATE OF MEETING: January 19, 2021

TO: Salt Spring Island Local Trust Committee

FROM: Trustee Patrick

SUBJECT: Salt Spring Island Watershed Protection Alignment and Opportunities

RECOMMENDATION

1. That the Salt Spring Local Trust Committee approves in principle the development of, under the guidance of a qualified consultant, an executable strategic plan to guide and prioritize watershed protection work on a long-term basis (5 to 10 yr. time frame) to better support decision-makers in advancing effective, modernized land and water use planning.
2. That the Salt Spring Island Local Trust Committee direct staff to report back with a project charter for the development of a watershed protection strategic plan generally consistent with the Request for Decision included in January 19, 2021 regular meeting agenda package and that staff investigate opportunities to harmonize plan development with the Regional Planning Committee's Freshwater Sustainability Strategy.
3. That the Salt Spring Island Local Trust Committee requests that Trust Council amend the 2021/22 draft budget to include the allocation of up to \$50,000 from Salt Spring Island Local Trust Committee surplus funds to hire a contractor to guide the development of a strategic watershed protection plan for Salt Spring Island.

RPM Comments:

SSIWPA has undergone numerous changes since its inception in 2013. SSIWPA was originally created to address poor water quality issues in St. Mary Lake. Once the issue was addressed the group turned its attention to water quality and quantity issues across all of Salt Spring Island. SSIWPA's new goal was to create a Water Sustainability Plan for Salt Spring Island and created an Integrated Watershed Management Plan to achieve that goal. In 2018, Mike Wei, the principle drafter of the Water Sustainability Act, was contracted to conduct a strategic planning workshop with SSIWPA members including technical working group members and interested members of the public. The workshop applied a problem oriented approach that allowed SSIWPA to choose what it needs to focus on as priorities and to identify and evaluate project-level tasks. The current framework used by SSIWPA was developed as a result of this strategic planning exercise.

In October 2020, the SSIWPA steering committee agreed to the formation of an ad hoc working group to develop a terms of reference to consider hiring a consultant to assist in the development of a watershed protection strategic plan or other form of freshwater plan for Salt Spring Island. Trustee Patrick provided a draft project charter for the development of such a plan to the SSIWPA steering committee for its consideration at its December 17, 2020 meeting. Following lengthy debate about whether to include this item in the SSIWPA 2021/22 work plan and recommending to the LTC that it be the lead agency for such an initiative, SSIWPA passed the following resolution:

By general consent, the Salt Spring Island Watershed Protection Alliance defer consideration of the “Watershed Protection Alignment and Opportunities” – Islands Trust Project Charter.

Despite SSIWPA not endorsing this project at its December 17, 2020 meeting, Trustee Patrick, who also serves as the SSIWPA chair, has submitted a separate Request for Decision to advance this project as part of the LTC’s January 19, 2021 agenda package. If unspent coordination funds from previous years are to be used to advance this initiative, a resolution of the LTC is required now to ensure that the proposed draw from surplus appears as a line item in the 2021/22 Trust Council budget. Trustee Patrick has provided such recommendations.

As Trustees are aware, Local Planning Services is implementing the Local Planning Services Renewal. The renewal is an exciting opportunity to focus more Island Planner time exclusively on long range and proactive planning Trust wide. The implementation of the LPS renewal is happening in an iterative process with processes and procedures being worked out while resources are being reallocated. The key immediate deliverable is to have Island Planners advancing projects throughout the Trust Area which have languished for various reasons. As part of this process Salt Spring Island Island planners may be tasked with other Trust area projects (note it is also feasible that other Island Planners could be tasked to Salt Spring Island projects). This has not yet occurred aside from Island Planner staff helping develop some of the framework for implementing the LPS Renewal. However, staff remind the LTC that the one Salt Spring Island project that may lose Island Planner time is the Water Sustainability project as no new projects were envisioned upon implementation of the LPs Renewal. Therefore, staff caution that while fiscal resources may be made available, staff resource may not be.

