

Date: June 30, 2015

File No.: 6500-20. Watershed Management

To: Salt Spring Island Local Trust Committee: For the meeting of July 9, 2015

From: Stefan Cermak, Acting Regional Planning Manager

Re: Watershed Management

Purpose

The Salt Spring Island Local Trust Committee (LTC) has identified watershed management on Salt Spring Island as one of its top priorities. The Watershed Program involves a multi-jurisdictional approach to the protection and management of freshwater resources on Salt Spring Island.

The purpose of this report is to update the LTC on advancement of the Watershed Management Program with respect to:

- Developing an Integrated Watershed Management Plan for St. Mary Lake, and
- Development of a Water Conservation and Water Demand Management Measures Plan for Salt Spring Island.

Background

Integrated Watershed Management Plan for St. Mary Lake

The Salt Spring Island Local Trust Committee last received an update regarding the Watershed Program at their April 16th, 2015 regular business meeting. Since that time the Salt Spring Island Watershed Protection Authority (SSIWPA) has met three times (April 17, May 15, and June 19, 2015). Minutes to those minutes are not attached to this report due to their size. Minutes for those meetings may be found on the [SSIWPA website](#). SSIWPA's minutes include updates from SSIWPA's technical and public advisory committee's during that time.

SSIWPA also completed the final two Structured Decision Making Process (SDM) workshops facilitated by Compass Resource Management. The SDM is an organized and transparent framework for identifying, evaluating, and making defensible choices in management actions that may improve the raw lake water quality of St. Mary Lake.

On June 19th, 2015 SSIWPA considered a draft report from Compass Resources summarizing the SDM process and results. During the same meeting, SSIWPA considered a draft Integrated Watershed Management Plan for St. Mary Lake. SSIWPA is scheduled to meet July 17th, 2015 to consider further progress made for both items. The final Integrated Watershed Plan for St. Mary Lake is anticipated for the fall of 2015.

Water Conservation and Water Demand Management Measures

The [Request for Proposal](#) to procure services of a consultant to draft a Water Conservation and Water Demand Management Measures Plan and Bylaw for Salt Spring Island was posted June 19th, 2015 and will remain open till July 17th, 2015.

Discussion

The LTC has achieved meeting several objectives and deliverables as per the Watershed Program Top Priority Project Charter (Appendix 1; updated June 30, 2015). SSIWPA is on track to deliver an updated Integrated Watershed Management Plan in the Fall of 2015 and to consider services leading to an island wide Water Conservation and Water Demand Management Plan. Moreover, SSIWPA has begun planning next steps in the management of the Cusheon Lake Watershed Area.

There are no recommendations from staff at this time.

Prepared and Submitted by:

Stefan Cermak, Acting Regional Planning
Manager

Date

Appendices

Appendix 1: Project Charter – Watershed Management version 6.2



Salt Spring Island Local Trust Committee

Project Charter: Watershed Management

Creation Date: April 25, 2013

Last Updated: June 30, 2015

Version: 6.2

Purpose

This project aims to address water quality and quantity issues on Salt Spring Island. The project aims to first address water quality issues in St. Mary Lake and to advance watershed management on Salt Spring Island. In this project, the Salt Spring Island Local Trust Committee has two functions:

1. Coordination of the Salt Spring Island Watershed Protection Authority:
 - Collaborative watershed management is an emerging governance response to the inter-related and multi-jurisdictional issues related to watershed management and the supply of potable drinking water. By coordinating and participating in the Salt Spring Island Watershed Protection Authority, the Salt Spring Island Local Trust Committee can collaborate with a number of different agencies that have a responsibility for watershed management and potable water supply.
 - Funding for this coordination is through a Special Property Tax Requisition from the Salt Spring Island Local Trust Area.
2. Land Use Planning:
 - This project will get stakeholder input into the regulatory and policy framework applicable to watershed management in the St. Mary Lake watershed and consider refining land use planning tools included in the Salt Spring Island Official Community Plan and Land Use Bylaw.
 - Funding for the land use planning is through the Trust Council budget for Salt Spring Island Local Trust Committee Projects.

