



File No.: 4014 – Watershed
Management

DATE OF MEETING: September 23, 2016
TO: Saltspring Island Local Trust Committee
FROM: Stefan Cermak, Regional Planning Manager
Saltspring Island Office
SUBJECT: Watershed Management – Terms of Reference for a Detailed Summer Supply and Demand Analysis

RECOMMENDATION

1. That the Saltspring Island Local Trust Committee approves in general the terms of reference included in the Staff Report dated September 23, 2016 and directs staff to issue a service contract for a drought risk analysis including a detailed peak day/month supply versus demand analysis to determine the current available yield of St. Mary Lake and Maxwell Lake during peak summer demand periods.
2. That the Saltspring Island Local Trust Committee reallocate \$20,000 from the Integrated Community Sustainability Plan Project to the Watershed Management project to support the Watershed Management project in further analysis of water supply versus demand during peak summer demand periods.
3. THAT the Saltspring Island Local Trust Committee report to the Financial Planning Committee the reallocation of \$20,000 from the Integrated Community Sustainability Plan Project to the Watershed Management project.

REPORT SUMMARY

The purpose of this report is for the Salt Spring Island Local Trust Committee (LTC) to consider the Terms of Reference for a drought risk analysis including a detailed peak day/month supply versus demand analysis to determine the current available yield of St. Mary Lake and Maxwell Lake during peak summer demand periods. The analysis would lead to reconsideration and possible refinement of recommendations presented in the report “Water Conservation Supply and Demand Management Plan for Salt Spring Island” by OPUS DaytonKnight Consultants Ltd., dated May 6, 2016. The service contract is forecast to be \$24,000 with funding available in the LTCs current projects budget.

BACKGROUND

The Salt Spring Island Local Trust Committee (LTC) has identified watershed management on Salt Spring Island as one of its top priorities. The Watershed Management Program involves a multi-jurisdictional approach to the protection and management of freshwater resources on Salt Spring Island. One deliverable of the Watershed Management Project is to address the restrictive moratorium in the North Salt Spring Waterworks District

(NSSWD). As such, the Salt Spring Island Local Trust Committee commissioned and received a report, dated May 6, 2016, titled “Water Conservation Supply and Demand Management Plan for Salt Spring Island” by OPUS DaytonKnight Consultants Ltd.

The report identified a key concern for the community, which is in meeting peak water consumption during the summer months when lake levels are at their lowest due to negligible rainfall recharge. The report recommended that because of the infrastructure limitations and summer drought conditions, a drought risk analysis including a detailed peak day/month “supply versus demand” analysis should be conducted to determine the current available yield of the two lakes during peak summer demand periods. However, this assessment was outside the scope of that study. After consideration of the report and at a later regular business meeting, the LTC passed the following resolution on July 21, 2016:

SS-2016-147

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee direct staff to draft a terms of reference for a detailed peak day/month supply versus demand analysis to determine the current available yield of St. Mary Lake and Maxwell Lake during peak summer demand periods. **CARRIED**

The analysis would include reconsideration and possible refinement of recommendations presented in the report “Water Conservation Supply and Demand Management Plan for Salt Spring Island” by OPUS DaytonKnight Consultants Ltd., dated May 6, 2016.

ANALYSIS

The draft Terms of Reference (Attachment 1) list the key deliverables to be provided by the contractor:

- 1) Obtain, Review, and comment on all relevant information on characterizing drought risk;
- 2) Detailed peak day/month supply versus demand analysis to determine the current available yield of St. Mary Lake and Maxwell Lake during peak summer demand periods;
- 3) Update recommendations, if any, in the report “Water Conservation Supply and Demand Management Plan for Salt Spring Island” by OPUS DaytonKnight Consultants Ltd., dated May 6, 2016 based on findings of principle deliverable #1.

Additional deliverables include regular communications, and review of a draft report both by the LTC and, if the LTC so chooses, the Salt Spring Island Watershed Protection Authority and feasibly the North Salt Spring Waterworks District.

A final report would be due before the end of the current fiscal period in March 2017.