Objective: Develop a plan that can strategically guide and prioritize watershed protection work on a long-term basis (5 to 10 yr. time frame) to better support decision-makers in advancing effective, modernized land and water use planning.

“In short: there is growing recognition that, to fix water problems, we urgently need to tackle systemic, root issues related to authority, responsibility, knowledge, and accountability.” (POLIS)

Background: The Salt Spring Island Watershed Protection Alliance (SSIWPA) was created in 2013 by the Salt Spring Local Trust Committee (LTC) using coordination powers delegated by the Islands Trust Council through Bylaw 154 to facilitate a coordinated approach to the management and protection of watersheds on Salt Spring Island.

Introduction: The goals for this proposed Salt Spring Island Local Trust Committee (LTC) project (under the priority project: Freshwater Sustainability) are to analyze, evaluate and reset SSIWPA through a

structured approach and in reference to POLIS’s document, “A Handbook for Water Champions: First Addition – Strengthening Decision Making and Collaboration for Healthy Watersheds.”

After seven years of SSIWPA’s existence, it is a good time to take a hard look at its accomplishments and challenges. Following that review, SSIWPA can then go forward to support its member agencies in achieving the collective goal of protecting Salt Spring’s watersheds through effective and modernized land and water use planning.

Fresh water is vital to Salt Spring’s landscapes, communities and economies. We know that this natural resource faces an increasingly uncertain future with shifting climate and hydrology, and intense cumulative pressures. Salt Spring is entering an era of water insecurity. We recognize that the status quo for managing and governing water must change to reflect these new realities. SSIWPA is poised to help its member agencies take on leading roles in water decision-making and management, and to explore new water initiatives and partnerships. As stewards, we must also embrace a collaborative approach, learning how Indigenous and non-Indigenous neighbours can work together to protect water and ensure that it is managed fairly.

Key actions:

- Use the Water Champions Handbook as the “referenced standard”
- Make use of the large amount of existing planning/materials
- Support the SSIWPA coordinator with an experienced consultant
- Link the initiative into Islands Trust’s Freshwater Sustainability Strategy Project
- Build reproducible processes/approaches for Southern Gulf Island region

Project Overview:

With the guidance of a qualified consultant, develop a 5- or 10-year strategic watershed protection plan taking into account the following assistance and support for SSIWPA:

- a. Assess current structure and membership of SSIWPA and make recommendations for improvement. Consider relationships with regional provincial staff and decision makers who would be implementing any recommended tools.
- b. Identify specific water/watershed problems/challenges that it should address.
- c. Engage Indigenous nations and the community to prioritize issues/problems.
- d. Assess information/data needs/gaps for the identified problems/challenges.
- e. Identify the desired outcomes (what does the community or agency/ies want to do, or do differently?).
- f. Identify what Water Sustainability Act tools and other tools are available, and which tools are best to help solve particular problems.
- g. Identify partner capacity and partner capacity needs (e.g., human, financial) to use/develop recommended tools.
- h. Identify champions/leads for each problem.

