

File No.: 6500-20 – Water
Sustainability

DATE OF MEETING: May 28, 2019
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Island Planner
Salt Spring Island Team
SUBJECT: SSIWPA Coordination Contract 2019/20

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve in principle the Request for Proposals attached to this staff report as Appendix 1.

REPORT SUMMARY

The purpose of this report is to seek Salt Spring Island Local Trust Committee (LTC) approval in principle for a Request for Proposals (RFP) soliciting coordination services for the Salt Spring Island Watershed Protection Alliance (SSIWPA) for the 2019/20 fiscal year. A draft RFP is attached as Appendix 1 for the LTC's review and concurrence.

BACKGROUND

The Salt Spring Island Local Trust Committee (LTC) has identified water sustainability on Salt Spring Island as one of its top priorities. The water sustainability program involves a multi-jurisdictional approach to the protection and management of freshwater resources on Salt Spring Island. To date, this multi-jurisdictional approach has been advanced through the Salt Spring Island Watershed Protection Alliance (SSIWPA), which was established by the LTC in 2013 based on powers delegated to it through [Islands Trust Council Bylaw No. 154](#).

Since 2013, a contractor working on behalf of the LTC has coordinated SSIWPA. This coordination work has involved a range of activities, from basic administrative tasks such as organizing steering committee and working group meetings, to complex duties like designing and facilitating decision-making processes.

SSIWPA's Terms of Reference state, "Coordination of SSIWPA activities including administrative support such as meeting coordination, records maintenance, financial management, and project management will be carried out by a contract coordinator and funded by Islands Trust. In-kind staff support to SSIWPA will be provided by each member agency at its discretion."

The SSIWPA coordination contract was renewed year-over-year since 2014 consistent with a contract clause that stated such could be done for up to five years.

Those five years have now passed, and the previous SSIWPA coordinator's contract expired on March 31, 2019. This fact, combined with the appointment of a new SSIWPA steering committee chair and vice-chair following the

October 2018 local government elections, provides an opportunity to reflect on SSIWPA's coordination needs and refine coordinator contract deliverables accordingly to ensure they meet the needs of SSIWPA and the LTC in pursuit of water sustainability on Salt Spring Island.

At its January 2019 meeting, the LTC endorsed a Request for Decision (RFD) to Islands Trust Council seeking a special property tax requisition of \$98,500 to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area. The LTC's endorsement of the RFD was predicated on the proposed 2019 fiscal year budget attached as Appendix 2 to this staff report. At its meeting of March 2019, Islands Trust Council approved a budget for the 2019 fiscal year that included the \$98,500 Special Tax Requisition that will ultimately be used to fund SSIWPA's coordination and activities.

At its March 26, 2019 regular meeting, the LTC passed the following resolutions:

SS-2019-60

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee direct staff to forego posting a Request For Proposal for SSIWPA coordination for the 2019/20 fiscal year and beyond until after the April 2, 2019 SSIWPA work program planning workshop.

CARRIED

SS-2019-61

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee direct staff to use information arising from the April 2, 2019/20 SSIWPA work program planning workshop and a meeting of the SSIWPA Steering Committee to inform the qualifications and deliverables of the Request For Proposal for SSIWPA coordination.

CARRIED

SS-2019-62

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee amend the above resolution by adding 'and refer the Request For Proposal to the next meeting of the Local Trust Committee for review'.

CARRIED

A SSIWPA work planning workshop was held on April 2, 2019 attended by SSIWPA-affiliated agencies and community groups. See Appendix 3 for the draft report arising from that work planning workshop.

The SSIWPA Steering Committee discussed SSIWPA's coordination needs at a meeting on May 3, 2019. See the draft minutes of that meeting attached as Appendix 4. At that meeting the SSIWPA Steering Committee passed the following resolution:

SSIWPA 2019-04

It was MOVED and SECONDED,

that the Salt Spring Islands Watershed Protection Alliance Steering Committee recommends that coordinator services continue as per the approved budget and existing service contract deliverables, including a tiered rate system that reflects the nature of the work performed.

CARRIED

ANALYSIS

Issues and Opportunities

2013 SSIWPA Coordination RFP / 2019 SSIWPA Coordination RFP

The LTC may be interested to know how the proposed 2019 SSIWPA Coordination RFP differs from that issued in 2013.

The primary differences are as follows:

- Updated language to reflect SSIWPA's amended terms of reference, purpose, and expectations of its coordinator
- Deletion of requirement that proponents have post-graduate degrees. New minimum requirement is a graduate degree in the natural sciences
- Deletion of proponent's proposed hourly rate as evaluation criteria¹
- Deletion of the requirement for a panel presentation by the three highest scoring applicants

Tiered-Rate Contract

The attached RFP contains a tiered rate structure for the SSIWPA coordinator. Such a tiered structure was endorsed by the SSIWPA Steering Committee at its May 3, 2019 meeting. The tiered rate structure presented here is a variation on the rate structure presented at that SSIWPA meeting. At that time, staff envisioned three rate tiers reflecting the complexity of the tasks undertaken. Further review by staff suggests that a two-tier structure may be better for ease of coordinator time tracking.

It proposes two tiers:

Administrative Tasks: \$35/hour

¹ By endorsing the SSIWPA budget attached as Appendix 2 during the SSIWPA Special Tax Requisition process, it is assumed that the LTC anticipates spending up to \$83,500 on SSIWPA coordinator compensation in 2019/20. Given that the budget ceiling has been established, and staff are suggesting that the rate structure provided in the RFP be carried over into the ultimate service contract, and the anticipated number of coordination hours is predictable based on the previous five years of coordination services, it does not seem necessary to evaluate submissions on their proposed cost.

Coordination/Facilitation Tasks: \$50/hour

For the LTC's reference, the previous SSIWPA coordinator provided the following breakdown of how the coordinator's time was allocated between January and October 2018:

- Administrative Responsibilities: 34%
- Coordination of Working Groups/Advisory Committees: 7%
- Financial Reporting and Budgeting: 1%
- Coordination and Facilitation: 60%

Between January and October 2018 the coordinator averaged 118 hours per month of SSIWPA work.

Using the proposed tiered rate structure, and assuming that the monthly work breakdown is consistent with the information provided by the previous coordinator, the LTC can anticipate that coordinator compensation for 2019/20 could be approximately \$62,000. However, this number does not reflect the fact that the new coordinator will be starting work two to three months into the current fiscal year, and also does not reflect many of the variables that could influence the coordinator's workload, such as meeting frequency and work program tasks.

Regardless, the LTC can anticipate that, as has been the case for the previous three years, the SSIWPA budget for fiscal 2019/20 will be underspent. See discussion on this below.

SSIWPA Budget

For the previous three fiscal years, SSIWPA has underspent relative to the annual special property tax requisition.

As of March 31, 2019 the special property tax requisition fund has a surplus of \$24,340.58 (\$7105.99 from 2016/17 + \$6976.20 from 2017/18 + \$10,258.39 from 2018/19 = \$24,340.58). This money, and any surplus accruing in fiscal 2019/20, could be put toward reducing the special property tax requisition for coordination of watershed sustainability initiatives in fiscal 2020/21.

Islands Trust Policy 6.3.ii states that:

c) Any funds, generated through the special requisition, which are unspent at the conclusion of the fiscal year, will be held in reserve for the Local Trust Committee's use in the subsequent fiscal year to:

i) complete the previously approved initiative or program; or

ii) undertake a new program, subject to a further resolution of the Local Trust Committee to do so.

April 2, 2019 Planning Workshop and May 3, 2019 Steering Committee Meeting

Staff have previously suggested that the April 2 workshop and May 3 Steering Committee meeting could inform the deliverables of the forthcoming SSIWPA coordination RFP. The outcomes of April 2 workshop have not yet coalesced into a clear SSIWPA work plan for the coming fiscal year², as such staff do not have any recommendations for a particular coordinator skillset beyond those contained in the 2014 RFP and the deliverables of the 2018/19 service contract, which have been carried over into the RFP attached as Appendix 1.

As noted above, the SSIWPA steering committee endorsed a proposal for a tiered coordinator rate structure at its May 3, 2019 meeting.

Technical Coordination

Islands Trust Senior Freshwater Specialist has suggested that SSIWPA and the LTC consider hiring a “technical coordinator” to help coordinate technical information gathering and sharing amongst SSIWPA members.

The Freshwater Specialist writes:

“The Salt Spring Island Water Sustainability Framework is comprised of diverse projects from multiple domains of environmental and hydrological sciences that requires coordination of data and information from local, regional, and provincial governments, alliance agencies, multiple stakeholders, and technical practitioners to achieve the vision of the framework and the Islands Trust mandate.”

“Technical coordination requires knowledge and experience in environmental earth and geographic information sciences to address the technical challenges and requirements of watershed protection initiatives, including, but not limited to; data sharing agreements, information inventory, technology procurement, analysis methodology, scientific research, and logistical management of project tasks.”

“Proficient in scientific software, data visualization, field studies, and technical reporting,; a Technical Coordinator Toolkit will enable data transfer between alliance agencies, steward information inventory, assistance in technical analysis, logistical management and a desire to promote watershed protection and freshwater sustainability through technical information.”

The need for technical coordination was discussed at the May 3, 2019 SSIWPA Steering Committee meeting. It was acknowledged that while not reflected in the previous coordination service contract, the previous SSIWPA coordinator undertook a significant amount of work that could be described as technical coordination. The SSIWPA Steering Committee did not make any recommendations to the LTC regarding technical coordination. Staff will examine whether unspent special property tax requisition funds from previous fiscal years could, upon LTC resolution, be directed to the type of work the senior freshwater specialist is advocating.

² Helping shape the work plan will be one of the new SSIWPA coordinator’s tasks.

Rationale for Recommendation

SSIWPA needs a coordinator, and it needs a coordinator with skills beyond the basic administration of organizing meetings. It needs someone who can answer e-mails, develop communication materials, write reports, coordinate SSIWPA projects, and essentially serve as a guiding hand for the coordination of water sustainability initiatives on Salt Spring Island. The work breakdown shown in the “Issues and Opportunities” section above demonstrates the extent to which the SSIWPA coordinator serves as far more than the body’s administrative assistant. The deliverables included in the draft RFP attached as Appendix 1, particularly items 22 to 27, were refined since 2014 to meet the demands that SSIWPA made of its coordinator over the past five years.

SSIWPA and the LTC have received good value for money under the previous coordination contract. Where it may have appeared that the hourly rate charged was high given the nature of certain tasks performed (such as organizing meetings), this was offset by an hourly rate far lower than one might find in the marketplace for other tasks, such as the development and facilitation of the recent work planning workshop on April 2, 2019.

Nonetheless, staff have included a two-tier rate structure in the fiscal 2019/20 RFP recognizing concern that has been expressed about the rate of SSIWPA coordination compensation.

ALTERNATIVES

1. Amend RFP

The LTC may direct staff to amend the draft RFP attached as Appendix 1 if there are elements it would like to see changed. Examples of the types of changes the LTC could recommend include: changes to the rate structure, adding/deleting deliverables, altering the required skillset, changing the evaluation criteria, etc.

The following resolution could be used by the LTC to affect these sorts of changes:

That the Salt Spring Island Local Trust Committee direct staff to amend the draft RFP for SSIWPA coordination services by . . .

NEXT STEPS

If the LTC endorses the attached draft RFP for SSIWPA coordination services, staff will work with the Islands Trust finance department to issue the RFP as soon as possible.

Submitted By:	Jason Youmans, Island Planner	May 22, 2019
Concurrence:	Stefan Cermak, Regional Planning Manager	May 22, 2019

ATTACHMENTS

1. SSIWPA Coordination RFP - DRAFT
2. SSIWPA Budget 2019/20
3. Draft Report – SSIWPA Work Planning Workshop, April 2, 2019
4. Draft Minutes – SSIWPA Steering Committee, May 3, 2019



Islands Trust

Request for Proposals

Salt Spring Island Watershed Protection Alliance

Request for Proposals Number: RFP-2019.XX

Issue date: May XX, 2019

Closing Time: Proposal must be received by noon Pacific time on June XX, 2019

THE ISLANDS TRUST CONTACT PERSON: All enquiries from proponents that are related to this Request for Proposals, including any requests for information and clarification, are to be directed, **in writing only**, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the option of the Islands Trust. Proponents may e-mail enquiries until **noon Pacific Time on XXXXday, June XX, 2019 to Jason Youmans, Island Planner, Salt Spring Island, Islands Trust, email: jyoumans@islandstrust.bc.ca**

Proposals must not be sent by facsimile or email. They must contain **ONE** hardcopy and **ONE** copy in PDF on flash drive.

Proposals must be delivered by hand, mail or courier and marked as follows:

Attention: Jason Youmans
RFP-2019.XX
Islands Trust
Suite 200 – 1627 Fort Street
Victoria, BC
V8R 1H8

PROPONENT SECTION:

For hard-copy proposals, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	Authorized Representative phone, fax or email address (if available):

1. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) “Contract” means the written agreement resulting from this Request for Proposals executed by the Islands Trust and the Contractor;
- b) “Contractor” means the successful Proponent to this Request for Proposals who enters into a written Contract with the Islands Trust;
- c) “must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- d) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- e) “Request for Proposals” or “RFP” means the process described in this document; and
- f) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.
- g) “Islands Trust” means corporate bodies created under the Islands Trust Act

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Islands Trust. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before

closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

4. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Islands Trust opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult the Islands Trust prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

5. Evaluation

Evaluation of proposals will be by a committee formed by the Islands Trust and may include employees and contractors of The Islands Trust. All personnel will be bound by the same standards of confidentiality. The Islands Trust's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

6. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent the Islands Trust may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

7. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified.

Unsuccessful Proponents may request a debriefing meeting with the Islands Trust.

8. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

9. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Islands Trust for purposes of clarification.

10. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Islands Trust, if any. If the Islands Trust elects to reject all proposals, the Islands Trust will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

11. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

12. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

13. Firm Pricing

Prices will be firm-fixed for the entire Contract period unless this Request for Proposals specifically states otherwise.

14. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) exclusive of GST and PST

15. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

16. Sub-Contracting

- a) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Islands Trust's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Islands Trust prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Islands Trust.

17. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Islands Trust is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Islands Trust will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

18. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

19. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Islands Trust.

20. Liability for Errors

While the Islands Trust has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Islands Trust, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

21. Modification of Terms

The Islands Trust reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

22. Ownership of Proposals

All proposals submitted to the Islands Trust become the property of the Islands Trust. They will be received and held in confidence by the Islands Trust, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

23. Use of Request for Proposals

Any portion of this document, or any information supplied by the Islands Trust in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the Proponent agrees to hold in confidence all information supplied by the Islands Trust in relation to this Request for Proposals.

24. Reciprocity

The Islands Trust may consider and evaluate any proposals from other jurisdictions on the same basis that the Islands Trust purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Islands Trust, including the evaluation committee and any elected officials of the Islands Trust, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Islands Trust.

26. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information,

including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Islands Trust with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Islands Trust. Such written consents are to specify that the personal information may be forwarded to the Islands Trust for the purposes of responding to this RFP and use by the Islands Trust for the purposes set out in the RFP. The Islands Trust may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Islands Trust.

27. Confidentiality of Information

This RFP is the property of the Islands Trust and is not to be copied or distributed without prior approval of The Island Trust. Any information acquired about the Islands Trust by a proponent during this process must not be disclosed unless authorized by the Island Trust, and this obligation will survive the termination of this RFP process. The awarding of any contract or reaching of any agreement will not permit any proponent to advertise a relationship with The Island Trust without The Island Trusts' prior authorization.