Background

In 2012, the Salt Spring Island Local Trust Committee (LTC) identified watershed management as one of its top priorities.

This project is supported by the Islands Trust Council 2011-2014 Strategic Plan Objective 3.3: “Use land use planning tools and decisions to protect water quality and quantity,” and Strategic Plan Objective 3.4: “Explore alternative tools for improving watershed management.”

The Salt Spring Island Watershed Protection Authority was formed in 2012. Initially called the St. Mary Lake Watershed Working Group, it was created in response to severe water quality problems in St. Mary Lake on Salt Spring Island. Its aim is to find solutions and develop an action plan to address the eutrophication of St. Mary Lake, but it also has the goal of turning its attention to other watersheds on Salt Spring Island. Currently, SSIWPA is an informal group including representatives from agencies that have responsibility for water management, environment, land use planning, public health, and the delivery of potable drinking water. As a participant in SSIWPA, the Salt Spring Island Local Trust Committee can offer its authority to use planning to regulate land use on Salt Spring Island.

The Salt Spring Island Local Trust Committee has received additional powers from Trust Council (under Bylaw 154), to enable it to take a leadership role in coordinating the multiple agencies involved in the SSIWPA. Bylaw 154 delegates the SSILTC the powers (from *Islands Trust Act* section 8.2(b)) to:

- *coordinate* and *assist* in the *determination* of regional, improvement district and government of British Columbia policies;
- *coordinate* the *implementation* and *carrying out* of regional, improvement district and government of British Columbia policies.

Project Objectives

- Convene an interagency group to bring coordinated efforts to watershed management and the remediation of St. Mary Lake by Fall 2012.
- Receive delegated authority from Trust Council to enable SSI LTC coordination of the Salt Spring Island Watershed Protection Authority by June 2013.
- Participate in the Salt Spring Island Watershed Protection Authority's establishment through the creation of a Terms of Reference by August 2013.
- Establish contract coordination of SSIWPA by October 2013; Renew Coordinator Contract for annual reposting as required.
- By February 2014 seek additional funding for multi-stake holder watershed management (and land use planning) through a grant from the Real Estate Foundation.
- By April 2014 receive approval from Islands Trust Council for a Special Property Tax Requisition to fund coordination of the Salt Spring Island Watershed Protection Authority; Follow Islands Trust Policy 6.3.ii to request annual approval of a Special Tax Requisition to fund coordination of the SSIWPA.
- In spring 2015, participate in a structured decision making process to evaluate options for St. Mary Lake through a multi-stakeholder, participatory process.
- By September 2015, identify land use planning and other tools that will improve watershed health.
- By fall 2015, assist in updating of the St. Mary Lake Watershed Management Plan and coordinate implementation with SSIWPA.
- By winter 2015, formalize the Salt Spring Island Watershed Protection Authority with coordination agreements between its member agencies. This involves coordinating the work of SSIWPA to become an entity that over the long term can improve watershed health and drinking water quality on Salt Spring Island.
- draft a Water Conservation and Water Demand Management Plan for Salt Spring Island