DRAFT FOR DISCUSSION

SALT SPRING LOCAL TRUST COMMITTEE		PROJECT CHARTER v.0.1
Salt Spring Island Watershed Protection Alignment and Opportunities Project		January 2021
<p>Purpose</p> <p>The purpose of this project is to develop a plan to guide coordinated agency and community efforts to address Salt Spring Island's watershed protection and freshwater challenges through application of the POLIS Water Champions Handbook Stepping Stones.</p>		
<p>Background</p> <p>The LTC has been coordinating the Salt Spring Island Watershed Protection Alliance (SSIWPA) since 2013 using delegated authority from the Islands Trust Council. SSIWPA provides a forum within which to engage in multi-jurisdictional planning for the sustainability and protection of freshwater resources on Salt Spring Island.</p> <p>SSIWPA undertakes an annual work planning exercise to identify water issues of concern to SSIWPA's membership and wider community in the hope that member agencies will undertake projects on to address the issues raised. However, the scale and scope of the watershed and freshwater challenges facing Salt Spring Island has prompted a desire to:</p> <ul style="list-style-type: none"> • prioritize the water challenges facing the island; • understand the tools available to tackle those challenges; • evaluate and optimize SSIWPA's performance as a coordinating body for watershed protection; and • Ensure SSIWPA's activities are aligned with other related planning initiatives on the Island (Area Farm Plan, Climate Action Plan, LTC Housing Challenges and Solutions, Coastal Douglas-fir Protection, and Ganges Village projects) 		
<p>Objectives</p> <p>Develop a plan to improve agency and community coordination for watershed protection on Salt Spring Island. This plan will:</p> <ul style="list-style-type: none"> ○ Clearly establish stakeholder roles, responsibilities and available tools in watershed protection and water sustainability on Salt Spring Island ○ Utilize existing information to provide strategic pathways to address priority issues and fill data gaps ○ Provide recommendations for the use of surplus funds and special tax-requisition to advance water sustainability ○ Align with Islands Trust Regional Planning Committee Freshwater Sustainability Strategy ○ Consider Transition Salt Spring Climate Action plan 2.0 recommendations ○ Recommend avenues and strategies to secure additional funding for watershed protection ○ Identify how to align coordination efforts with SSIWPA agencies ○ Use a process that can be reproduced across the Southern Gulf Islands and/or Islands Trust Area 	<p>In Scope</p> <ul style="list-style-type: none"> • Apply POLIS Water Champion Handbook Stepping-Stones; • Identify what specific water/watershed problems/challenges need to be addressed in a multi-agency governance environment • Engage indigenous nations and the community to prioritize issues/problems • Identify the desired outcomes (what does the community or agency/ies want to, or to do differently)? • Identify what Water Sustainability Act tool(s) and other tools are available and best to solve each problem • Create a matrix of these tools, identify lead, and assess capacity to develop/implement the tool • Answer questions that relate to the impact of tools at both an island-wide and watershed-specific scale • Prioritize avenues for SSIWPA surplus funds and SSIWPA tax-requisition funds to maximize watershed protection benefit • Undertake interviews with stakeholders • Undertake a specific workshop with key stakeholders • Provide accessible information and data to stakeholders 	<p>Out of Scope</p> <ul style="list-style-type: none"> • Development of tools

DRAFT FOR DISCUSSION

Work Plan Overview				
Deliverable/Milestone			Date	
Recommendation to direct staff at Salt Spring Island Local Trust Committee			January 19, 2020	
Project Charter presentation to SSIWPA Steering Committee			December 17, 2020	
Trustee Sponsored Request for Decision to Salt Spring Island Local Trust Committee			January 19, 2021	
Procurement process			February 2021	
Collection of relevant information and data			February 2021	
Retain consultant and engage in the project			February- March 2021	
Deliverables received			TBD	
Project Team		Budget		
	Project Manager	Salt Spring Island Water Sustainability Top Priority Project		
	Project Support	Fiscal	Item	Cost
	Project Support	21/22	Consulting Services	\$30,000
	Project Sponsor			
Director Approval:	LTC Endorsement:			
Date: DD, MM, YYYY	Resolution #:			
	Date: DD, MM, YYYY	21/22	Total	\$30,000

From: Laura Patrick
Sent: Monday, January 4, 2021 8:04 AM
To: Stefan Cermak
Cc: William Shulba; Jason Youmans; SSIWPA
Subject: FW: Response to SSIWPA regarding Water Objectives and WSA Tools

This is the FLNR email that I request accompany the RFD.