2. Organization Overview

2.1. The Islands Trust

The Trust Area consists of 13 major islands and more than 450 smaller islands between the BC Mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. The population of the area is approximately 25,000.

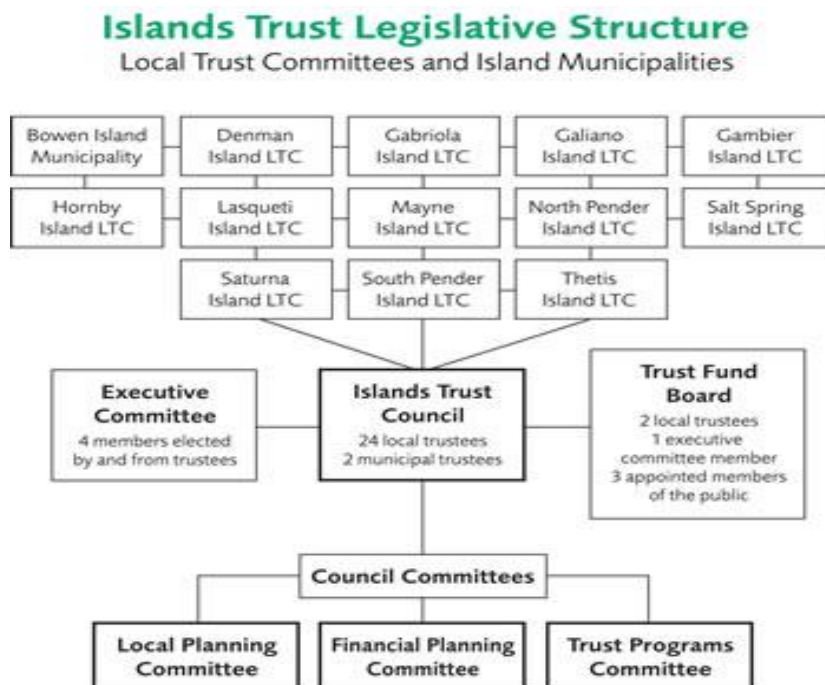
The *Islands Trust Act* established the Islands Trust in 1974 and sets out its mandate as follows:

"To preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia."

The Islands Trust is a federation of thirteen local government bodies. Within the Islands Trust federation, there are an additional 3 corporate bodies, an executive committee and several sub-committees.

Within the broader Islands Trust Area there are 26 elected trustees serving on 13 local trust committees and one island municipality, all of whom serve on Trust Council, which meets quarterly to address regional issues. Each Local Trust Committee is an incorporated, special purpose authority with statutory responsibility for planning and regulating land use within its local trust area. All other municipal services (e.g. water, sewer, garbage, roads) are provided by Regional Districts.

The Islands Trust website is located at: <http://www.islandstrust.bc.ca/>



2.2. Salt Spring Island Watershed Protection Authority (SSIWPA)

The Salt Spring Island Watershed Protection Alliance (SSIWPA) was created in 2012 to provide a coordinated governmental and agency approach to watershed management and the protection of fresh water resources on Salt Spring Island. This group is coordinated and administered by the Salt Spring Island Local Trust Committee. SSIWPA is comprised of representatives from government agencies that have responsibility for water and watershed management, agencies responsible for the delivery of potable drinking water, or the assurance of safe drinking water, including local and regional government organizations, First Nations, the provincial government, the federal government, health authorities and improvement districts.

SSIWPA Steering Committee member agencies of SSIWPA currently include:

- Capital Regional District (CRD) Staff
- Fernwood Water Local Service Commission
- Salt Spring Island Local Trust Committee
- CRD Electoral Area Director
- Beddis Water Commission
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Other agencies that participate and/or contribute to SSIWPA-coordinated projects, on a project-by-project basis area include:

- Ministry of Agriculture
- Ministry of Health (Island Health)
- Ministry of Environment and Climate Change Strategy

Several volunteers and representatives of community groups also regularly participate.

The SSIWPA website is located at <https://www.ssiwpa.org>.

Please find the Terms of Reference for this organization attached as Appendix A.

2.3. SSIWPA Purpose

The Salt Spring Island Local Trust Committee's (LTC) ability to create SSIWPA was established through [Islands Trust Council Bylaw 154](#) which delegated certain powers to the LTC "for the purpose of preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area."

Bylaw 154 gives the LTC the power to:

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

Under SSIWPA's Terms of Reference, SSIWPA's purpose is to:

- Provide a framework for freshwater resources in the Salt Spring Island Local Trust Area to be managed in a manner that integrates and considers both human and ecosystem needs through integrated planning, policy development and recommendations for implementation by member agencies and organizations;
- Advise on policies of regional, local and provincial government organizations that are related to freshwater resources;
- Coordinate the implementation of those policies.

Visit the [SSIWPA website](#) for more information on the organization's work to date. Also visit the LTC's Water Sustainability Project [webpage](#).

2.4. Background

SSIWPA coordination services were under contract for the past five years. That contract has now expired. SSIWPA coordination services remain required and Islands Trust is going out to the marketplace with this services opportunity.

The Salt Spring Island Local Trust Committee has a special property tax requisition of \$98,500 to fund all activities associated with SSIWPA for the period of April 1, 2019 to March 31, 2020. The fiscal 2019/20 SSIWPA budget anticipates allocating up to \$83,500 for SSIWPA coordination.

3. Scope of Work

Working closely with Islands Trust staff and the agencies that comprise SSIWPA, the SSIWPA coordinator will carry out the deliverables attached as Appendix B.

It is intended that this work would be completed by one person in order to provide the process and the SSIWPA body with consistency. However, sub-contracting of some work is permitted in accordance with S.1.16 on page 4 of this RFP.

It is estimated that this work will take approximately 30 hours per week and may include work on evenings and weekends. All SSIWPA meetings take place on Salt Spring Island and the successful proponent is expected to attend these meetings in person.

3.1. Service Contract

Coordinator deliverables have been divided into two rate categories:

- 1) Administrative: \$35/hour
- 2) Other: 50\$/hour

See the deliverables attached to this RFP as Appendix B for the rate division.

For the purposes of invoicing, it is expected that the coordinator will record their hours into these two broad categories. The coordinator will submit a monthly invoice. The coordinator may be asked for more detailed time recording for the purpose of general time tracking.

Services can be sub-contracted at a rate of \$35/hour pending contract manager approval.

Proponents should be aware that out of pocket costs for incidentals (supplies, etc) that are associated with the SSIWPA work program must be approved by Islands Trust before they are incurred.

Based on yearly budget approval and the satisfactory provision of services this contract may be renewed each fiscal period (April 1 to March 31) for up to five years.

If this contract is renewed year-over-year, the hourly rate will rise with the Consumer Price Index (CPI).

The provision of these deliverables will require that the successful proponent carry out the work in accordance with all relevant policies, procedures and standards of conduct of the Islands Trust.

The successful proponent will be required to sign a service contract with Islands Trust. The service contract will contain a privacy protection schedule which outlines disclosure and privacy requirements under the Freedom of Information and Privacy Protection Act (FOIPPA).

Please see Appendix C for a copy of our standard service contract.

3.2. Equipment

The contractor will supply all work space, software, office equipment, computer equipment, telephones including any technical support that may be required to maintain such equipment.

Agenda items and other work products will be created using Microsoft Office products to enable review and editing by member agencies and Islands Trust Salt Spring Island Regional Planning Manager or delegate. Final work products are to be in PDF format.

4. Qualifications, Knowledge, Experience and Skills

Proposals must clearly demonstrate that they meet the following qualifications, knowledge, experience and skills.

4.1. Qualifications

Proponents must have, at minimum, a graduate degree in natural sciences from a reputable post-secondary institution. Experience in community coordination or project management is also required.

4.2. Experience, Knowledge and Skills

Proponents must be able to demonstrate the following experience, knowledge and skills:

- Three to five years of work experience relevant to the graduate field of study
- Current knowledge of ecological systems, environmental restoration, freshwater systems, riparian areas and watershed protection, and/or eutrophication
- Current knowledge of issues related to collaborative watershed management
- Project management
- Committee coordination and facilitation
- Community engagement
- Budget drafting and management
- Work with/for public administration and municipal infrastructure
- Work with/for non-profit boards or organizations and/or multi-stakeholder groups
- Work with/for municipal engineering and planning departments and provincial and federal staff
- Researching and writing successful funding proposals
- Word processing, spreadsheet and project scheduling programs and databases.
- Knowledge of Salt Spring Island watersheds
- Knowledge of Salt Spring Island governance structure and jurisdictions
- Interpersonal skills and diplomacy skills
- Excellent communication skills – both verbal and written
- Well-developed organizational skills
- Well-developed technical writing skills
- Ability to work as part of a team, respond to broad direction, and following policies while having initiative, being innovative and producing results without close supervision.

5. RFP Response Outline

Proposals should be clearly written, providing a straightforward, concise description of the proponent's ability to meet the requirements of the RFP.

The following format, sequence, and instructions should be followed in order to provide consistency in proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a. An unaltered and completed Request for Proposals cover page which is page one of this RFP document. The Proponent section must be completed and signed by an authorized signatory
- b. Table of contents including page numbers
- c. A two page submission detailing your qualifications, knowledge, experience and skills as outlined in Section 4
- d. A resume
- e. A two page submission describing the structure of SSIWPA and the authority/jurisdiction of each contributing agency as it relates to SSIWPA's mandate and describing why you think SSIWPA is important
- f. Outline three examples of previous work that demonstrates the required experience and skills as outlined in Section 4.2. Please note the relevance of each example and if any associated work plan was implemented on schedule and according to the budget, and if not, describe the reasons
- g. A one page submission detailing the proponent's experience facilitating multi-stakeholder processes, and the methodology employed to keep communications respectful and on track
- h. The proponent must provide at least one reference for work done in the last 5 years of similar size and complexity. Evaluators may request additional references. These references may be contacted by Islands Trust and information should include contact name, position, name of the organization, email and telephone number

6. Proposed Timeline for RFP Process:

Activity	Estimated Completion Dates
Issue RFP	June XX, 2019
RFP Closing	June XX, 2019
Panel Presentations by top proponents on SSI	To be determined
Award of Contract to Successful proponent	To be determined

7. Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should make sure that they fully respond to all criteria in order to receive full consideration during evaluation.

7.1. Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process:

- A. The proposal must be received at the closing location before the specified closing date and time.
- B. One unaltered, completed Request for Proposal cover page including an originally-signed Proponent Section. The person signing the form must be an authorized signatory for the company. This document is page one of this proposal package.
- C. The proposal must be in English and must not be sent by facsimile or e-mail.
- D. One hard copy of the proposal and one electronic PDF copy on flash drive must be submitted.

7.2. Evaluation Criteria

Proponents who have satisfied all the Mandatory Criteria listed in Section 7.1 will be evaluated against the Evaluation Criteria detailed below.

Your proposal will be reviewed for completeness, suitability and match to requirements. Proposals will be evaluated and ranked based on the information provided within the proposal.

Criterion	Points
1. Understanding of the scope of the work, the structure of SSIWPA, and the role of coordinator.	15
2. Experience that demonstrates project management, coordination of a board or non-profit organization, and development of work plans and budgets for approval of a board.	35
3. Understanding of Salt Spring Island local governance and the inter-jurisdictional issues related to Salt Spring Island watershed management	25
4. Extent to which the proposal demonstrates qualifications and experience working on water issues, watershed management, or environmental science.	15
5. References – relevant examples of recent work performing services of similar size and complexity.	10
TOTAL	100

Salt Spring Island Watershed Protection Alliance

Terms of Reference

Adopted August 29, 2013; Amended October 18, 2013
Amended November 28, 2014. Amended December 18, 2017.
Amended January 19, 2018.

Background

The Salt Spring Island Watershed Protection Authority (SSIWPA) was created by the Salt Spring Island Local Trust Committee using coordination powers delegated by Islands Trust Council through Bylaw 154 to facilitate a coordinated approach to the management and protection of freshwater resources on Salt Spring Island. The group name was changed from Salt Spring Island Watershed Protection Authority to Salt Spring Island Watershed Protection Alliance in December, 2017. SSIWPA Steering Committee is comprised of regional, local, and provincial government organizations, water providers, and water managers with interest, and responsibility, in the operation, and management of watersheds, surface, and groundwater resources in the Salt Spring Island Local Trust Area. SSIWPA provides a cooperative framework for member agencies to pool resources, gather and share information, strategize on integrated policy development, and to coordinate individual agency actions for improved raw water quality, management of quantity, and the health and protection of watersheds, surface and groundwater resources in the Salt Spring Island Local Trust Area.

These Terms of Reference have been developed for the purpose of guiding the procedures and scope of SSIWPA. They may eventually be replaced or form part of a formal coordination agreement between the member agencies, such as may be developed pursuant to s. 9 of the Islands Trust Act. SSIWPA and its member agencies recognize the involvement and participation of residents, stakeholders, and community organizations as a vital component of watershed management on Salt Spring Island.

Purpose

The purpose of the Salt Spring Island Watershed Protection Alliance is to:

- Provide a framework for freshwater resources in the Salt Spring Island Local Trust Area to be managed in a manner that integrates and considers both human and ecosystem needs through integrated planning, policy development and recommendations for implementation by member agencies and organizations;
- Advise on policies of regional, local and provincial government organizations that are related to freshwater resources;
- Coordinate the implementation of those policies.

1 Bylaw 154: <http://www.islandstrust.bc.ca/media/222960/bylaw154delegationpowers.pdf>

www.ssiwatersheds.ca

c/o SSI Islands Trust ~ 1-500- Lower Ganges Road, Salt Spring Island V8K 2N8
Coordinator Shannon Cowan ssiwpacoord@gmail.com 250-653-4867

Guiding Principles

SSIWPA members will:

1. Recognize that SSIWPA itself does not carry authority but is rather a collective of agencies, each with independent responsibilities or authorities;
2. Consider the interrelationships of the various values of the watershed towards maintaining a balance of the natural, cultural, social and economic values of the community;
3. Respect the ecological limits of watersheds, surface groundwater resources, keeping in mind the uncertainty introduced through climate variability and climate change;
4. Foster an environment of collaboration and enlarged thinking, where the collective goals of SSIWPA are focused on the health and protection of Salt Spring Island water resources;
5. Ensure that all discussions and dialogue promote a proactive, respectful and cooperative approach towards all issues and where all viewpoints are encouraged, respected and considered;
6. Respect each participant's commitment to professional associations or responsibilities to individual employers or self;
7. Consult and engage the community in stewardship initiatives;
8. Include all stakeholders that wish to be involved;
9. Operate and communicate in an open, respectful, transparent and accountable manner;
10. Share all relevant public information that may assist SSIWPA in its process of inquiry and coordination of strategic policy development, where possible;
11. Cooperate with other agencies and groups having jurisdiction or interests within the Salt Spring Island Local Trust Area watersheds;
12. To respect that decisions or, recommendations made by SSIWPA are non-binding on any member agency and to respect the autonomy, authority and respective responsibilities of member agencies; and
13. Ensure all meetings will be conducted with decorum, and generally follow Robert's Rules of Order (see Guidelines for Decision-Making in this document).