Project Scope

In Scope	Out of Current Project Scope
<ul style="list-style-type: none"> • Local facilitation of Trust Council delegation of authority to SSI LTC to coordinate and assist in the determination of the policies of a regional district, improvement district or the government of British Columbia; and to coordinate (not assist) in the implementation, and carrying out of the policies of a regional district, improvement district or the government of British Columbia (Bylaw 154). • Coordinate and help establish the Salt Spring Island Watershed Protection Authority with a Terms of Reference, a Technical Advisory Committee, and a Public Advisory Committee, and to consider Terms of Reference for a Quantity Committee. • Facilitate a Special Property Tax Requisition request for the Salt Spring Island Local Trust Area to fund coordination in 2014/15 and 2015/16. • Contract manage coordination of SSIWPA • Participate in multi-stakeholder watershed management planning process • Consider land use planning tools to improve St. Mary Lake Water Quality and watershed management • Consider land use planning tools to improve water quality in other drinking watersheds beyond St. Mary Lake, with next priority being Cusheon Lake Watershed • Facilitate cooperation agreements with other agencies to formalize the SSIWPA as a multi-agency board that is capable of updating and implementing the St. Mary Lake Watershed Management Plan and improving the water quality of St. Mary Lake. • Consider water conservation and water demand management measures for a Salt Spring Island Water Conservation And Water Demand Management Plan • Coordinate collaborative policy development to be implemented by SSIWPA and its member agencies 	<ul style="list-style-type: none"> • Carrying out capital works or the implementation of other agencies' policies • Assisting in the implementation and carrying out of the policies of a regional improvement district or the government of British Columbia

Project Deliverables

- SSI LTC to receive delegated powers from Trust Council to coordinate SSIWPA
- Terms of Reference for the SSIWPA
- Terms of Reference for the SSIWPA Technical Advisory Committee
- Establishment of a SSIWPA Technical Advisory Committee
- Terms of Reference for a SSIWPA Quantity Advisory Committee
- Establishment of a SSIWPA Quantity Advisory Committee
- Special Property Tax Requisition request to Trust Council
- Contract management of SSIWPA coordination
- Contract management of Structured Decision Making Facilitator(s)

- Participation a multi-stakeholder structured decision making process to prioritize actions and build consensus for an updated St. Mary Lake Watershed Management Plan
- An updated St. Mary Lake Watershed Management Plan including ranking and prioritization of land use planning/regulatory approach to watershed management
- An updated Cusheon Lake Watershed Management Plan including ranking and prioritization of land use planning/regulatory approach to watershed management
- Creation of coordination agreements with other agencies participating in SSIWPA
- Coordinate the implementation of the updated St. Mary Lake Watershed Management Plan
- Coordinate the implementation of the updated Cusheon Lake Watershed Management Plan
- Creation of a sustainable “Salt Spring Island Watershed Protection Authority” that can provide adequately resourced, coordinated and collaborative leadership between different agencies over the long term, ensuring high drinking water quality, sustainable water quantity, and ecologically sound watershed management.
- Coordinate the creation of a Salt Spring Island Water Conservation And Water Demand Management Plan

Stakeholders

Technical Advisory Committee

The Salt Spring Island Watershed Protection Authority created a Technical Advisory Committee in October 2013 to objectively assess research to date, identify gaps in the information, and research solutions.

Public Advisory Committee

The Salt Spring Island Watershed Protection Authority created a Public Advisory Committee in October 2014 to advise SSIWPA from the perspective of local values, on the development of an Integrated Watershed Management Plan.

Water Quantity Committee

In October 2014, the Salt Spring Island Watershed Protection Authority began drafting Terms of Reference for a Water Quantity Committee. The purpose of the Water Quantity Committee is to assess quantity of potable water supply from Salt Spring Island surface and ground watersheds as well as design and evaluate improvements as directed by SSIWPA.

Salt Spring Island Community

Community participation in reviewing and prioritize watershed management goals and objectives is central to the success of this project. The Salt Spring Island Watershed Protection struck a Public Advisory Committee (PAC). The role of the PAC is to participate in the structured decision making process and provide input into the planning and implementation of an updated St. Mary Lake Watershed Management Plan. Membership on the PAC includes a broad range of community interests, including Water Council, the Water Preservation Society, lakeside property owners, watershed stewardship groups, recreation users, interested community members, etc.

First Nations

The Salt Spring Island Watershed Protection Authority has recognized that First Nations are more than stakeholders in this work and that this is a project which may generate interest by First Nations. The SSIWPA has invited membership on the SSIWPA by First Nations.