From: Barroso, Sylvia L FLNR:EX [<mailto:Sylvia.Barroso@gov.bc.ca>]
Sent: Friday, December 18, 2020 4:39 PM
To: SSIWPA
Cc: Laura Patrick; directorssi@crd.bc.ca; William Shulba; Bieber, Christine ENV:EX; Doyle, Jessica FLNR:EX
Subject: Response to SSIWPA regarding Water Objectives and WSA Tools

Dear Shannon,

(cc. Gary Holman, Laura Patrick, William Shulba)

Thank you for your previous inquiry regarding tools for water management under the *Water Sustainability Act* (WSA). Following your email to Christine Bieber, in late November I met with staff from water policy and groundwater science groups in the Ministry of Environment (ENV), including Christine, Jennifer Vigano, and Brady McCarl, to discuss water concerns on Salt Spring and the expressed desire of SSIWPA and Islands Trust to understand whether strategies such as developing water objectives or water sustainability planning could be undertaken for Salt Spring, or for the Islands Trust area.

As you are aware, the province is currently in the process of implementing a major change in water management with the licensing of non-domestic groundwater use and transitioning in of existing (pre-2016) non-domestic groundwater use into a licensing scheme under the WSA. It is recognized that time is needed to implement this phase of the Act. We also acknowledge that there are other potential mechanisms in the legislation that could be of value to address water concerns on Salt Spring and the Gulf Islands such as water objectives, drilling authorizations, aquifer notations, or other tools.

During the discussion with ENV it was suggested that there would be value in SSIWPA developing a clear issues analysis or statement that identifies:

- What are the challenges in water resource management on the island(s);
- What are the desired outcomes (what does the community or agency(ies) want to do, or do differently);
- What are the potential tools that could assist with these challenges (not limited to WSA tools).

At the SSIWPA Special Meeting on Dec. 17, 2020, a project charter for a “Salt Spring Island Watershed Protection Alignment and Opportunities Project” was discussed. This type of strategic plan could assist with such an issues analysis, to strategically guide and prioritize work on a longer term (5- 10-year) time frame.

ENV are currently working on several policies and pilot projects related to water objectives under the WSA. In the coming year I will commit to providing additional updates to SSIWPA on these projects, and linkages to engagement opportunities as they arise.

Warm regards and best wishes for a happy holiday season,

-Sylvia

Sylvia Barroso, MSc, PGeo

Regional Hydrogeologist, Water Protection, West Coast Region

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

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Islands Trust

STAFF REPORT

File No.: 6500-20 – Water
Sustainability

DATE OF MEETING: June 19, 2020
TO: Salt Spring Island Watershed Protection Alliance (SSIWPA)
FROM: Jason Youmans, Island Planner, Salt Spring Island Team
William Shulba, P. Geo, Senior Freshwater Specialist
SUBJECT: Proof of Water at Time of Subdivision

RECOMMENDATION

1. That the Salt Spring Island Watershed Protection Alliance Steering Committee direct the Technical Working Group to collaborate with Islands Trust staff in the development of land use bylaw amendments to ensure sustainability of groundwater resources when lands are subdivided.
2. That the Salt Spring Island Watershed Protection Alliance Steering Committee authorize the Technical Working Group to convene special meetings as necessary to address the LTC's request for assistance.

REPORT SUMMARY

The purpose of this report is to provide the Salt Spring Island Watershed Protection Alliance (SSIWPA) Steering Committee with information concerning a Salt Spring Island Local Trust Committee (LTC) project to amend the Salt Spring Island Land Use Bylaw (LUB) to ensure sustainability of groundwater resources following subdivision. The LTC has requested that Islands Trust staff cooperate with the SSIWPA Technical Working Group and Government of British Columbia staff to develop the anticipated bylaw amendments.

BACKGROUND

Issue Background

See Appendix 1 of this report for complete project background.

Process Background

At its May 26, 2020 meeting the Salt Spring Island Local Trust Committee passed the following resolutions concerning this project:

SS-2020-071

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee amend the project charter "Proof of Sustainable Water – Subdivision version 1" attached as Appendix 1 to the staff report of May 26, 2020 as follows: modify the second bullet in the In Scope Section to say "in cooperation with the SSIWPA Technical Working Group and Provincial agencies in bylaw development" and remove "SSIWPA Technical Working Group" from the third bullet in the In Scope Section.