Aims and Objectives

The SSIWPA Steering Committee will:

1. Coordinate the development and updating of an Integrated Water Management Plan for Salt Spring Island that strives to ensure a sustainable freshwater supply for human use that protects against over-demand and degradation of the resource and the natural systems that depend on it.
2. Develop recommendations that can be implemented by member agencies with the legislative authority to do so.
3. Align policy development with implementation strategies in order to secure the long-term health, protection and stewardship of watersheds, surface and groundwater resources.
4. Develop strategies that protect and/or improve water quality and explore root causes of water quality deterioration, providing evidence-based advice to agencies or groups where appropriate.
5. Be a champion of the British Columbia Water Sustainability Act (2016).
6. Cooperate with agencies and groups having jurisdiction or interests within the Salt Spring Island Local Trust Area watersheds, surface and groundwater resources.
7. Share relevant information, technical reports and data wherever practical to avoid duplication of efforts.
8. Draw on the expertise and experience of groups and individuals that have a history of working to protect and restore Salt Spring Island's water resources, in transparent and inclusive dialogue.

9. Engage the community in consultation processes that enable consideration of proposed actions according to multiple values and objectives.
10. Support and carry out outreach and education that encourages watershed protection and that increases understanding of water science, stewardship and management activities.
11. Seek and support funding opportunities for priority actions.

Scope and Geographical Areas

The scope of SSIWPA includes watersheds, surface water bodies and groundwater resources in the Salt Spring Island Local Trust Area.

Participants

SSIWPA Steering Committee

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

Membership on Steering Committee is allocated as follows:

Capital Regional District (1)
Islands Trust Local Trust Committee (1)
North Salt Spring Waterworks District (1)
Harbourview Improvement District (1)
Mt. Belcher Improvement District (1)
Scott Point Waterworks District (1)
Provincial Government Agencies (unlimited) whose representatives fill an ex officio role¹
First Nations (1-3)
Fernwood-Highland Water Service Area Commission (1)
Fulford Water Service Area Commission (1)
Beddis Water Service Area Commission (1)
Cedar Lane Water Service Area Commission (1)
Cedars of Tuam Water Service Area Commission (1)
Members at-large (up to 6)

All member agencies will provide written confirmation to the Chair regarding the name of their appointed representative on SSIWPA and any approved alternate(s). The appointed representative(s) will remain in their position until the member agency provides written notice of a replacement or at the discretion of the member agency.

¹ Ex officio indicates a non-voting participant. Provincial government staff may not vote as a representative of the Province, only elected members of the legislature may do so. Since provincial political representation is not feasible in this case, ex officio members may be involved with SSIWPA by virtue of their recognized position as staff of a provincial government agency that has responsibility and authority for water resources on SSI.

All Steering Committee members will devote their time to the operations of SSIWPA without remuneration by SSIWPA and will respect these Terms of Reference. It is the responsibility of each SSIWPA Steering Committee member who represents a government agency, or organization, to consult his/her host agency in connection to the work plan and to bring relevant agency information to the discussion. It is likewise the responsibility of each Steering Committee member to communicate relevant SSIWPA decisions back to their host agency and to advance implementation wherever feasible while maintaining respect for the autonomy of the member agency.

SSIWPA Members at-Large:

In addition to the Steering Committee, SSIWPA will also include members at-large (up to 6) to represent watershed reservoirs not already covered by seats allocated to Improvement Districts (for example the Erskine Water Society, and other recognized Small Water Systems). SSIWPA members at-large may also include different types of groundwater users (licensed commercial/industrial users, domestic users or licensed agricultural users), and other stakeholders.

Members at-large will not participate in voting procedures; however, they are expected to follow these Terms of Reference, and to share the other duties of Steering Committee members. They will be invited to apply and will be selected by the current Steering Committee for the upcoming year. One year terms for members at-large are renewable by application. Alternates or substitutions on Steering Committee may not be made for members at-large.

Guidelines for Decision-making

Steering Committee meeting procedures will follow Robert's Rules of Order.

Any decision made by a vote of the Steering Committee will require a 2/3 majority of the current committee membership, in order to be adopted.

Voting by proxy is not permitted. Steering Committee Members at-large are not permitted to vote.

Voting Procedure

1. Items and proposals brought to SSIWPA for decisions and recommendations will support the Purpose and Objectives defined in these Terms of Reference, and will adhere to the Guiding Principles.
2. A member who is assigned the floor by the Chair or Facilitator may make a motion that the assembly of members makes a decision on a proposal.
3. The proposal and the motion are both clearly presented to the assembly by the speaker.
4. The motion may be debated by Steering Committee members, who may speak through the Chair/Facilitator:
 - a. Debate must be confined to merits of the motion.
 - b. The Chair/Facilitator closes the debate segment. (It may be limited by time, or lack of any member seeking the floor.)
5. The Chair/Facilitator puts the motion to a vote.
6. The Chair/Facilitator announces the results of the vote.
7. Results of the vote are recorded for the meeting minutes.

Meetings

Regular Working Meetings of SSIWPA will be held monthly, if required, with the date, time and location of each Working Meeting being established by agreement of the representatives of member agencies in January of each year. Meetings may be re-scheduled by consent of SSIWPA members.

Special Working Meetings may be called by the Chair, as required, depending on the availability of quorum and provided that all members will receive a minimum notice of two working days in advance of the Special Meeting. Notice of Special Working Meetings may be waived by consent of SSIWPA members.

SSIWPA meetings will be open to the public to observe, provided that meetings may be closed to public in a manner consistent with s. 90 of the BC Community Charter.

Quorum

Meeting quorum of the steering committee current membership is considered 50% plus one. If there is insufficient quorum, the Chair agrees to postpone the meeting agenda until quorum can be reached.

Notice of Meetings

Notice of the date, time and location of meetings will be posted on the SSIWPA website in January of each year. Notice of rescheduled meetings will also be posted on the SSIWPA website in a timely manner.

Meeting Delegations

Members of the public who wish to address the SSIWPA may make a delegation request in writing one week prior to a scheduled meeting or by request to the Chair during attendance at a meeting. Each delegation will be limited to five minutes. Longer presentations may be requested, and agreed to by SSIWPA members. Members of the public are expected to behave with due decorum and to respect any rulings of the Chair.

Chair

At the first meeting of SIWPA each year a Chair and Vice Chair will be elected by the whole membership from among the authorized representatives of the core agencies, i.e. the Islands Trust, the Capital Regional District and the North Salt Spring Waterworks District.

The Chair is responsible for preserving order at SSIWPA meetings and may make such rulings as are necessary to do so. The chair is to serve without remuneration. The role of the Chair is to include the following duties:

1. Liaise with the SSIWPA Coordinator and Steering Committee members to set agenda topics.
2. Ensure distribution of meeting minutes to members and the public through the SSIWPA Coordinator.

3. Liaise with SSIWPA Coordinator, SSIWPA Steering Committee and Islands Trust to effectively facilitate and coordinate SSIWPA.
4. May act as a spokesperson for SSIWPA to the public wherever possible with Steering Committee pre-approval of messaging content.

SSIWPA Coordinator will act as facilitator for Steering Committee meetings, unless otherwise arranged, such that the Chair is free to participate in the discussions and technical proposals. As facilitator, the SSIWPA Coordinator is charged with group process functions within and outside of SSIWPA regular meetings to the extent that coordination resources allow. For more Coordinator duties, please refer to the SSIWPA Coordinator Contract with Islands Trust.

Conduct of Representatives of Member Agencies

1. It is understood that members are delegates from the agencies they represent and serve at the pleasure of the agency that has appointed them.
2. Representatives should have a common understanding of the mandate of SSIWPA, demonstrate mutual respect to other participants and be accountable to share information to and from the group or agency they represent.
3. It is understood that decisions of SSIWPA will be taken to the relevant agency for consideration.
4. Where a further decision is required by an elected body, the SSIWPA member agency representative will bring the position of SSIWPA forward in a neutral manner to their agency.
5. The member agency may oppose the position of SSIWPA if it does not consider it to be in the best interests of the electors.

Location

Meeting locations will be flexible and decided by SSIWPA and its Coordinator.

Sharing of Information

After a meeting the minute-taker who is responsible for taking minutes of each meeting will provide a draft to the Coordinator. The Coordinator will circulate the draft meeting minutes to the Chair and Islands Trust Planner soon after the meeting. The Chair, Coordinator, or other designate is responsible for ensuring that an agenda package is circulated to all participants at least one week prior to the next meeting.

Meeting minutes will be considered and adopted as soon as practicable, preferably at the next meeting.

Committees and Working Groups

In addition to the Steering Committee, SSIWPA may form standing committees or working groups to perform technical advisory, or other advisory functions as delineated clearly in the working group Terms of Reference. Membership in such working groups is through application to and appointment by SSIWPA SC.

The Steering Committee may form an administrative committee, which will strive to achieve broad representation of all participants. The function of the administrative committee will be to ensure that the work of SSIWPA continues between meetings and to provide oversight for work done by the Coordinator.

Participation of community groups, ratepayers associations, business interests and other stakeholders is welcomed, and will be formalized at times through the creation of issue specific Public Advisory Committees. In the absence of a formal Public Advisory Committee, stakeholders and interested individuals are encouraged to attend meetings and participate in public feedback sessions.

Budget

SSIWPA shall, on or before the 30th day of August in each year, prepare and submit a proposed budget covering all anticipated costs for the following fiscal year.

Resources

Funding

The Islands Trust supports SSIWPA by funding coordination using a special property tax requisition collected from the Salt Spring Island Local Trust Area. This funding source is at the discretion of Islands Trust Council and considered on an annual basis in the Trust Council budget process. Islands Trust Council is responsible for contract assistance and the administration of coordination funding, with direction from the Salt Spring Island Local Trust Committee, and with recommendations from the SSIWPA Steering Committee.

All SSIWPA participants will be encouraged to seek and to contribute funding or in-kind resources to meet the objectives of SSIWPA where possible.

Staff Resources

Coordination of SSIWPA activities including administrative support such as meeting coordination, records maintenance, financial management, and project management will be carried out by a contract coordinator and funded by Islands Trust.

In kind staff support to SSIWPA will be provided by each member agency at its discretion.

Contract Assistance

Contract assistance to fulfill SSIWPA objectives may be obtained:

- a) through the Islands Trust, subject to approval of the Salt Spring Island Local Trust Committee and subject to the procurement processes and policies of the Islands Trust Council, or
- b) through the Capital Regional District, subject to procurement processes and policies of the Capital Regional District Board.
- c) Through another member agency, subject to the procurement policies of that agency.

Volunteer Assistance

SSIWPA may, from time to time, consider proposals or invite specific individuals, groups or agencies to attend meetings on a voluntary basis to make presentations on specific technical issues which will contribute to the deliberations on specific agenda items.

Communications

SSIWPA will report to and consult with the community on issues and actions as appropriate.

A website, periodic public newsletters, brochures, other literature and/or media releases will be prepared as needed and as resources permit. SSIWPA will designate responsibility for external

communications to one or more spokesperson(s). An annual report for the public will be produced by SSIWPA at the conclusion of each fiscal year.

These Terms of Reference will be reviewed at least every three years and may be changed as required by decision of the authorized representatives of the core agencies, i.e. the Islands Trust, The Capital Regional District, and the North Salt Spring Waterworks District.

Current SSIWPA Steering Committee (November 2017):

	Agency	Name	Date
1.	BC Ministry of Environment and Climate Change Strategy	Vacant	
2.	BC Ministry of Forest, Lands, Natural Resource Operations and Rural Development	Pat Lapcevic	
3.	Ministry of Agriculture	Derek Masselink	
4.	Capital Regional District	Wayne McIntyre	
5.	Beddis Waterworks District Cusheon Lake	Doreen Hewitt	
	Fernwood-Highland Water Local Service Commission (CRD)	Sharon Bywater (Acting)	
6.	North Salt Spring Waterworks District (Maxwell Lake/St. Mary Lake)	Michael McAllister/Robert Steinbach	
7.	Salt Spring Island Local Trust Committee	George Grams	
8.	First Nations	Vacant	



Islands Trust

SALT SPRING ISLAND WATERSHED PROTECTION ALLIANCE COORDINATOR – TIERED RATE DELIVERABLES

The Salt Spring Island Water Protection Alliance (SSIWPA) Coordinator will perform the following activities to carry out the coordination of SSIWPA on behalf of the Salt Spring Island Local Trust Committee:

Administrative Responsibilities:

1. \$35/h

Organize SSIWPA Steering Committee meetings including:

- Creating an annual meeting schedule (ensuring a quorum of members can attend meetings) and arranging logistical requirements of the meetings;
- Agenda preparation and distribution:
 - Agenda cover will be drafted for approval by the Chair and copied to Islands Trust Salt Spring Island Regional Planning Manager or delegate;
 - Agenda items will be collected from authors or drafted, as appropriate.
 - Agenda package will be compiled and submitted for approval by the Chair and Islands Trust Salt Spring Island Regional Planning Manager or delegate.
 - Agenda package is to be distributed to SSIWPA members one week prior to meeting dates.
- Management of minutes: arrange minute taker, collect draft minutes, review draft minutes for accuracy and forward for consideration by the Chair and Steering Committee.

2. \$35/h

Manage SSIWPA membership lists and coordinate the application process to fill vacancies.

3. \$35/h

Records management –

- Applying all records management policies and procedures to the creation and saving of documents, using naming conventions as required by Islands Trust Electronic Document Management procedures.
- On a semi-monthly basis, the coordinator is to submit approved SSIWPA minutes, RWMs, and agenda packages to Islands Trust Salt Spring Island administrative staff for filing.
- On a semi-monthly basis, the coordinator is to submit to Islands Trust Salt Spring Island administrative staff other relevant documents like enquiries received from the public, and final work plans, deliverables, and reports once they have been approved by the SSIWPA steering committee.

4. \$35/h

Manage the SSIWPA website, as follows:

- 1) After approval has been granted by Islands Trust Salt Spring Island Regional Planning Manager or delegate, manage third party contract(s) for ongoing website maintenance.
- 2) Upload and organize website content, as directed by steering committee.
- 3) Create e-news posts and newsletter content, and manage subscriptions and distribution of newsletters.
- 4) Upload and organize SSIWPA reports and project-related public documents.
- 5) Upload and organize technical publications related to SSIWPA project work in committee access only shared drive location (e.g. Islands Trust ftp site, Google Drive, Dropbox, other).

5. \$35/h

Draft and distribute mail-outs to a list of community groups, First Nations groups, and other stakeholders, as directed by Steering Committee.

6. \$35/h

Answering and redirecting inquiries from the public or others, as needed.

7. \$35/h

Manage correspondence by acknowledging receipt and submitting to the Steering Committee for consideration of specific response.

8. \$50/h

After approval has been granted by Islands Trust Salt Spring Island Regional Planning Manager or delegate, engage and oversee sub-contractors to carry out administrative duties as required.

9. \$35/h

Report on the Coordinator's activities through coordinator reports at SSIWPA meetings.

10. \$35/h

Maintain follow up action lists and decision logs of the SSIWPA work program.

11. \$50/h

Follow Islands Trust policies and procedures, including minute-taking guidelines, purchasing policy, grant administration policy, records management policy and communications policy.

Coordination of Working Groups/Advisory Committees

12. \$35/h

Assist working groups by scheduling meetings, preparing agendas, and taking minutes for working group/advisory committees.

13. \$35/h

Manage SSIWPA Working Group membership lists and coordinate the application process to fill vacancies.

14. \$35/h

Records management of working group minutes and work products.

15. \$35/h

Maintain follow up action lists and decision logs of the working groups.

Financial Reporting and Budgeting

16. \$50/h

Prepare annual work plans with associated program budgets for SSIWPA approval.

17. \$35/h

Use template budget format to be provided by Islands Trust Salt Spring Island Regional Planning Manager or delegate and forward budget to Islands Trust Financial Officer for review prior to presentation to SSIWPA.

18. \$35/h

Forward Income statement to SSIWPA after receipt from Islands Trust.