Project Timeline and Work Breakdown

<i>Milestone</i>	<i>Target Completion Date</i>	<i>Duration</i>	<i>% Complete</i>
Bylaw 154 to delegate authority to SSI LTC	July 2013	8 months	100%
SSIWPA Terms of Reference	August 2, 2013	2 months	100%
SSIWPA Technical Advisory Committee Terms of Reference	September 2013	2 months	100%
Engage a consultant to assist with coordinating SSIWPA activities	October 2013	1 month	100%
Facilitate SSI LTC Special Property Tax Requisition request subject to TC Policy 6.3ii	March 2013	7 months	100%
Initial consultation – community briefing on SSI LTA Special Property Tax Requisition	November 2013	1 month	100%
Seek additional funding through Real Estate Foundation Grant	January 2014	3 months	100%
SSIWPA Public Advisory Committee and Terms of Reference	April, May 2014	3 months	100%
Develop To R, issue a RFP, and project manage consultant services to facilitate a structured decision making (SDM) or other multi-stake holder process to update the St. Mary Lake Watershed Management Plan.	ToR: May 2014; RFP June 2014; SDM – March 2015 - June 2015	2 months 1 month 8 months	100% 100% 95%
Participate in process to update the St. Mary Lake Watershed Management Plan, based on active participation by the Technical Advisory Committee, the Public Advisory Committee, and the Salt Spring Island Watershed Protection Authority	January 2015– Sept. 2015	9 months	75%
Draft Terms of Reference for contract services to research, analyze, and draft a water conservation and water demand management plan for Salt Spring Island	February 2015 – May 2015	3 months	100%
Research, analyze, and draft a water conservation and water demand management plan for Salt Spring Island	June 2015 – December 2015	7 months	0%
Consider the use of land use planning tools, as prioritized by stakeholder process in order to reach the objectives of the updated St. Mary Lake Watershed Management Plan	September 2015 - December 2015	3 months	0%
Adoption of preferred land use bylaw or OCP amendments based on outcome of processes above.	September 2016	1 year	0%
Negotiate coordination agreements between representative agencies of the St Mary Lake Working Group in order to implement recommendations of the updated St Mary Lake Watershed Management Plan	December 2015 – March 2016	5 months	0%
Coordinate implementation of plan’s recommendations to be carried out by the agencies with authority to act.	March 2016 and beyond	TBD	0%

Project Budget

- Activities related to land use planning can be resourced through the Trust Council annual project budget. For certainty, activities that are customarily associated with land use planning processes include community consultation sessions where regulatory and land use planning tools are being considered.
- Trust Council has allocated \$16 000 to be shared between Village Planning and Watershed Management for the 2014-15 fiscal year. The SSI LTC has previously endorsed \$8000 to be available for the land use planning components of this project over the 2014-15 fiscal year.
- Funds for Land Use Planning are being confirmed by member SWIPPA agencies. If a shortfall relating to current fiscal year, the start of Structured Decision Making process may be scheduled so that it traverses two fiscal years, completing by May 2015 being the timeframe of the Real Estate Foundation Grant. The Real Estate Foundation Grant administrators have agreed to extend receipt of the St. Mary Lake Integrated Watershed Management Plan to September 2015.
- Activities that entail coordination or additional operations coordinated by SWIPPA are to be resourced in the 2014/15 fiscal year through the \$110 000 Special Property Tax Requisition.
- Activities that entail coordination or additional operations coordinated by SWIPPA are to be resourced in the 2015/16 fiscal year through the \$119,500 Special Property Tax Requisition. Subject to budget approval.
- Technical Advisory Committee projects are budgeted by Capital Regional District. NSSWD has advised no ability to contribute costs (including in kind) to research outside of NSSWD improvement district.
- Contract Services to research, analyze and draft a Salt Spring Island Water Conservation and Water Demand Management Plan will be funded through unspent funds from the 2014/15 Special Property Tax Requisition