CARRIED

SS-2020-072

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee direct staff to draft a bylaw to strengthen groundwater protection during the subdivision approval process in consideration of the project charter.

CARRIED

PROPOSED PROCESS

Staff anticipate that developing a draft bylaw in cooperation with TWG and Provincial staff will require two meetings as follows:

Meeting 1 (June 2020)

- Review project purpose
- Review existing SSI potable water regulations at time of subdivision, similar regulations of other jurisdictions, and applicable provincial legislation, regulations and guidelines
- Review industry best practices
- Develop set of recommendations to guide bylaw development

Interim

- Islands Trust staff develop a draft bylaw based on the recommendations determined in Meeting 1

Meeting 2 (July 2020)

- Staff provide draft bylaw to TWG and provincial staff for review and suggested amendments

ISSUES AND OPPORTUNITIES*Special Meeting*

As the TWG is only proposed to meet quarterly, and the deliberations of the body should be minuted, a special meeting of the TWG may be required.

RATIONALE FOR RECOMMENDATION

- 1) That the Salt Spring Island Watershed Protection Alliance Steering Committee direct the Technical Working Group to cooperate with Islands Trust staff in the development of land use bylaw amendments to ensure sustainability of groundwater resources when lands are subdivided.**

Staff Comment: The Salt Spring Island Local Trust Committee has requested the Technical Working Group's assistance in the development of bylaw amendments concerning proof of water at time of subdivision. Staff recommend the SSIWPA Steering Committee support this request.

- 2) That the Salt Spring Island Watershed Protection Alliance Steering Committee authorize the Technical Working Group to convene special meetings as necessary to address the LTC's request for assistance.**

As the TWG is only proposed to meet quarterly, a special meeting of the TWG may be necessary. This resolution would authorize the TWG chair to convene such a meeting without additional direction from the Steering Committee.

NEXT STEPS

If the SSIWPA Steering Committee supports the LTC's request, staff will work with the SSIWPA coordinator to bring this issue forward on the next TWG agenda.

Submitted By:	Jason Youmans, Island Planner William Shulba, P.Geo, Senior Freshwater Specialist	June 9, 2020
Concurrence:	Stefan Cermak, Regional Planning Manager	June 9, 2020

ATTACHMENTS

1. SSI LTC Staff Report – May 26, 2020



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 11, 2021
 Project title: Proof of Water - Subdivision
 Lead agency: Salt Spring Island Local Trust Committee, Islands Trust
 Project manager: Jason Youmans, Island Planner
 William Shulba, Senior Freshwater Specialist
 Submitted by: Jason Youmans

Purpose:

The purpose of this project is to amend the Salt Spring Island Land Use Bylaw to better protect groundwater resources and groundwater users by improving the quality of groundwater information provided by subdivision applicants.

Background/Rationale:

The Salt Spring Island Local Trust Committee (SS-LTC) approved this project in 2020 to amend the Salt Spring Island Land Use Bylaw (LUB) to ensure sustainability of groundwater resources following subdivision. The SS-LTC and planning staff have been cooperating with the SSIWPA Technical Working Group and Government of British Columbia staff to develop the anticipated bylaw amendments. Please refer to Attachment 1 – SS-LTC Staff Report File. No. 6500-20 presented to the SSIWPA Steering Committee at its regular meeting dated 2020-06-19.

Objectives:

- Consistency between Land Use Bylaw and Government of British Columbia Guidelines for Conducting Pumping Tests
- Clear deliverables for subdivision applicants
- Reduced staff/applicant conflict

Status (to-date, if applicable):

Work is already underway on this sub-project within the LTC's greater Water Sustainability Project

- Project charter endorsed by LTC
- 2 TWG meetings
- Bylaw amendments drafted and referred to FLNFORD staff for preliminary review

Components that Require Coordination:

Convening 1 TWG meeting; minuting said meeting; providing TWG recommendations to Steering Committee for consideration of forwarding to LTC