19. \$50/h

Coordinate contributions by member agencies and liaise with Islands Trust Salt Spring Island Regional Planning Manager or delegate to administer funding as needed.

20. \$35/h

Assist SSIWPA with writing grant and funding applications.

21. \$35/h

Forward funding documentation to Island Trust Salt Spring Island Regional Planning Manager or delegate and liaise with Islands Trust financial staff relating to the expenditure of grant funds.

Coordination and Facilitation

22. \$50/h

Facilitate SSIWPA Steering Committee meetings in consultation with the Chair and in accordance with the SSIWPA Terms of Reference.

23. Coordinate SSIWPA work programs as directed by Steering Committee and guided by the SSIWPA Terms of Reference. This does not include project management of the SSIWPA work program rather it involves tracking and reporting on the progress of projects which are managed by SSIWPA member agencies, working groups, or third party contractors under scope of work that has been endorsed by the SSIWPA Steering Committee.

24. \$50/h

Project management of SSIWPA work program tasks, subject to time and resources, and as directed by the SSIWPA steering committee.

25. \$50/h

Develop the SSIWPA Annual Report for endorsement by Steering Committee. The Annual Report should include a summary and background to SSIWPA, a statement from the Chair, a summary of the year's accomplishments, current work program/strategic planning priorities, and should include financial statements that have been prepared by Islands Trust financial staff. Once endorsed by SSIWPA, the annual report should be submitted to the Salt Spring Island Local Trust Committee.

26. \$50/h

As directed by SSIWPA, develop annual SSIWPA community engagement plans, which will include a plan for outreach and educational events.

27. \$50/h

Organize and facilitate community engagement in accordance with the annual engagement plan, including creating content and arranging for advertising, with direction from the Steering Committee.

It is estimated that this work will take approximately 30 hours per week on average and may include work on evenings and weekends. All SSIWPA meetings take place on Salt Spring Island and the successful proponent is expected to attend these meetings in person.

The provision of these deliverables requires that the successful proponent carry out the work in accordance with all relevant policies, procedures and standards of conduct of the Islands Trust.

The contractor will supply all work space, software, office equipment, computer equipment, telephones including any technical support that may be required to maintain such equipment.

Agenda items and other work products will be created using Microsoft Office products to enable review and editing by member agencies and Islands Trust Salt Spring Island Regional Planning Manager or delegate. Final work products are to be in pdf format.



Service Contract

(General)

THE ISLANDS TRUST COUNCIL

(the "Trust Council") at the following address:
Suite 200 – 1627 Fort Street
Victoria, BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155

Contract No: XXXXXXXXXX

*Contract No MUST appear on all
invoices*

Project: XXXXXXXXXXXXXXXXXXXX

Contractor: XXXXXXXXXXXXXXXXXXXX

(the "Contractor") at the following address:

Ph:
Email:

Contract Initiator: XXXXXXXXXXXXXXXXXXXX

Procurement Process Number (if applicable):

Account Coding: XXXXXXXXXXXXXXXXXXXX

GIVEN THAT THE TRUST COUNCIL WISHES TO ENGAGE THE CONTRACTOR TO PROVIDE CERTAIN SERVICES TO THE TRUST COUNCIL AND THE CONTRACTOR WISHES TO CONTRACT WITH THE TRUST COUNCIL TO PROVIDE SUCH SERVICES TO THE TRUST COUNCIL, THIS AGREEMENT IS EVIDENCE THAT, IN CONSIDERATION OF THE PROMISES AND PAYMENTS HEREIN SET OUT, AND OTHER GOOD AND VALUABLE CONSIDERATION (THE RECEIPT AND SUFFICIENCY OF WHICH EACH PARTY ACKNOWLEDGES), THE TRUST COUNCIL AND THE CONTRACTOR AGREE AS FOLLOWS:

PART A – SERVICES

(a) The Contractor will complete the following deliverables (the "Services"):

(b) Term of Agreement (the "Term"): From: XXXXXXXXXXXX

To: XXXXXXXXXXXXXXXXXXXX

PART B – CONTRACT PRICE

(a) Contract Price: \$XXXXXXXXXXXXXXXXXXXX (not including GST)

(b) Fees: N/A

(c) Rate: \$xxxxxx per day/hr

(d) Expenses: Included in Contract Price

(e) Billing Date(s): Monthly

The Contractor shall submit its invoices by email to IslandsTrustAccountsPayable@islandstrust.bc.ca.

The Contractor shall NOT cc any employees on invoice submissions.

PART C – TERMS AND CONDITIONS

The Contractor shall provide the Services in accordance with all terms and conditions set out in Schedule “A”.

PART D – INSURANCE

1. The Contractor shall, without limiting its obligations or liabilities herein and at its own expense, obtain and maintain during the Term the following insurance:
 - (a) comprehensive general liability insurance for death, bodily injury, property loss and damage, and all other losses arising out of or in connection with the provision of the Services in an amount of not less than \$2,000,000.00 per occurrence, or in such greater amount as may be required by the Trust Council from time to time, acting reasonably; and
 - (b) automobile liability insurance in an amount not less than \$2,000,000.00 providing third party liability and accident benefits insurance and automobile benefits insurance and automobile physical damage insurance including collision and comprehensive coverage, covering all automobiles and vehicles owned, rented or leased by the Contractor, that are required by law to be licensed.
 2. The Contractor shall cause all policies of insurance required to be taken out by it under this Agreement to be with insurance companies satisfactory to the Trust Council and to:
 - (a) name the “Islands Trust Council” as additional insured;
 - (b) include that the Trust Council is protected notwithstanding any act, neglect, or misrepresentation by the Contractor which might otherwise result in the avoidance of a claim and that such policies are not affected or invalidated by any act, omission, or negligence of any third party which is not within the knowledge or control of the insureds;
 - (c) be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
 - (d) be primary and non-contributing with respect to any policies carried by the Trust Council and shall provide that any coverage carried by the Trust Council is in excess coverage;
 - (e) not be cancelled or materially changed without the insurer providing the Trust Council with 30 days written notice stating when such cancellation or change is to be effective;
 - (f) be maintained for a period of 12 months after completion of the contract;
 - (g) policy deductible must be less than \$5,000.00 per occurrence and be evidenced on the certificate;
 - (h) include a cross liability clause; and
 - (i) be on other terms acceptable to the Trust Council, acting reasonably.
 3. The Contractor shall provide the Trust Council with certificates of insurance confirming placement and maintenance of all required insurance prior to the commencement of the Term and promptly thereafter upon receiving a request to do so from the Trust Council.
 4. The Contractor will (if applicable) provide evidence of Professional Errors & Omissions insurance, with a limit of not less than two million dollars (\$2,000,000) for all claims (in the aggregate). The policy shall cover all liability assumed by the Contractor under the terms of this agreement.
 5. The Contractor will (if applicable) carry employer’s liability insurance and ensure that all of its workers are covered by Worksafe BC Insurance or any other similar legislative scheme in force in any jurisdiction where the services are performed or provided.
-

6. Notwithstanding the foregoing, the Trust Council may, in the Trust Council's sole discretion and upon request by the Contractor, exempt the Contractor from the requirements of this Part D (1) & (2) and agree to cover the Contractor under the Trust Council's own comprehensive general liability insurance coverage, as it may extend to independent contractors.

PART E – ADDITIONAL TERMS

1. All digital information, content, reports, data, databases, graphics, maps, interfaces, texts, and files recorded, given, sent or transferred by the Trust Council to the Contractor via flash drive, e-mail or other method of transmission during the Term (collectively, the "Data") is confidential in nature and the Contractor agrees to treat this data and information accordingly. The Trust Council grants the Contractor the limited non-exclusive license to use the Data for the Term for the performance of the Services. The Contractor agrees to not release any part of the Data to a third party or grant access to any other organizations or persons. The Contractor shall not de-compile, disassemble, reverse engineer, copy or otherwise use the Data except as in accordance with this Agreement.
2. The Contractor indemnifies and saves harmless the Trust Council, its board members, officers, employees, agents, and assigns from any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including without limitation, the full amount of all legal fees, costs, charges and expenses whatsoever) in any way, directly or indirectly arising the Contractor's use or failure to use the Data.
3. The Contractor acknowledges and agrees to the following limited warranty and limitation on rights and remedies:
 - (a) the Trust Council provides the Data to the Contractor "as is," without warranty of any kind, express or implied, including but not limited to the implied warranties of accuracy, completeness, and fitness for any particular purpose with respect to the Data and any accompanying written materials and without any representations as to ownership of or copyright in the Data;
 - (b) in no event shall the Trust Council be liable to the Contractor or any other party for losses or damages, including any loss of profits, lost savings, injury to property, or other incidental or consequential damages arising out of the Data, including but not limited to financial losses from use of or reliance on Data, loss or corruption of Data, and computer viruses, or the Contractor's inability to use the Data, even if the Trust Council has been advised of the possibility of such damages; and
 - (c) the Contractor assumes and accepts all risks, damages and hazards in connection with the accuracy, completeness, results, performance, use or inability to use the Data.
4. Upon completion of the project comprising the Services, the Contractor agrees to return all Data and remove all Data from the Contractor's information systems, except for one backup copy of the final product, unless otherwise required by Trust Council. This project is considered complete upon final acceptance of the Trust Council. At the time of invoicing the Contractor must sign a statement indicating that all Data has been returned and/or destroyed except for a backup copy of the final product that the Contractor may keep for future edits and archival purposes, unless Trust Council otherwise prohibits the keeping of such backup copy.

PART F – PRIVACY PROTECTION PROVISIONS

Where the Privacy Protection Provisions are attached as Schedule "B", the Contractor shall be solely responsible for familiarizing itself with those provisions, and ensuring that the Contractor complies with the laws applicable to the collection and dissemination of information as outlined in Schedule "B", if any.

PART G – GLOBAL POSITIONING SYSTEM SPECIFICATIONS

Where the Global Positioning System Specifications are attached as Schedule "C" the Contractor shall be solely responsible for familiarizing itself with those specifications, and ensuring that the deliverables meet the specifications as outlined.

PART H – ISLANDS TRUST VISUAL STYLE GUIDE

Where the Islands Trust Visual Style Guide is attached as Schedule "D" the Contractor shall be solely responsible for familiarizing itself with the requirements, and ensuring that the deliverables meet the principles as outlined.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of XXXXXXXXXXXX

SIGNED AND DELIVERED on behalf of The Islands Trust Council by
an authorized representative of The Islands Trust Council

SIGNED AND DELIVERED by an authorized signatory of the
Contractor

THE ISLANDS TRUST COUNCIL

THE CONTRACTOR

Signature of Authorized Representative

Signature of Authorized Representative

Print Name of Authorized Representative and Date of execution
below:

Print Name of Authorized Representative and Date of execution
below:

Name: Julia Mobbs – Director, Administrative Services

Name: _____

Date: _____

Date: _____

SCHEDULE “A”

TERMS AND CONDITIONS

CONTRACTOR OBLIGATIONS

1. The Contractor will:

- (a) notwithstanding the date of the execution and delivery of this Agreement, provide the Services during the Term, both as defined in Part A, at the Contract Price established in Part B, and in accordance with the terms and conditions set out in this Agreement;
- (b) supply all labour, materials and approvals necessary to provide the Services at its own expense;
- (c) upon request of the Trust Council, fully inform the Trust Council of the work done by the Contractor in connection with the provision of the Services and permit the Trust Council at all times to inspect, review and copy all accounting records, findings, data, specifications, drawings, working papers, reports, documents and material (collectively the "Material"), whether complete or otherwise, that have been produced, received or acquired by the Contractor as a result of this Agreement;
- (d) comply with all applicable municipal, provincial and federal laws;
- (e) not assign this Agreement, nor subcontract any of its obligations under this Agreement, to any person, firm or corporation without the prior written consent of the Trust Council, which shall not be unreasonably withheld. No subcontract will relieve the Contractor from any of its obligations under this Agreement;
- (f) at all times maintain a standard of care, skill and diligence in performance of the Services exercised and observed by persons engaged in the provision of services similar to the Services;
- (g) at all times treat as confidential all information or material supplied to or obtained by the Contractor or its subcontractors as a result of this Agreement and will not permit the publication, release or disclosure of the same without the prior written consent of the Trust Council;
- (h) not provide any services for any other person or corporation which, in the reasonable opinion of the Trust Council, may give rise to conflict of interest;
- (i) be an independent contractor and not the servant, employee or agent of the Trust Council;
- (j) ensure that all persons employed by it in connection with the provision of the Services are competent to perform them, adequately trained, fully instructed and supervised;
- (k) accept instructions from the Trust Council with respect to the Services provided that the Contractor will not be subject to the control of the Trust Council in respect of the manner in which such instructions are carried out except as specified in this Agreement;
- (l) ensure that all personnel hired by the Contractor to provide the Services will be the employees of the Contractor and not the Trust Council;
- (m) not in any manner whatsoever commit or purport to commit the Trust Council to the payment of any money except pursuant to this Agreement;
- (n) establish and maintain time records and books of account, invoices, receipts and vouchers of all expenses incurred in form and content satisfactory to the Trust Council;
- (o) indemnify and save harmless the Trust Council, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the Trust Council may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Contractor or of any agent, employee, officer, director or sub-contractor of the Contractor pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the Trust Council;
- (p) during the Term, provide, maintain and pay for insurance in such form and amounts, with such deductibles, and according to the terms and conditions outlined in Part D of this Agreement, as amended from time to time in accordance with directions of the Trust Council; and
- (q) make application for, obtain and remit to the Trust Council any applicable refund or remission of federal and provincial taxes, duties or impost available with respect to any articles, materials or equipment used in connection with this Agreement; and
- (r) be solely responsible for familiarizing itself, and ensuring that it complies, with the laws applicable to the collection and dissemination of information as outlined in Schedule "B", if any.

THE CONTRACT PRICE

- 2. In no event will the fees and expenses payable to the Contractor in respect of the Services exceed, in the aggregate, the amount, the Contract Price.
- 3. Fees will be based on the rate set out in Part B of this Agreement as the "Rate".
- 4. The Contractor will submit written statements of account to the Trust Council commencing no sooner than the date set out in Part B as the "Billing Date" and thereafter as specified in Part B of this Agreement.

TRUST COUNCIL OBLIGATIONS

5. The Trust Council will:

- (a) subject to the terms of this Agreement, pay to the Contractor the Contract Price in full payment and reimbursement for providing the Services based on the fees and expenses set out in Part B of this Agreement, and the Contractor will accept the same as full payment and reimbursement as aforesaid;

(b) at its discretion, hold back from the Contract Price, sufficient monies to indemnify the Trust Council completely against any lien or claim of lien arising in connection with the provision of the Services; and

(c) make available to the Contractor all available information considered by the Trust Council to be pertinent to the provision of the Services.

TERMINATION

6. In the event of a substantial failure of a party to comply with the provisions of this Agreement, this Agreement may be terminated by the other party on 5 days written notice.
7. The Trust Council may, in its sole discretion, terminate this Agreement on 10 days written notice and the payment of funds required to be made pursuant to section 8 will discharge the Trust Council of all of its liability to the Contractor under this Agreement.
8. Where this Agreement is terminated before 100% completion of the Services, the Trust Council will, subject to section 7, pay to the Contractor that portion of the Contract Price which is equal to the portion of the Services completed to the satisfaction of the Trust Council prior to termination.
9. Where the Contractor fails to comply with the provisions of this Agreement, the Trust Council may, in addition to terminating this Agreement, pursue such remedies as it deems necessary.