SSIWPA Budgets, Two Fiscal Years

Land Use Planning (Code 4014)		2014 / 15		2015 / 16	
Item	Details	Revenue	Estimated Expenses	Revenue	Estimated Expenses
Program Budget	SSI LTC Program Budget Watershed Management	\$8,000		\$15,000	-
Grant	Real Estate Foundation of BC	\$14,000		\$6,000	
Grant	The Philip and Muriel Berman Foundation c/o the Vancouver Foundation	\$7,500		2,500	
Contributions	Other agencies NSSWD	\$500			
SDM	SDM Consulting (Service Contract for \$49,700 continues into 2015/15 fiscal)		\$28,575		\$21,125
Communications	Advertising, outreach, and communications.		\$1,425		\$2,375
	SDM meeting coordination to be funded through SSIWPA Coordination budget				

Total		\$30,000	\$30,000	\$23,500	\$23,500
Coordination (Code 4045)		2014 / 15		2015 / 16	
Item	Details	Revenue	Estimated Expenditures	Revenue	Estimated Expenditures
Coordination	SSILTA Special Property Tax Requisition	\$110,000		\$119,500	
Meetings & Events	<ul style="list-style-type: none"> • Minute Taking • Venues including Community Events • Communications 		\$12,000		\$12,000
Contract coordination	• One or more contractors for full time coordination.		\$58,000		\$85,000
Contingency	Unexpectd expenses		\$10,000		\$10,000
Administration Surcharge	Surcharge requested by Trust Administrative Services				\$12,500
Sub-Total		\$110,000	\$80,000	\$119,500	\$119,500
Estimated Surplus/Carry Over			\$42,000	+\$42,000	
Contract Services to research, analyze and draft a Salt Spring Island Water Conservation and Water Demand Management Plan					
Total		\$110,000	\$110,000	\$149,500	\$119,500

Science Research (Technical Advisory Committee (TAC))

TAC Item	2014*		2015*	
	Revenue	Expense	Revenue	Expense
CRD gas tax	\$35,000	\$35,000		
CRD stormwater	\$10,000		\$8,000	
Island Health **	\$4,610	\$2,000		
Other **			\$2,500	
CRD			\$10,000	
MOE **			\$7,000	
Field Study phase 1 ***		\$37,000		
Field Study phase 2 ***				\$45,000
Total	\$45,000	\$37,000	\$27,500	\$45,000

Notes:

- * The CRD is the principle funder of technical research. The CRD fiscal year is also the calendar year.
- ** pending (Island Health 2014 Revenue is applied directly to lab costs. Island Health fiscal year end is March 31, 2105)
- *** Septic (well) monitoring and lake monitoring (including plankton)

Project Team Resources

Name	Role	Responsibility
<i>Stefan Cermak, A\ RPM</i>	<i>Project Supervisor</i>	<i>Ensures project aligns with strategic goals, provide adequate project resources</i>
<i>SSI Local Trust Committee</i>	<i>Project Sponsor</i>	<i>Provides support through maintaining the project as a work program priority.</i>
<i>Island Planner</i>	<i>Project Manager</i>	<i>All project management of the project, lead/ direct all project work.</i>
<i>Consultant</i>	<i>Coordinator</i>	<i>Overall coordination of SSIWPA, including supporting budget planning, work plan, community consultation, facilitation, meeting arrangements and other requirements such as agendas, minutes and webposting etc.</i>
<i>Mark Van Bakel</i>	<i>GIS Support</i>	<i>In house, Islands Trust and CRD- as needed</i>
<i>Contractor</i>	<i>Minute Taking</i>	<i>Secretarial Service to SWIPPA including agenda circulation and minute taking.</i>
<i>Planning Team Assistant</i>	<i>Admin support</i>	<i>Minimal in house supplemental support</i>
<i>SSIWPA</i>	<i>Steering Committee</i>	<i>Provide in-kind resources and funding towards achieving project objectives.</i>

Endorsements:

Role	Name	Endorsement Date
Project Supervisor	Regional Planning Manager	July 18, 2013
Project Manager	Island Planner	July 18, 2013
Project Sponsor	SSI Local Trust Committee	July 25, 2013