Request for SSIWPA Coordination (# hours estimated): 5

Cost and Funding Sources: \$1,500 – LTC project funds

Deliverables and Timeframe: n/a

Attachments:

1. SS-LTC Staff Report File. No. 6500-20 presented to the SSIWPA Steering Committee at its regular meeting dated 2020-06-19



SCOPE OF WORK MEMORANDUM

To: SSIWPA Steering Committee
 Date: January 8, 2021
 Project title: **Professional Design Guidelines for Potable Rainwater Systems**
 Lead agency: *Pending (CRD Electoral Area Services Committee, Building Inspection)*
 Project manager: *Pending*
 Submitted by: Coordinator Cowan
 Advised by project beginnings in 2020-21 and scoping discussion at SSIWPA Rainwater Subcommittee: Ian Peace, John Millson, Maxine Leichter, Rhonan Heitzmann, Sandra Ungerson.

Purpose and Rationale:

The British Columbia Ministry of Health and the CRD are taking significant steps to ensure sufficient guidance and consistency for homeowners and for professionals to support the design and water quality standards are met for rainwater systems harvested for potable use that fall into the multi-connection category.

An information gap has been observed by rainwater system professionals in the CRD (and neighbouring regions) in potable rainwater system design guidance for single-connection systems. This gap forms the rationale for the current proposed project / coordination area at SSIWPA.

The purpose of this project is to coordinate discussion and development of standard professional design guidelines for single connection potable rainwater harvesting in the Salt Spring Island Local Trust Area (and, possibly, the other Electoral Areas of the Capital Regional District).

The project relies on a project lead agency. Without one, this cannot go forward.

Background and Project Status:

- A. The SSIWPA Steering Committee struck a Rainwater Subcommittee in October, 2019.
- B. Of the priorities regarding rainwater harvesting and promotion of water conservation on Salt Spring Island....
- C. The Rainwater Subcommittee named one of the lower priority workplan goals for the rainwater project: *Professional Design Guidelines for Potable Rainwater Harvesting Systems* and it was adopted as part of the SSIWPA 2020-21 Workplan; it was intended to be a conversation to develop project goals, in the 20-21 fiscal year, while focussed effort was made to create the *SSI Non-Potable Rainwater Harvesting Best Practices Guide*.
- D. SSIWPA coordinator contacted Ministry of Health's Kat Zimmer who was involved with the recent development of *Guidance for Treatment of Rainwater Harvested for Potable Use in British Columbia* (dated September, 2020), and Sabrina Diemert (P. Eng.), Alistair Stewart (P. Eng.) who are currently developing *Design Guidelines for Drinking Water Systems*.

It was determined that the provincial publication applies to drinking water systems (ie. multi-connection systems) as defined under the Drinking Water Protection Act. There is a gap in information about design and permitting regarding design guidelines for construction and permitting of single connection potable rainwater harvesting systems (ie. single family dwellings) that would align with CSA B805-18 Canadian National Rainwater Harvesting standard. The gap exists at a minimum in the Capital Regional District as well as the Regional District of Nanaimo.

- E. The Capital Regional District Electoral Area Services Committee (including Commissioner, Gordon Baird, a professional who advised on SSIWPA's *SSI Non-Potable Rainwater Harvesting Best Practices Guide*) has undertaken to update Bylaw 3780 (by request of CRD Regional Water Supply) to align with *CSA B805-18 Canadian National Rainwater Harvesting standard* and to bring the Bylaw into compliance the *Provincial Guidelines for Treatment of Rainwater Harvested for Potable Use*.

Objectives:

- Coordinate inter-agency information-sharing and discussion of standard professional design guidelines for single connection potable rainwater systems.
- The project relies on a project lead agency. Without one, this cannot go forward.

In Scope:

- The coordination of this project may include development of memoranda of understanding, shared information or reports, and ideally, a guidance document that is useful to the CRD Electoral Areas (Highlands, Juan de Fuca, Salt Spring and SGI).