GENERAL

10. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
11. Time will be of the essence of this Agreement.
12. Any notice required to be given hereunder will be delivered by hand or mailed by prepaid registered mail to the addresses on the reverse of this Agreement (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice mailed will be deemed to be received 48 hours after mailing.
13. This Agreement will be binding upon the Trust Council and its assigns and the Contractor, its successors and permitted assigns.
14. A waiver of any provision or breach by the Contractor of this Agreement will be effective only if it is in writing and signed by the Trust Council and will not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.
15. The Material and any other property provided by the Trust Council to the Contractor or subcontractor will:
 - (a) be the exclusive property of the Trust Council; and
 - (b) be delivered by the Contractor to the Trust Council immediately upon the Trust Council giving notice of such request to the Contractor.
16. The copyright in the Material will belong at all times exclusively to the Trust Council and the Contractor hereby assigns to the Trust Council its copyright in all Material produced or provided by the Contractor under this Agreement.
17. The Schedules to this Agreement (including this Schedule "A") form an integral part of this Agreement. Unless the context otherwise requires, any reference to "this Agreement" means the instrument and all of the Schedules attached to it and all documents, manuals or publications referenced in the Schedules and any reference in this Agreement to any Part, section, subsection or paragraph by number is a reference to the appropriate article, section, subsection or paragraph in this Agreement.
18. Where the Contractor is a corporation the Contractor hereby represents and warrants to the Trust Council that the signatory has been duly authorized by the Contractor to enter into this Agreement without corporate seal on behalf of the corporation.
19. No amendment or modification to this Agreement will become effective unless the same will have been reduced to writing and duly executed by the parties hereto.
20. This Agreement, and any amendment made pursuant to section 19, constitutes the entire agreement between the parties.
21. Sections 1 (c), (h), (i), (o), (q), and 16 of this Schedule "A" will, notwithstanding the expiration or earlier determination of the Term, remain and continue in full force and effect.

SCHEDULE “B”

PRIVACY PROTECTION PROVISIONS

Definitions

1. In this Schedule “B”,
 - (a) “access” means disclosure by the provision of access;
 - (b) “Act” means the *Freedom of Information and Protection of Privacy Act* (British Columbia), as amended from time to time;
 - (c) “contact information” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (d) “personal information” means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the “control of a public body” within the meaning of the Act.

Purpose

2. The purpose of this Schedule “B” is to:
 - (a) enable the Trust Council to comply with its statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Contractor is aware of and complies with its statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Trust Council otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor’s obligations, or the exercise of the Contractor’s rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Trust Council otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Trust Council otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Trust Council to answer questions about the Contractor’s collection of personal information.

Accuracy of personal information

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Trust Council to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Trust Council, the Contractor must promptly advise the person to make the request to the Trust Council unless the Agreement expressly requires the Contractor to provide such access and, if the Trust Council has advised the Contractor of the name or title and contact information of an official of the Trust Council to whom such requests are to be made, the Contractor must also promptly provide that official’s name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 business days of receiving a written direction from the Trust Council correct or annotate any personal information, the Contractor must annotate or correct the information in accordance with the direction.
9. When issuing a written direction under section 8, the Trust Council must advise the Contractor of the date the correction request to which the direction relates was received by the Trust Council in order that the Contractor may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Trust Council, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Trust Council, the Contractor must promptly advise the person to make the request to the Trust Council and, if the Trust Council has advised the Contractor of the name or title and contact information of an official of the Trust Council to whom such requests are to be made, the Contractor must also promptly provide that official’s name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Trust Council otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Trust Council in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Trust Council otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor’s obligations, or the exercise of the Contractor’s rights, under the Agreement.

Disclosure of personal information

16. Unless the Trust Council otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Trust Council if the disclosure is for the performance of the Contractor’s obligations, or the exercise of the Contractor’s rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Trust Council otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in its custody or under its control the Contractor:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Trust Council and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases “foreign demand for disclosure” and “unauthorized disclosure of personal information” will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in its custody or under its control, the Contractor must immediately notify the Trust Council. In this section, the phrase “unauthorized disclosure of personal information” will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Trust Council may have under the Agreement or under statute, the Trust Council may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor’s premises to inspect any personal information in the possession of the Contractor or any of the Contractor’s information management policies or practices relevant to its management of personal information or its compliance with this Schedule and the Contractor must permit, and provide reasonable assistance to, any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
 - (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Trust Council under this Schedule “B”.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Trust Council of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Trust Council may have under the Agreement or otherwise at law, the Trust Council may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule “B” in a material respect.

Interpretation

25. In this Schedule “B”, references to sections by number are to sections of this Schedule “B” unless otherwise specified in this Schedule.
26. Any reference to the “Contractor” in this Schedule “B” includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule “B” will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Trust Council under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule “B” despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule “B” requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

SCHEDULE “C”

GLOBAL POSITIONING SYSTEM SPECIFICATIONS

1. General Application

1.01
The target horizontal accuracy is 1 metre. The lowest acceptable horizontal accuracy is 5 metres, at the 95% confidence level. This applies to final map data after averaging (for point features), approximating (for line features), and any editing.

1.02
All GPS receiver systems must be approved Islands Trust GIS staff. Only receiver models which have been tested and proven to be capable of meeting the above accuracy specification in field conditions will be approved.

1.03
At least one person, who is responsible for the quality of the data, must act as a supervisor and have completed GPS-specific training acceptable to Islands Trust GIS staff.

1.04
Field operators must be trained to the satisfaction of the supervisor, including GPS training and other training as required.

2. Field Parameters and Procedures

2.01
All positions fixes must use at least four satellites. No height constraints can be applied.

2.02
The minimum elevation angle to satellites is 15 degrees above the horizon.

2.03
The maximum Dilution of Precision (DoP) is:

HDOP 5 (preferred in most cases)
PDOP 8
GDOP 10
VDOP 5 (only if elevations are required)

2.04
For standard static point features, occupation time must be at least 60 seconds AND there must be at least 30 individual position fixes for each feature.

2.05
The maximum distance for point offsets is 25 metres. Directions must be accurate to 2 degrees and distances accurate to 1 metre. If the slope is over 10 percent and over 10 metres long, slope measurements (accurate to 5 percent or 3 degrees) must be made.

2.06
For all line (and polygon) features, all significant deflections and meanders of the feature must be mapped.

2.07
For line (and polygon) features surveyed in dynamic mode, the majority of the individual position fixes must be no more than 2.5 metres apart. The maximum distance between successive position fixes is 10 metres.

2.08
The maximum distance for constant line offsets is 5 metres.

2.09
For line (and area) features surveyed in station-to-station mode, the maximum distance between stations is 10 metres.

2.10
Supplementary traverses (using compass and chain) must begin (Point of Commencement) and end (Point of Termination) on static GPS point features or on survey control monuments of 1 metre or better accuracy.

2.11
Directions for supplementary traverses must be accurate to 2 degrees and distances accurate to 1 metre. If the slope is greater than 10 percent, slope measurements accurate to 5 percent or 2.5 degrees must be made. The maximum length of an individual traverse leg is 50 metres. There is no limit on the total length of a supplementary traverse.

3. Data Processing and Mapping

3.01
All position fixes must be differentially corrected in real-time or post-processed. If position corrections are used, the same set of satellites must be used at the reference station as at the field receiver.

3.02
Reference stations (real-time or post-processed) must be approved by Islands Trust GIS staff.

3.03
The maximum age of real-time corrections is 20 seconds from the time the observations are made at the reference station to the time the computed corrections are applied at the field receiver.

3.04
All directions from compass observations must be corrected for declination before offset or traverse computations. If applicable, correction for grid convergence must be made.

3.05
Supplemental traverses must close to better than 1 percent (1/100) of the total traverse distance plus 2.5 metres. Traverse misclosures over 2.5 metres total must be adjusted ("balanced") using the standard compass rule method.

3.06
If true NAD 27 coordinates are required, NAD 83 coordinates must be converted using the Canadian National Transformation, version 2 (NT v2).

3.07
If elevations are required, they must be converted from ellipsoidal to orthometric using the CRD Geoid model HT 2.0.

3.08
If data in any other coordinate system (e.g. ground coordinates) are required, procedures acceptable to Islands Trust GIS staff and the owner of the mapping must be used.

3.09
Any discrepancies between the GPS survey and existing mapping used as base maps must be resolved to the satisfaction of Islands Trust GIS staff and the local agency(s) considered responsible for the mapping.

4. Deliverables and Archiving

4.01

The following digital files must be archived and delivered to Islands Trust GIS staff and other appropriate agency(s) in the following formats:

Deliverable	Digital Format
Uncorrected GPS data	GPS manufacturer's proprietary
Reference station data	downloaded format
Originally corrected GPS <ul style="list-style-type: none">Including complete metadata report for all dynamic and static point features, including but not limited to Max HDOP, Max PDOP, and Horizontal Precision	ESRI Shapfile

SSIWPA Islands Trust 2019/20
Period: April 1, 2019 – March 31, 2020

REVENUE			
Item	Source	Cash	Matching
	Tax Requisition	98,500.00	
	Administrative Services		250.00
Total Income		98,500.00	250.00
EXPENSES			
	Coordination Contract(s)	83,700.00	-
	Events and Communications	9,300.00	-
	Meetings	5,500	-
	Administrative Services		250.00
Total Expenses		98,500	250.00

EXPENSE ESTIMATED COST BREAKDOWN	
Events and Communications	
Earth Day and Fall Fair	400.00
Rainwater Harvesting Tour	1,000.00
Community Presentation – Groundwater Monitoring Pilot Results	1,000.00
Annual Report	300.00
Website Maintenance	3600.00
Website Design Upgrade (optional)	3,000.00
Events and Communications Total	9,300.00
Meetings	
Steering Committee (venue rentals)	380.00
Technical Working Group (venue rentals)	260.00
Conservation Group (venue rentals)	260.00
Meeting Supplies (markers, flipcharts)	100.00
Minute Taker	4,200.00
Reserve	300.00
Meetings Total	5,500.00



**Priority-Setting Special Meeting
April 2, 2019**

**Report - Draft for Discussion
Including Special Meeting Minutes**

**Submitted to SSIWPA Steering Committee
April 5, 2019**

**By Facilitator-Coordinator,
Shannon Cowan, Ph.D.**



Table of Contents

Executive Summary	3
Special Meeting Minutes - Proceedings	4 - 10
Table 1: Priority Problems	8
Table 2: All Problems	8 - 10
Table 3: Actions to Address Priority Problems	11
Appendix 1: Recommended Next Steps for SSIWPA	12 - 13
Figure 1: Do-Ability and Impact Ranking Method with examples	14 - 16
Figure 2: SSIWPA Coordination Work Plan Template	17
Appendix 2: Special Meeting Agenda Package	18 - 31
Appendix 3: Worksheet #2 for Prioritization Activity	32



SSIWPA Priority-Setting Special Meeting

April 2, 2019

Executive Summary

The Salt Spring Island Watershed Protection Alliance agreed to host a special meeting to discover, and to prioritize problems on Salt Spring Island related to water management and watershed protection. The meeting was held over 5 hours on April 2, 2019 and the intended outcome of the meeting was to generate a list of priority problems including key actions, some of which could be coordinated by SSIWPA in the near term (2019-2020). Sixty-three participants were invited from a wide range of local stakeholder organizations, including community water systems, water districts, bulk water providers, the agricultural community, and other local non-governmental organizations. Twenty-five participants attended the special meeting, including SSIWPA Steering Committee and Working Group members.

Four agencies from local and provincial government gave brief presentations highlighting their roles and responsibilities for water resource management on Salt Spring Island, and current water sustainability-related projects.

Those assembled participated in a brainstorming and sorting activity that considered existing problems set out by SSIWPA during the Strategic Planning process in 2018, as well as identifying new water sustainability-related problems. Each participant voted for important and urgent problems, important but not urgent problems and not important but urgent problems from among the 30+ problems that were generated by all groups. According to the votes, participants agreed three top priority problems that were most important and urgent, and proceeded to generate a list of 12 possible actions (four per problem) that SSIWPA should consider as possible projects for coordination in the short term (2019-2020). Recommended next steps were primarily about SSIWPA member agencies assessing do-ability and impact of the resulting actions, then taking ownership of one or more actions and partnering to generate a timeline and a list of coordination actions.



Salt Spring Island Watershed Protection Alliance

Notes of a Special Meeting

Date of Meeting: Tuesday, April 2, 2019

Location: Community Gospel Church, 147 Vesuvius Bay Road
Salt Spring Island

Members Present:

Doreen Hewitt, Beddis Water Service Area Commissioner;
Gary Holman, SSIWPA Co-Chair and Capital Regional District (CRD) Salt Spring Island Electoral Area Director;
Laura Patrick, Salt Spring Island Watershed Protection Alliance (SSIWPA) Co-Chair, Islands Trust Trustee;
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations (FLNR).

Staff Present:

Jaro Szczot, Ministry of Forests, Lands and Natural Resource Operations (FLNR);
Jason Youmans, Islands Trust Island Planner;
Karla Campbell, CRD Salt Spring Island Electoral Area General Manager;
Ron Stepaniuk, NSSWD General Manager;
Shannon Cowan, SSIWPA Coordinator;
William Shulba, Islands Trust Senior Freshwater Specialist.

Invited Guests and Partner Agency Representatives Present:

Andrew Sinclair, Platform Properties Ltd. "The Cottages" (Bullock Lake);
Carol Eyles, Fulford Water Service Commission, Chair;
Doug Pepper, Regional Agrologist, Ministry of Agriculture;
Hugh Greenwood, At-large local stakeholder, Geologist and Previous Water Council Board member;
Jason Griffin, Cedar Lane Water Service Commission, Chair;
Marshall Heinekey, NSSWD Board Representative;
Michael McAllister, North Salt Spring Waterworks District (NSSWD) Board Representative;
Nick Jones, Agricultural Alliance Board representative;
Rhonan Heitzmann, Salt Spring Water Company, Salt Spring Solutions (Affordable Housing) member;
Wayne Hewitt, Cusheon Lake Stewardship Committee.

SSIWPA Conservation and Efficiency Working Group Members Present:

Rob Kline, Member at-large;
Sandra Ungerson, Chair.

SSIWPA Technical Working Group Members Present:

Ian deBie, Member at-large;
John Millson, Chair;
Jos Lussenburg, Member at-large.

Regrets:

Chas Belknap, Salt Spring Affordable Housing Society;
 Elizabeth FitzZaland, Green City Builders;
 Ian Peace, SSIWPA Conservation and Efficiency Working Group Member at-large;
 John Sprague, At-large local stakeholder, Lake Chemistry, Previous SSIWPA Working Group member;
 Kathy Reimer, Island Stream and Salmon Enhancement Society, President;
 Kisae Peterson, Island Women Against Violence, Croftonbrook Housing Project Lead;
 Larry McIntyre, Reginald Hill Strata Small Water System Manager;
 Maxine Leichter (or alternate), Water Preservation Society;
 Peter Grove, Salt Spring Island Trustee, Islands Trust;
 Peter Wypkema, Cedars of Tuam Water Service Commission, Chair;
 Stefan Cermak, Regional Planning Manager, Islands Trust.