ALTERNATIVES

The LTC may consider the following alternatives to staff’s recommendation for proceeding with issuance of a service contract:

Consult with SSIWPA and/or NSSWD before finalizing the terms of reference:

The LTC request staff to consult with the (North Salt Spring Waterworks District)(Salt Spring Island Watershed Protection Authority) to review the terms of reference for services relating to a drought risk

analysis and a detailed peak day/month supply versus demand analysis to determine the current available yield of St. Mary Lake and Maxwell Lake during peak summer demand periods

The deliverable is quite specific with little room for refinement. The above resolution would delay the process of issuing a service contract till mid-November at the soonest. However, staff has not sufficiently consulted with NSSWD staff or elected officials to develop consensus on the current approach which arguably could be critical.

Submitted By:	Stefan Cermak, Regional Planning Manager	September 15, 2016
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ATTACHMENTS

1. Draft Terms of Reference for a detailed peak day/month supply versus demand analysis to determine the current available yield of St. Mary Lake and Maxwell Lake during peak summer demand periods

SERVICE CONTRACT REQUEST FORM

THIS INFORMATION IS REQUIRED TO PRODUCE AN ISLANDS TRUST SERVICE CONTRACT

POLICY

Under [Purchasing policy](#) and procedure all expenditures for services in excess of \$2,000, excluding applicable taxes, must be accompanied by a Service Contract approved by the Director, Administrative Services or other signing authority of Islands Trust.

No work should commence until The Islands Trust has a fully executed service contract in place.

Service Contracts will be created by the Finance based on information provided on this template. It is important that all deliverables be clearly outlined and defined. When you have completed please forward by email to the Finance Officer.

1. CONTRACT AWARD/BUDGET INFORMATION

A Direct Award was the process followed to determine the award of service. The service contract is for less than \$25,000 and OPUS the contractor is the only contractor qualified to provide the service as the request is an addendum to a previous report by the contractor.

Contract Initiator

Stefan Cermak
Regional Planning Manager

cc your Supervisor

David Marlor
Director of Local Planning Services

Name of Project

Peak Summer Supply and Demand Analysis for St. Mary Lake and Maxwell Lake

Budget area paying for service or Applicable account code if known

4014 – Watershed Management

2. CONTRACTOR INFORMATION

- B. Do the deliverables require that GPS Specifications be met? If YES, Finance Officer to attach Schedule C – Global Positioning System Specifications to Service Contract. The GIS Coordinator is to review Service Contracts that have Schedule C attached to them before they are sent to the contractor for signature.

No _____
YES OR NO

5. DESCRIPTION OF SERVICES TO BE PERFORMED (DELIVERABLES)

The principle deliverables are:

- 1) Obtain, Review, and comment on all relevant information on characterizing drought risk;
- 2) Detailed peak day/month supply versus demand analysis to determine the current available yield of St. Mary Lake and Maxwell Lake during peak summer demand periods;
- 3) Update recommendations, if any, in the report “Water Conservation Supply and Demand Management Plan for Salt Spring Island” by OPUS DaytonKnight Consultants Ltd., dated May 6, 2016 based on findings of principle deliverable #1.

The following deliverables are listed in order to achieve the principle deliverables:

- Phone and/or electronically meet with Islands Trust planning staff to coordinate resources, timing, budget and contacts;
- Maintain regular, bi-weekly, communication with Planner managing the contract;
- Extensive communication by phone and email with Islands Trust and NSSWD staff in order to retrieve, review, and discuss necessary data;
- Obtain, Review, and comment on all relevant information on characterizing drought risk from the NSSWD including lake withdrawals, lake levels, precipitation and temperature records, where available from other sources;
- Review “Water Conservation Supply and Demand Management Plan for Salt Spring Island” by OPUS DaytonKnight Consultants Ltd., dated May 6, 2016; review the water conservation target, and subsequently review recommendations for water conservation on SSI;
- Provide a draft report for review and comment by staff;
- A draft report will be forwarded to the Salt Spring Island Local Trust Committee (LTC) for review and comment; the LTC may forward the draft report to SSIWPA and/or the NSSWD for review and comment;
- The contractor will review all comments and follow up actions with Islands Trust staff;
- In person, on Salt Spring Island, present materials at a business meeting of the Salt Spring Island Local Trust Committee.