Out of Scope:

- Development of the guidance documents by SSIWPA itself. There needs to be a project lead agency.

Components that require coordination:

Task	Who	Budget \$ (Coordination Hrs)	Deliverable – MM- YYYY
Coordinate meetings to develop project scope and timelines.	-Any SSIWPA Members -CRD Electoral Area Services Committee -Gordon Baird -Sandra Ungerson, -Ministry of Health, Kat Zimmer or P.Eng. -Islands Trust staff representative -TWG?	\$1,100 (20)	June, 2021

Coordinate Agency Actions on Project Scope, as agreed by Steering Committee	-Coordinator -Subcommittee support?	Unknown	January, 2022
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Request for SSIWPA Coordination (# hours estimated): 20+

Cost and Funding Sources: \$1,100 coordination time, plus staff time at agencies listed above.

SSIWPA Events and Communications - Detailed Budget Apr. 1, 2021 - Mar. 31, 2022 - DRAFT FOR DISCUSSION								
Item	Detail	Budgeted Cash (\$)	Coordination (contract \$)	Coordination (hrs)	Admin (hrs)	Lead Agency	Partners	Status
Rainwater Rebate Program	Ad design and placement costs.	800	1,550	25	5	Transition SS	CRD, SSIWPA	In process
Groundwater Brochure	Design and printing. Digital copy on website. Design assistance for website news posts and resource pages.	730	1,755	30	3	SSIWPA - TWG	FLNR	In process
Professional Design Guide for Potable Rainwater Systems	See Scope of Work Document. Regular Meeting 2021-01-21.	0	1,100	20		Pending	CRD, FLNR	Scoping
Virtual Rain Tour, Online Rain Harvesting Resources	Suggest promotional costs for this (hard costs) are not a priority for this year since so much time went into webinar, Guide and Tour in 2020. Suggest part of Rain Rebates is to promote existing resources on Website. Costs covered under Rebate item.	0	825	15		SSIWPA		Ongoing
Annual Report	Design and printing. Digital mailing to full contact list and networks, including First Nations. 25 printed copies.	500	1,725	20	10	SSIWPA		Annually
Totals		2,030	6,955	110	18			

Total Coordinator Hours

128

SSIWPA Workplan April 1, 2021-March 31, 2022 DRAFT FOR DISCUSSION January 21, 2021									
	Area or Watershed	Lead Agency	Quarter:	1	2	3	4	Partners	Status
Water Availability Analysis									
Detailed Hydrogeological Assessment of Water Service Area	Cedar Lane	CRD						Cedar Ln Commission, TWG, FLNR	Proposed
Water Availability and Climate Change Assessment*	Weston	CRD						Fulford Commission, TWG, FLNR	In process
Monitoring									
Watershed Monitoring Program:									
Observation Wells	Island	IT						FLNR	Ongoing
Observation Lakes	Bullock	IT							Ongoing
	Cusheon	IT							Ongoing
	Weston	IT							Ongoing
	Stowell	IT							Ongoing
Water System Data Management Assistance		SSIWPA							In process
Policy and Planning									
Bloom Notification Alert System	Cusheon, SML	Water Preservation						CRD, CLSC, Island Health	Proposed
Blackburn Legacy Landfill Pollution Assessment	Blackburn	Water Preservation						CRD, CLSC, ENV	Proposed
Watershed Protection Plan*	Island	IT							Proposed
Proof of Sufficient Water (Time of Subdivision)	Island	IT						CRD, FLNR	In process
Communications									
Rainwater Rebate Program	Island	Transition SS						CRD, SSIWPA	Funding being sought
Groundwater Brochure	Island	SSIWPA - TWG						FLNR	In process
Professional Design Guide for Potable Rainwater Systems	Regional ?	<i>Pending</i>						CRD, FLNR	Proposed
Virtual Rain Tour, Online Rain Harvesting Resources	Island	SSIWPA							Ongoing
Annual Report	Island	SSIWPA							Annually

*Linked projects; There could be other watersheds identified in the WPPlan.