Proceedings:

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

1. Coordinator Cowan welcomed everyone in attendance at 9:35 a.m.
2. **By general consent**, the agenda was approved with the addition of 3.1.4: CRD Agency Responsibilities regarding water resources on Salt Spring Island.
- 3.1 Coordinator Cowan presented an overview of the Salt Spring Island Watershed Protection Alliance (SSIWPA) purpose, membership and coordinated projects and actions (completed, underway, ongoing and agency-only). Agency representatives gave short presentations about: i) their agency's jurisdictional boundaries regarding water protection and management on Salt Spring Island, ii) projects about freshwater that their agency is currently involved with on Salt Spring Island, and iii) their agency's perspective on the priority island-wide freshwater sustainability problems and the type of actions that SSIWPA could and should be coordinating.
 - 3.1.1 Pat Lapcevic presented what Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR) does on Salt Spring Island with relation to water resources and watershed protection. A summary of this presentation included the following points: FLNR Water Protection department regulates water use through the Water Sustainability Act and related legislation, conducts monitoring (3 Provincial Observation Wells) and applied research studies, supports outreach / education activities (e.g. public presentations for private well owners), comments on local by-laws which have implications for water resources, participates in integrated water management forums such as SSIWPA, and supports Island Health with initiatives related to drinking water protection.
 - 3.1.2 Planner Youmans (Islands Trust) presented the Object of the Islands Trust, and Official Community Plan sections related to water resource protection. The presentation outlined some of the land use planning tools that this agency engages to preserve and to protect water resources, such as sections of the Land Use Bylaw, Development Permit Areas and zoning restrictions. The presentation concluded with two opportunities that Islands Trust has identified would be priority actions for SSIWPA coordination function: i) That SSIWPA consider advocating for a Water Sustainability Plan for Salt Spring Island as defined in the provincial Water

Sustainability Act and, ii) That SSIWPA coordinate the development of a Terms of Reference for Proof of Water when rezoning and other types of development applications are being considered. This could help ensure consistency within, and between agencies, when contemplating development that will be serviced through groundwater, rainwater catchment, greywater recycling, or some combination thereof.

3.1.3 Ron Stepaniuk (North Salt Spring Waterworks District) presented the organization's mandate, mission, vision, strategic plan areas of focus, projects and efforts. The projects presented included: St. Mary Lake Dissolved Air Flotation (DAF) Plant, Maxwell Lake Treatment Plant, Maxwell Lake Water Availability Update (2020), Asset Management, Improved Communications, Organizational Capacity, Ongoing Discussion with CRD and Ministry of Municipal Affairs and Housing, Watershed Management. Mr. Stepaniuk presented a graphical representation of the annual bulk water withdrawals and metered consumption 2004-2017 for that District and a short discussion ensued.

3.1.4 Karla Campbell (CRD) presented an overview of the jurisdictional responsibilities of the Capital Regional District with regard to potable water system purveyance and integrated watershed management.

SSIWPA Co-Chair Holman indicated that the CRD Stormwater Protection Bylaw was expanded to include an integrated watersheds function, including groundwater protection.

SSIWPA Co-Chairs Holman and Patrick shared their hopes for the meeting.

Refreshments were served at 11:00 a.m.

3.2 The Coordinator facilitated an activity for all five groups of participants to do at their table groups. Each group generated a list of problems in one of the following categories:

1. Watershed and Aquifer Protection and Source Quality (2 groups)
2. Source Availability and Purveyance (2 groups)
3. End User Behaviour, Practices and Conservation (1 group)

This activity required group members to include any of the listed existing problems that SSIWPA had already identified (Appendix 1: Agenda Package, p.5) that their group considered to have merit.

3.2.1 Problems:

The groups refined their problem lists, reported their problem findings to the full plenary and hung problem list flipcharts in each category on the wall for the next step.

The Coordinator facilitated individuals in a prioritization of problems using coloured dots with different meanings. She outlined a worksheet (Appendix 2) that participants could use (optional) for a systematic approach to prioritizing. Individuals were instructed to read the list of all problems posted and then to assign dots according to general sense of importance and urgency. Individuals were each given 4 red dots (important and urgent problems), 6 blue dots (important, not urgent), and 6 yellow dots (not important, urgent).

Lunch was served at 12:50 pm.

3.2.2 Priority Problems:

During the working lunch period, group members used coloured dots to vote on importance (or impact to the ecosystem and the community) and the urgency (or time-sensitive nature) of many of the listed problems. Results of the dot voting were interpreted in the meeting by the coordinator after addition of dot totals. Some similar problems were compiled into a single dot voting category. Three problems were prioritized: those having 12 or more red votes. Top priority problems can be found in Table 1 on page 5. All problems and their priority rankings can be found in Table 2 on pages 5-7.

3.2.3 Possible Actions:

Participants convened into three new small groupings of their choice to discuss possible actions that could address three of the top priority problems that were identified in the previous step (Table 2). The groups were given the instruction to consider "appropriate scale" for actions; not task-level (e.g. not "Perform monthly data download"), nor very high-level (e.g. "Preserve hydrology of St. Mary Lake"). Groups brainstormed, noted refined actions on a flipchart, and reported out to the plenary. Two of the groups had time to also filter the possible actions according to three filtering criteria, namely "Is the action specific and relevant to the priority problem your group is considering?" Yes/No; "Does the action outcome benefit multiple agencies?" Yes/No; and, "Does the action require coordination to accomplish?" Yes/No.

Group results for possible actions to address priority problems are found in Table 3 on page 8. For those possible actions that groups did not filter, the coordinator added in different coloured text possible filter results to consider in future steps.

3.2.4 Next Steps were not discussed in the meeting. The coordinator agreed to package the day's results into a report and provide the report to the steering committee for its consideration.

4. The Coordinator acknowledged and thanked each participant for contributing time and energy constructively to this special meeting (workshop).

Co-Chairs Holman and Patrick thanked all participants for their contributions.

By general consent, the meeting was adjourned at 2:45 pm.

Appendices:

1. Recommended Next Steps resulting from compilation of results.
2. Salt Spring Island Watershed Protection Alliance Special Meeting Agenda Package 2019-04-02.
3. Worksheet #2 presented and offered for use in the meeting.

Laura Patrick, Co-Chair

CERTIFIED CORRECT:

Shannon Cowan, Recorder

Voting Colour Legend:

Red	Important and Urgent
Blue	Important, Not urgent
Yellow	Urgent, Less Important (less impactful)

Table 1. Top 3 Important and Urgent Priority Problems Related to Freshwater Sustainability and Watershed Protection on Salt Spring Island. Identified in SSIWPA Priority-Setting Workshop April 2, 2019.

Priority Problems	Red votes	Blue Votes	Yellow Votes
1. Water availability and use (demand) is unknown for all watersheds and groundwater neighbourhoods.	21	11	11
2. There is a need for clear guidelines, promotions and incentives for rainwater harvesting systems.	12	7	6
3. Policies for proof of water lack clarity, harmonization and specifications for alternative sources.	14	10	3

Table 2. All Problems Related to Freshwater Sustainability and Watershed Protection on Salt Spring Island. Identified in SSIWPA Priority-Setting Workshop April 2, 2019. Bold, italicized, blue problems form the top three priorities (Table 1). Blue regular font indicates next level priorities: problems with total votes > 9. Items delineated by dashed lines are considered a single problem with parts; total votes reflect all part votes.

Problems ¹	Red votes	Blue Votes	Yellow Votes	Total Votes
Supply and Demand / Availability and Use Problems				
1. Water availability and use (demand) is unknown for all watersheds and groundwater neighbourhoods. Needs ³:				43
1a. to quantify the resource (volume, location, seasonality).	5	-	-	
(same)				
safe supply (Cusheon, Weston, etc.)	2	3	-	
1b. to understand water use, actual, authorized/unauthorized, recorded/unrecorded, use types and timing island wide.	14	2	8	
- better water consumption data at the licence and water use level	-	1	3	
- consumption - unknown, uncertainty	-	-	-	
1c. current demand vs. potential demand	-	1	-	
1d. hydrological/environmental flow demands	-	4	-	

Table 2. Continued

Education and Alternative Source Use Problems				
2. A need for clear guidelines, promotions and incentives for rainwater harvesting systems.	9	5	3	25
(same)				
Lack of clear regulation/information for rainwater harvesting for potable use / multifamily potable	3	2	3	
4. Awareness of the need for seasonal water conservation for both local and visitors.	-	9	7	16
5. Need for education about the value of watershed protection and hydrological processes.		5	10	15
6. Need for a "WellSmart" program for existing and new well use (users).	8	1	4	13
7. Storage: Cost-Benefit Analysis (re: increasing droughts)	0	5	6	11
8. A need for clear guidelines, education and navigation through conservation practices (e.g. greywater and compost toilets)	1	3	3	7
9. Alternative sources: desalinization, rainwater collection	1	6	-	7
10. Unknown feasibility of alternative sources	1	6	-	7
Watershed Protection & Planning Problems				
3. Policies for proof of water lack clarity, harmonization and specifications for alternative sources. Needs ³:				27
3a. Terms of reference: "Proof of Water"	9	2	2	
3b. New use requires new proof.	1	7	1	
3c. Site-specific testing. ⁴	4	1	-	
11. Watershed protection planning.	2	4	1	21
11a. Community-Aquifer Recharge Area Protection	7	1	0	
11b. Insufficient aquifer protection of the necessary hydrological processes to sustain high quality water through planning.	1	1	0	
11c. Watershed protection is insufficient to maintain source quality, and ecological biodiversity. ²	1	2	1	
12. Watersheds (and water source quality) at high risk of severe degradation from fire.	1	1	0	2
13. Prioritize watershed risk (based on risk and sustainability). ³	2	2	-	4
14. Lack of commitment to covenants (land protection).	0	3	3	6
15. Poor understanding of soil management piece related to water retention.	-	2	-	2

Table 2. Continued

16. No watershed sustainability plan. (island-wide)	1	1	2	4
17. Lack of agriculture participation in watershed and water quality protection.	1	2	1	4
Other Regulation and Enforcement Problems				
18. Building permit process should include storage and conservation.	2	-	7	9
19. Drilling authorizations.	2	1	5	8
20. Lack of clearcutting management on private land.	2	5	-	7
21. Poor control of fertilizers, pesticides and other deleterious substances.	-	-	6	6
22. Fragmented jurisdiction of water (is) a major roadblock to sustainability.	-	-	5	5
23. Regulations are poorly enforced.	1	4	-	5
24. Overlicensed - fair distribution constraints. (inequity for overproduction/overwithdrawn)	1	-	-	1
25. Limits on consumption needed (gw). ³	-	1	-	1
26. No mechanism to resolve development pressure conflicts. (to sustain watershed and protection water quality)	-	1	1	2
27. Poor understanding of freshwater management enforcement at watershed scale.	1	1	-	2
28. Barriers (red tape) and confusion about watershed protection practices.	-	-	2	2
29. No protection for grandfathered water licences.	-	-	1	1
30. Short and long term advocacy - inform and educate agencies with jurisdiction. ³	-	-	-	0
Data Stewardship and Management Problems				
31. Need to create protocols for useful data gathering to support BC and federal data practices. ³ Qualified data gathering commitments.	1	4	1	6
32. Government demonstrates a lack of urgency to share information and data for protection, prevention and sustainability.	-	-	3	3
33. Need a clear data-sharing policy with provincial departments. ³	-	1	-	1

¹ Table 2 content is workshop phrasing. Italics indicate a summary of multiple similar results, re-phrased into the form of a problem statement.

² Watershed sustainability sufficient for protection and source quality, and ecological biodiversity was re-phrased/clarified as: "Watershed protection is insufficient to maintain source quality and ecological biodiversity". This is a higher level problem.

³ These statements are possible actions that were generated during the problem phase.

⁴ There is lack of regulation requiring comprehensive site-specific testing for proof of water: adequate flow and non-interference with neighbouring wells; Financing also a problem because of the prohibitive cost for single - and even multi-family developments to carry out such testing. (Clarified by D. Hodgins and H. Greenwood, participants.)

Table 3. Possible Actions to Address Priority Problems (see Table 1); Identified in SSIWPA Priority-Setting Workshop April 2, 2019.

Filter Criteria - Relevancy to SSIWPA				
Priority Problem 1:	Water availability and use (demand) is unknown for all watersheds and groundwater neighbourhoods.	Specific, Relevant?	Multi-Agency benefit?	Coordination required?
1-1	Quantify supply and demand for the following lake sources: Cusheon, Weston, Bullock and Stowell. (Model and/or empirical evidence.)	Y	Y	Y
1-2	Determine consumption from all surface and groundwater sources. (Survey)	Y	Y	Y
1-3	Delineate well catchment areas, hydraulic conductivity and supply capability <i>for groundwater sources.</i>	Y	?	?
1-4	Meter non-domestic wells and non-domestic surface water <i>withdrawals.</i>	Y	Y	?
Priority Problem 2:	There is a need for clear guidelines, promotions and incentives for rainwater harvesting systems.	Specific, Relevant?	Multi-Agency benefit?	Coordination required?
2-1	Develop and implement incentives for rainwater harvesting.	Y	Y	Y
2-2	Create a "User Guide for Residential Rainwater Harvesting", including topics as follows: Non-potable, Potable, CSA Standards, Island Health Guidelines, New BC Building Code Requirements, System Maintenance Guide, New Construction and Retrofits	Y	Y	Y
2-3	Develop and deliver education about rainwater harvesting, including: workshops for professionals, workshops for user types (e.g. residential, agricultural, etc.).	Y	Y	Y
2-4	Conduct advocacy and assembly of agencies (ie. CRD Building Department, Island Health) re: Building Code, multi-family, Islands Trust Policy 4.4.2.	Y	Y	Y
Priority Problem 3:	Policies for proof of water lack clarity, harmonization and specifications for alternative sources.	Specific, Relevant?	Multi-Agency benefit?	Coordination required?
3-1	Amend Salt Spring Island Official Community Plan to strengthen policies about alternative servicing; include required quantities, impact on neighbouring wells.	Y	Y	?
3-2	Amend Land Use Bylaw (355) to require specific quantities and demonstrate non-impact on adjacent properties and ecosystems/surface water elements. (*Make prescriptive.)	Y	Y	?
3-3	Amend Building Code to meet Land Use Bylaw requirement for proof of water.	Y	Y	?
3-4	Develop and implement a Terms of Reference for proof of water <i>(that specifies alternative source equivalents and serves to harmonize applicable regulations.)</i>	Y	Y	Y

Participants who developed possible actions for problem 2 filtered those actions according to criteria indicated. Green filter responses were added as coordinator suggestions; they were not generated in the meeting.



Next Steps Suggestions for SSIWPA

re: Priority-Setting Meeting April 2, 2019

Results

The following observations were made by the Coordinator after the special meeting:

- Meeting results tables 1, 2, 3 contain problems and proposed actions that relate to one or more Framework Objectives (see below, this page).
- Some problems and proposed actions from the meeting have not been proposed in earlier SSIWPA process.
- The problems and proposed actions resulting from special meeting 2019-04-02 do show some overlap with filtered SSIWPA draft workplan 2018-19 Tasks (Figure 1 in Wei, 2018; SSIWPA Strategic Subcommittee meeting notes 2018-07-16).
- When SSIWPA Strategic Subcommittee followed Next Steps from the Wei, 2018 report (July and August, 2018 subcommittee meetings), participants used the two-step filtering method to determine which workplan projects and tasks met filters for coordination feasibility, as well as related to Framework Objectives. The determination of lead agency commitments and priority watersheds/neighbourhoods did not occur as the final step in that process, and remains the Recommended Next Steps from the current SSIWPA Special Meeting 2019-04-02 results (next page).

Water Sustainability Framework Objectives

GOALS:

GOALS:

		Salt Spring Island Water Sustainability Framework			
SSIWPA Work Plan		Watershed Protection		Freshwater Preservation	
Priority Objectives					
Theme		Watershed Ecosystems	Aquifer Ecosystems	Surface Water Resources	Groundwater Resources
Information Inventory and Data Stewardship	Objective A	Provide access to watershed and water use information for member agencies and the public			
Monitoring and Analysis	Objective B	Coordinate monitoring and analysis strategies to address how natural and anthropogenic changes will impact watershed hydrological function and water use for Salt Spring Island.			
Policy and Planning	Objective C	Develop tools to protect watershed hydrological function and preserve Salt Spring Island's limited water resources.			
Outreach and Education	Objective D	Communicate to alliance agencies and public the state of the Salt Spring Island's watersheds, water resource, and water use.			



Next Steps Suggestions for SSIWPA

re: Priority-Setting Meeting April 2, 2019

Suggested Next Steps

The following recommendations are for SSIWPA consideration:

1. Consider the results of this meeting in context of strategic process 2018.
2. Discuss and confirm priority problems before member agency staff perform more filtering or prioritization of project-level tasks. (Steering committee and staff advisory)
3. Hold agency-level discussions, to complete the following:
 - a. Determine the agency's jurisdiction and priorities from among the results of the SSIWPA special meeting 2019-04-02;
 - b. Apply the Do-Ability and Impact Ranking method (pages 14-16) to assess feasibility of the new projects/actions to achieve outcomes within the priority problems;
 - c. Indicate where their agency could take the lead or partner role for any of the suggested actions, and which ones;
 - d. Generate some project-level task lists for project/action as Lead;
 - e. Indicate which project-level tasks¹ would fall to the Lead, which to partner agencies, and which to SSIWPA coordinator or similar;
 - f. Indicate measurable outcomes for Action/Projects where Lead;
 - g. Indicate a timeframe and resource commitment for their agency with respect to each possible action/project they could lead, that SSIWPA may agree to coordinate.
4. Draft a Coordination Work Plan (based on results of step 3) for steering committee regular meeting discussion. (See example on page 17.)
5. List Other Actions and Other Problems that did not meet the coordination filtering criteria - for discussion about advocacy with member agencies and other organizations.
6. Review Coordination Work Plan and Other Actions 6 months from the SSIWPA meeting where they are discussed and adopted.

¹ Filter actions using Smart, Measurable, Achievable, Relevant, and Time-bound (S.M.A.R.T.); Filter SMART actions next by Scale, Coordination Required, and ability to provide Multiple Agency Benefits. Perform filtering for high level tasks within actions/projects once these are suggested by lead agency for each.

Step 1: Write priority problem and possible actions here. *NOTE* As described in 2019-04-02 Meeting Notes Table 3, the first proposed action may be too broad. Try breaking down by watershed before ranking doability and impact.
Step 2: Fill a Do-Ability Consequences Table and an Impact Consequences Table for each Action for that problem. Repeat for any other problems and actions being considered.
Step 3: Fill the Do-ability and Impact Action Diagram for each problem to select SSIWPA COORDINATION action/projects that will have relatively high impact and will not be too hard to accomplish in the timeframe. Consider advocacy to appropriate agency/cies for commitment and funding to conduct the very high impact, very hard-to-do actions for any priority problems.

Figure 1. Do-Ability and Impact Ranking Method

Page 1 of 3

Do-Ability Criteria Definitions	Easy (or low or short)	Medium	Hard
Action Cost Total	< \$5,000	\$5,001 - \$25,000	> \$25,000
Coordination Cost (portion of action cost)	< \$500	\$500 - \$3,000	> \$3,000
Time to complete	months	1-3 years	>3 years
Uncertainty in do-ability (Ability to achieve measurable outcome set out for Action)	all factors to complete are clear, uncertainty nil	some uncertainty, personnel or funding variables	funding or ability to complete is uncertain
Overall Do-Ability	# greens > 50% of rankings	# yellow > 50% or half green, half red	# red rankings

Impact Criteria Definitions	Low	Medium	High
Contributes to Framework Objectives	0-1 obj	2-3 obj	>3 obj
Ability to Impact Ecological Goals of SSIWPA member agencies and local organizations	0-1 ecological goals impacted	2-3 ecological goals	>3 ecological goals
Ability to Impact Social/Community/Economic goals of local member agencies and organizations	0-1 social or economic goals impacted	2-3 economic or social goals	>3 economic or social goals
Success will contribute to >1 Member Agency or Local Organization's Goals (How many goals?)	0-1	2-3 organizations	>3 organizations
Possible Negative Side Effects	highly likely	some possible	none
Overall Impact	# greens > 50% of rankings	# yellow > 50% or half green, half red	# red rankings

Figure 1. Do-Ability and Impact Ranking Method (Example values only)

Page 2 of 3

EXAMPLE: Problem 1 Do-Ability Consequences Table

Do-Ability Criteria	Possible Action 1	Possible Action 2	Possible Action 3
Action Cost Total (example)	easy	easy	hard
Coordination Cost (example)	easy	med	hard
Time to complete (example)	short/easy	long	med
Uncertainty (example)	low/easy	med	med

Overall P1 Do-Ability Rating	Possible Action 1	Possible Action 2	Possible Action 3
Do-Ability of Actions for Prob 1 (Example)	Easy	Medium	Med to Hard

EXAMPLE: Problem 1 Impact Consequences Table

Impact Criteria	Possible Action 1	Possible Action 2	Possible Action 3
Contributes to Framework Obj.	low	low	high
Ability to Impact Ecological Goals of local member agencies and organizations	low	med	high
Ability to Impact Social/Community/Economic goals of local member agencies and organizations	low	low	med
Success will contribute to >1 Member Agency or Local Organization's Goals	short	long	med
Possible Negative Side Effects	low	med	med

Overall P1 Impact Ratings	Possible Action 1	Possible Action 2	Possible Action 3
Impact of Actions for Prob 1 (Example)	Low	Medium	High

RESULTS of example:

Action 1 is Low impact but Easy to Do.

Action 2 is Medium Impact and Medium Do-Ability **This is probably the one SSIWPA should select for its workplan, in this example.

Action 3 is High Impact but Hard to do and with some degree of uncertainty.

Figure 1. Do-Ability and Impact Ranking Method

Page 3 of 3

SSIWPA COORDINATION WORK PLAN _ DRAFT FOR DISCUSSION

Prob #	Problem	Action	Measure/Outcome	Agency (leader name)	Timeline (e.g. 2019-Q3 - 2020-Q1)
1	Water availability and use (demand) is unknown for all watersheds and groundwater neighbourhoods.	1-1			
		1-2			
		1-3			
2	There is a need for clear guidelines, promotions and incentives for rainwater harvesting systems.	2-1			
		2-2			
		2-3			
		2-4			
3	Policies for proof of water lack clarity, harmonization and specifications for alternative sources.	3-1			
		3-2			
		3-3			

Figure 2. SSIWPA Coordination Work Plan Template (Example only)



Salt Spring Island Watershed Protection Alliance

Special Meeting Agenda

Date of Meeting: Tuesday April 2, 2019

Time: 9:30 am - 2:30 pm

Location: 147 Vesuvius Bay Road, Salt Spring Island, British Columbia

Acronyms:

AGRI - Ministry of Agriculture

CEWG - SSIWPA Conservation and Efficiency Working Group

CRD - Capital Regional District

FLNRO - Ministry of Forests, Lands and Natural Resource Operations

NSSWD - North Salt Spring Waterworks District

MOE (ENV) - Ministry of Environment

SSIWPA - Salt Spring Island Watershed Protection Alliance

TWG - SSIWPA Technical Working Group

1. WELCOME

2. APPROVAL OF AGENDA

3. BUSINESS ITEMS

3.1 Agency Responsibilities and Current Actions re: Salt Spring Island Freshwater

3.1.1 Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Member Lapcevic

3.1.2 Islands Trust - Planner Youmans

3.1.3 North Salt Spring Waterworks District - Representative

3.2 Facilitated Priority-setting Workshop - see attached detailed agenda pp. 3-4

3.2.1 Problem definition activity - see attached worksheet including 4 pre-reading appendices and suggested readings list **pp. 5-10**

3.2.2 Problem prioritization activity

3.2.3 Priority actions activity

3.2.4 Review output and propose SSIWPA Coordination Work Plan 2019-2020.

3.3 Next steps

4. ADJOURNMENT

Salt Spring Island Water Protection Alliance (SSIWPA) Priority-Setting Workshop

Tuesday April 2, 2019

*Community Gospel Chapel Sanctuary, 147 Vesuvius Bay Road, Salt Spring Island,
British Columbia*

Purpose: Identify and prioritize problems related to freshwater sustainability and watershed protection, and identify actions for SSIWPA.

Intended Outcomes:

- A prioritized list of problems (threats, challenges, opportunities) related to sustainable freshwater and watershed protection;
- A list of key actions to address priority problems that require coordination of the work of two or more agencies and can be substantially completed in 12-18 months;
- A list of education and awareness opportunities that require the coordination of the work of two or more agencies and can be substantially completed in 12-18 months.

Agenda:

Time	Description	Format	Purpose	Outcome
9:30-9:40 am	1. Welcome			
9:45-10:30 am	2. Agency Roles and Responsibilities	Plenary	One representative of each of the three core agencies gives a presentation with Q&A. Coordinator presents SSIWPA Purpose, Guiding principles.	Understanding: <ul style="list-style-type: none"> • jurisdictional distinctions, • existing priority projects • common purpose for SSI • suggested actions for SSIWPA
10:30-11:15 am	3. Problems	Small Groups	Review and identify problems.	Post problems on flipcharts. Report out to plenary the problems from each group (flipcharts).
	Health Break			
11:30 - 11:50 am	4. Prioritize Problems	Individuals	Prioritize (activity).	A list of top priority problems.
11:50 - 12:15 pm	5. Actions	Plenary	Review Actions on Worksheet 1 that relate to priority problems identified in item 4.	A first draft list of possible actions for each priority problem.
12:15 - 1:00 pm	Lunch Break			
1:00 - 1:40 pm	6. Additional Actions and Filtering	Small Groups	Brainstorm, discuss and record new action ideas for a single priority problem. All actions are welcome at this step. Filter actions to determine feasibility for SSIWPA to coordinate.	Report out a more thorough list of priority actions that have been filtered for relevancy to SSIWPA. Submit all actions and filtering worksheets for workshop report.
1:40- 2:00 pm	7. Actions for SSIWPA	Plenary	Review step 6 output. Discuss and record the actions for priority problems that could be coordinated through SSIWPA. Discuss actors/partners and timeline.	A refined, possible priority action list for SSIWPA to address priority problems.
2:00 - 2:30 pm	8. Next Steps	Plenary	Discuss next steps.	Follow-up actions, actors, timeline

Worksheet 1: Facts, Problems & Actions from SSIWPA Strategic Planning 2018

SSIWPA Workshop April 2, 2019

Table 1. Facts Affecting Sustainable Potable Water and Freshwater Supply: A Summary¹

a. Salt Spring has limited surface water supplies. (E.g., moratorium of new connections, NSSWD)
b. Groundwater resources suffer depletion. (E.g., water wells going dry in summer; neighbouring water wells impacted by drawdowns)
c. Saltwater intrusion is becoming an issue in some near-shore areas of Salt Spring Island.
d. Climate change is likely to exacerbate supply issues to aquifers, freshwater bodies and ecosystems.
e. Much of the water entering Salt Spring I. (as precipitation) runs off November-April once fractured rock aquifers are recharged.
f. There is a lack of data on broad-scale and local-scale understanding of groundwater, and to a lesser extent surface water, resources.
g. Detailed understanding of local groundwater problems requires detailed data collection and interpretation, which is costly.
h. Regulations and regulators do not facilitate innovative approaches to watershed protection, water conservation and rainwater collection and use.

Table 2. Identified Problems

In no particular order or priority.

Problem or Issue	Sources and Facts
1. Need to use finite water supply in the most consistent, fair, equitable and sustainable way.	Strategic Planning Day Minutes 2018-06-12 (p. 3) - Table 1: a,b,d
2. Need to preserve hydrological processes through watershed protection planning.	Strategic Planning Day Minutes 2018-06-12 (p. 3) - Table 1: all
3. Development pressure is a concern for limited water supplies. e.g. Proposed Bylaw 512 "Affordable Rental Housing - Cottages"	Regular Minutes 2019-02-15 - Table 1: a,b,c,d,e,h
4. Minimize fire risk. <i>Water availability to address wildfires and structure fires may not be sufficient in areas of high risk due to climate or accessibility.</i>	Strategic Subcommittee Minutes 2018-08-22 - Table 1: a,d,f,h
5. Regulations about freshwater use are poorly enforced.	Strategic Subcommittee 2018-08-22 - Table 1: a,b,c,d,e,h
6. The lack of water conservation requirement in the B.C. Building Code is a disincentive to water use efficiency.	Strategic Planning Day Minutes 2018-06-12 (p. 3) - Table 1: h
7. CRD and Island Health use different criteria for assessing water sufficiency for developments.	H. Greenwood, 2019-03-12; CEWG Part II Draft Report; Table 1: h
8. Rainwater collection regulations <i>are lacking or not well understood.</i>	Regular Minutes 2019-02-15; Table 1: h

¹ High level problems were compiled from Official Community Plan and Aquifer Mapping and Monthly Groundwater Budget Analysis for Aquifers on Salt Spring Island by Golder Associates (Final Draft November 2018). Submitted by Acting Co-chair Laura Patrick, March 19, 2019.

Worksheet 1: Facts, Problems & Actions from SSIWPA Strategic Planning 2018

SSIWPA Workshop April 2, 2019

Table 3. Identified Possible Actions

From SSIWPA records 2018-2019. Numbering follows Table 2.

	Information Inventory and Data Stewardship
	Monitoring and Analysis
	Policy and Planning
	Outreach and Education

Freshwater Preservation: Source Availability and End User Problems, Practices and Conservation		
Problem or Issue	Actions Proposed or Underway and/or Other Suggested Actions	Action Source
3. Development pressure is a concern for limited water supplies.	3a) Groundwater Preservation Project. <u>Underway</u> <i>Includes: coordination actions with local volunteers and contributors for site selection, data-sharing agreements, equipment installations, data management.</i>	Local Trust Committee Project Charter W. Shulba (+FLNR)
	3b) Water Use Monitoring / Metering i) Scope and method to be determined at agency level (which licenses, selected priority areas). <i>ii) Meter agricultural water use in key area (pilot) with financial incentive for alternative(not community) source use.</i>	Freshwater Sustainability Framework 2019-01-25 <i>Interpretation of Draft CEWG Report Part II</i>
	3c) Model supply availability and demand <i>ie. Water budgets on neighbourhood planning scale, not aquifer scale. Scope, method, any coordination needs would be in purview of lead agency.</i> i) Carrying Capacity Analysis of Drinking Water Lakes (as prioritized, likely Cusheon and Weston Lakes). ii) Carrying Capacity Analysis of Groundwater Management Area (as prioritized).	Freshwater Sustainability Framework 2019-01-25
<ul style="list-style-type: none"> Does development pressure have a negative impact on renewable freshwater supplies? Where? How do we know? 	3d) Measure Indicators of Sustainability <i>i) Determine and assess indicators in priority areas:</i> <ul style="list-style-type: none"> <i>e.g. Peak day demand exceeds supply. Y/N (requires GW level and lake level monitoring, also metering demand)</i> <i>e.g. Measured GW level is >20% below average level for same date previous years.</i> <i>e.g. Stream outflow is below 5 m³/s</i> <i>iii) Report on indicators and follow up with policy and other actions.</i>	

Worksheet 1: Facts, Problems & Actions from SSIWPA Strategic Planning 2018

SSIWPA Workshop April 2, 2019

Table 3 cont'd.
Freshwater Preservation: Source Availability and End User Problems, Practices and Conservation

Problem or Issue	Actions Proposed or Underway and/or Other Suggested Actions	Action Source
3. Development pressure is a concern for limited water supplies. Continued...	3e) Review watershed protection policies i) Review and update following policies: Well Capture Zones DPA 5; Lakes, Streams and Wetlands DPA 4; ii) Coordinate/assist in implementing new policies at local level	Freshwater Sustainability Framework 2019-01-25
	3f) Outreach and education: see Problem 8 (below) <i>Educate with goal of achieving behaviour modification re water conservation targets, best practices, etc. (+ measure effects).</i>	<i>Interpretation of Draft CEWG Report Part II</i>
	3g) Determine the carrying capacity of Salt Spring Island. <i>Too broad?</i>	Minutes 2019-02-15
3 sub. Proposed Bylaw 512 "Affordable Rental Housing - Cottages"	Not discussed to date. <i>E.g. Land Use Planning: Assess proposed R(f) lots for overlap with Moderate or High Risk of Salt Water Intrusion (Klassen et al., 2016), GW vulnerability (Liggett & Talwar, 2009), DPAs 4, 5, and 7.</i>	Regular Minutes 2019-02-15

Watershed and Aquifer Protection and Source Quality Problems

Problem or Issue	Actions Proposed or Underway and/or Other Suggested Actions	Action Source
4. <i>Water availability to address wildfires and structure fires may not be sufficient in areas of high risk due to climate or accessibility.</i>	4. Minimize fire risk. Existing Policies: 4a). OCP suggests establishment of a Development Permit Area (DPA) for wildfire protection² ; it guides development away from known fire hazard zones. <ul style="list-style-type: none"> OCP encourages rainwater catchment (could be more explicit). Bylaw 355 - Subdivision requires daily groundwater availability from well be higher than household use but not explicitly for fire protection. <i>Does SSI Fire have data from past years that is distinct from time series of Provincial Wildfire Risk data layers?</i> 	Official Community Plan https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger
	4b) Watershed Ecosystem Mapping and Survey <i>Too broad? - Could also serve towards solution for other problem areas.</i>	Freshwater Sustainability Framework 2019-01-25
5. Regulations about freshwater use are poorly enforced.	Not discussed to date. <i>Agency-level issue? (see next page)</i>	Strategic Subcommittee 2018-08-22

² A.7.2.8 The Local Trust Committee will support efforts to reduce and mitigate wildfire hazards, including supporting Fire Smart education initiatives and will give consideration to designation of development permit areas for wildfire hazard. (Salt Spring Island Official Community Plan Bylaw 434, 2015, Vol. 1, Section A, Part A-7, 2.8.)

Worksheet 1: Facts, Problems & Actions from SSIWPA Strategic Planning 2018

SSIWPA Workshop April 2, 2019

Table 3. Continued

Table 1 f. There is a lack of data on broad-scale and local-scale understanding of groundwater, and to a lesser extent surface water, resources.	Need to coordinate fundamental data management . <i>Coordinating a data management system for existing data may be sufficient to enable analysis (depends on specific problem).</i>	Strategic Planning Day Minutes 2018-06-12 (p. 3)
	f-i) Watershed Ecosystem Data Dashboard: <ul style="list-style-type: none"> Watershed Ecosystems base layer Aquifer Ecosystems base layer Hydrometric Data Inventory Aquifer Inventory and Reclassification 	Freshwater Sustainability Framework 2019-01-25
	f-ii) Water Use and Availability Data Dashboard: <ul style="list-style-type: none"> Surface water Use Inventory Ground water Use Inventory <i>Note: Not enough data to warrant action yet? Needs to be linked to problem.</i>	Freshwater Sustainability Framework 2019-01-25

Freshwater Preservation: Source Availability and End User Problems, Practices and Conservation		
Problem or Issue	Actions Proposed or Underway and/or Other Suggested Actions	Source
6. The lack of water conservation requirement in the B.C. Building Code is a disincentive to water use efficiency.	6a) Require rain storage in new developments. <i>i) Require rainwater storage for development of Single Family Dwellings or businesses in water-stressed areas. (CRD, Islands Trust, Island Health alignment for new policy.)</i> <i>ii) Identify and map water stressed areas for use at Building permit and Development permit stages. (Inter-agency staff project for coordination?)</i>	Strategic Planning Day Minutes 2018-06-12 (p. 3)
7. CRD and Island Health use different criteria for assessing water sufficiency for developments.	7a) Align 'Water Sufficiency Assessment' process <i>i) Coordinate an inter-agency study to make all permitting (new builds and renovations) reliant on the same proof of sufficient water requirements, such as:</i> <ul style="list-style-type: none"> - detailed engineering water plans for every development - non-potable (irrigation/agriculture) requirements distinct from potable requirements [ie. breakdown 1600 L/d per SFD] - <i>Could documentation for provincial licensing requirements of non-domestic or industrial uses (ie. multi-family dwellings) be used and aligned with local government permitting process?</i> - make allowances for double-plumbing (ie indoor greywater use) - for new groundwater source development, outline dry season pumping test requirements and evidence of non-interference - existing systems with sufficient water should be able to continue 	<i>Interpretation of Draft CEWG Report Part II - Recommendations</i> Discussion Paper by H. Greenwood, 2019-03-12

Original suggestions are in regular font. *Black italics: Coordinator's additions for problem clarity. Blue italics: Coordinator's compiled proposed actions from intra-agency and SSIWPA collaboration. Sources cited where possible.*

Worksheet 1: Facts, Problems & Actions from SSIWPA Strategic Planning 2018

SSIWPA Workshop April 2, 2019

Table 3. Continued

7. CRD and Island Health use different criteria for assessing water sufficiency for developments.	<i>See 3b) Water Use Monitoring/ Metering as related action for 7.</i>	<i>CEWG Report Part II</i>
<i>Freshwater Preservation: Source Availability and End User Problems, Practices and Conservation</i>		
Problem or Issue	Actions Proposed or Underway and/or Other Suggested Actions	Source
8. Rainwater collection regulations are lacking or not well understood.	8a) Coordinate development of "Use of Rainwater Terms of Reference" 8b) <i>Coordinate promotion and local use of existing Rainwater Harvesting Guidebook (Regional District of Nanaimo)</i> 8c) <i>Create a Salt Spring Island Rainwater Harvesting Guidebook.</i>	Framework 2019-01-25
	8d) Conservation targets. <i>i) Develop water conservation targets (ie % reduction potable use for defined areas and times) that cross jurisdictional boundaries.</i> <i>ii) Incentivize their attainment especially in local Salt Spring application of BC Building Code.</i>	
	8e) Incentivize. <i>Coordinate incentive programs, funding, promotion and assist with implementation:</i> <ul style="list-style-type: none"> <i>Well water quality testing rebate</i> <i>Wellhead upgrade rebate</i> <i>Rainwater harvesting rebate</i> <i>Low flow fixtures rebate</i> <i>Irrigation upgrades and soil improvements (reduce runoff)</i> 	https://www.rdn.bc.ca/rdn-rebates
	8f) Rainwater Harvesting Education. <i>i) Create, publicize a "Guidebook for Development on Salt Spring Island". Build on RDN and CRD existing tools. Include:</i> <ul style="list-style-type: none"> <i>water conservation targets,</i> <i>best practices, existing policies, and</i> <i>"green building" instructions.</i> <i>ii) Coordinate promotion and local use of SSI Rainwater Harvesting Guidebook or existing resource (Nanaimo).</i> <i>iii) Add water demand calculations to building permit application process. (CRD)</i>	https://www.rdn.bc.ca/rdn-rebates Draft CEWG Report Part II

Original suggestions are in regular font. *Black italics: Coordinator's additions for problem clarity. Blue italics: Coordinator's compiled proposed actions from intra-agency and SSIWPA collaboration. Sources cited where possible.*

Worksheet 1: Facts, Problems & Actions from SSIWPA Strategic Planning 2018

SSIWPA Workshop April 2, 2019

Appendices:

1. **Appendix 1.** "SSIWPA Strategic Definitions and Background.pdf" - in package pages 11-14
2. **Appendix 2.** Wei, M. Salt Spring Island Watershed Protection Alliance Strategic Plan Meeting June 12, 2018 - Final Report. - "Final Report Strategic Work Plan Meeting June 12.pdf" - digital attachment for workshop attendees
3. **Appendix 3.** Greenwood, H. A Discussion Paper on the Management of Water Resources on Salt Spring Island. Submitted to SSIWPA via email March 12, 2019. - digital attachment for workshop attendees
4. **Appendix 4.** Sprague, J. A Memo to SSIWPA re: Priority Action. Submitted to SSIWPA via email March 15, 2019. - digital attachment for workshop attendees
5. **Appendix 5 - Draft.** Gorski, N.G. and J.P. Sacré. 2019. "Aquifer Mapping and Monthly Groundwater Budget Analysis for Aquifers on Salt Spring Island." Water Science Series WSS2019-01 (Draft 2019-03-20). Province of British Columbia, Victoria. - digital attachment for workshop attendees (not finalized, not for public circulation)

Other Suggested Readings:

1. Maas, C. and Porter-Bopp, S. 2010. A Soft Path Strategy for Salt Spring Island, B.C.: A Soft Path for Water Case Study. POLIS Discussion Paper 10-01, February 2010.
2. Capital Regional District. Watersheds: Overview. Available at: <https://www.crd.bc.ca/education/our-environment/watersheds/watershed-basics/watershed-water-flows>.
3. Hui, C. 2015. Carrying Capacity of the Environment. International Encyclopedia of the Social and Behavioural Sciences, 2nd Ed. Vol. 3: 155-160.
5. Klassen, J. and D. M. Allen. 2016. Risk of Saltwater Intrusion in Coastal Bedrock Aquifers: Gulf Islands, B.C. Thesis submitted to the Department of Earth Sciences, Simon Fraser University, British Columbia.
6. Liggett, J.E. and Talwar, S. 2009. Groundwater Vulnerability Assessments and Integrated Water Resource Management. Streamline Watershed Management Bulletin. Volume 13, No. 1, pp. 18-29.

Strategic Planning 2018-19 Key Definitions and Background version 2019-02-20

The purpose of SSIWPA is to:

- Provide a framework for freshwater resources in the Salt Spring Island Local Trust Area to be managed in a manner that integrates and considers both human and ecosystem needs through integrated planning, policy development and recommendations for implementation by member agencies and organizations;
- Advise on policies of regional, local and provincial government organizations that are related to freshwater resources;
- Coordinate the implementation of those policies.

Vision (pre-2018)

A sustainable supply of freshwater for natural ecosystems and human uses that is protected from over-demand and degradation.

The vision implies:

- Understanding water needs for intact natural ecosystems;
- Renewability, "How can we ensure we are not using water storage faster than it is replenishing?";
- Understanding risks to the resource and systems that depend on that resource and risk-management measures;
- Understanding "water balance/availability on a watershed or neighbourhood unit scale".

Who: Water consumers, watershed ecosystem health monitors, agency staff who manage the resource or who develop and implement policies that assist in management of the resource, community members (incl. First Nations), elected decision-makers...

Salt Spring Island Freshwater Sustainability Framework Goals:

A. Provide access to water and watershed information for member agencies and the public.

B. Coordinate monitoring and analysis strategies to address how anthropogenic changes will impact watershed hydrological function and water use for Salt Spring Island.

C. Develop tools to protect watershed hydrological function and to preserve Salt Spring Island's limited water resources.

D. Communicate to Alliance agencies and the public the state of Salt Spring Island's watersheds, water resources and water use.

Strategic Planning 2018-19 Key Definitions and Background version 2019-02-20

Terminology / Glossary (alphabetical)

Action is a specific process of doing something, or "a piece of work to be done". Actions can be evaluated for their relevancy to achieve objectives, and to be S.M.A.R.T.

Carrying capacity^{i,ii} of a biological species is the maximum population size that the environment can sustain indefinitely without permanently impairing the productivity of the environment - i.e. the environment's maximal load. In other words, when demand is equal to supply the population size will reach a level of saturation beyond which the supply of the limiting resource will be degenerated or depleted.

Discussion: The definition is a biological one, and assumes a set "demand" per capita, and assumes that *all* food, habitat and water consumed by SSI's human population are generated within the bounds of the ecological system of the island. However, humans are not currently consuming, nor are they going to consume, any set exact "demand" amount per capita of a resource. Also, biotic (competition) and economic interactions are not taken into account in the biological definition. It could be said that SSI has already exceeded it's biological carrying capacity because more than 95% of food for the current human population is not generated by the resources within the ecological bounds of the island itself.

For the purposes of the present discussions, **sustainable water yield** on an island-scale may be more appropriate than carrying capacity of the island's human population.

It has also been suggested that developing **community sustainability indicators** may "...be a good participatory focus for discussing and grounding values-based and evidence-based community intentions, in a format that can help policy-makers know if they are going in the right direction. ..."iii

Goals are broad, general and achieving them may be difficult to measure. The over-arching goal of SSIWPA is the *purpose* statement: it serves to summarize the values and major aims or mandate of the Alliance. The Framework has four goals from which all Framework priorities, themes and projects flow.

Objectives are specific short term goals. Objectives and the actions to achieve them should be carefully worded so that they are S.M.A.R.T.

- They are *specific*. That is, they tell *how much* (e.g., 40%) of *what* is to be achieved (e.g., what behavior of whom or what outcome) *by when* (e.g., by 2020)?
- They are *measurable*. Information concerning the objective can be collected, detected, or obtained from records (at least potentially).

Strategic Planning 2018-19 Key Definitions and Background version 2019-02-20

- They are achievable. They are possible, and SSIWPA will be able to coordinate their achievement through innovative, creative, willing multi-stakeholder participation in setting and completing actions in a collaborative manner.
- They are relevant to the mission. SSIWPA has a clear understanding of how these objectives fit in with the overall vision and mission of the group.
- They are time-bound. SSIWPA has developed a timeline (a portion of which is made clear in the objectives) by which the coordination will be achieved.
- They are challenging. They stretch the group to set its aims on significant improvements that are important to members of the community.

Peak Water is the scarcity or growing constraints on freshwater resources planet-wide.

Of the world's estimated 1.34 billion km³ of water, 3.5% is fresh and 96.5% is salty. Changes to renewable freshwater supplies (ie. part of the water cycle) and non-renewable supplies (ie. perennially unavailable in glaciers, snow packs at elevation, or as deep inaccessible groundwater) as a result of climate change and anthropogenic stresses are real and increasing in severity leading to a concept of "peak" according to a Hubbert curve, which applies to any resource that can be harvested at a rate faster than the rate at which it can be replaced. Peak water indicates the point beyond which the renewability of the global freshwater resources will be considered to be irreconcilable.
(https://en.wikipedia.org/wiki/Peak_water)

Problem: An obstacle, threat or challenge that hinders the achievement of a particular goal or purpose.

Strategy. A strategy is the "how" to achieve a purpose or long term goal. It is more general than actions or tasks, and is focussed on a particular long term goal. The SSIWPA "Purpose" statement includes strategy in its mention of a Framework and other guiding principles by which it aims to cooperate in order to achieve sustainable management of the freshwater resources on Salt Spring Island.

Sustainable Yield - is the ecological yield that can be extracted without depletion (reducing the capacity for renewability of water in that system of storage). The volume required for ecological services to remain intact where water is being extracted for human use.

Note: This may be confused with Carrying Capacity.

Note: If demand on the system is equal to supply/available water, it is likely not sustainable to deplete the system to that extent. Especially where runoff and evaporation are high. After extraction, the percentage of water that is returned to the system and not "lost" depends on the type of extraction, type of use and other factors such as leakage, temperature, evaporation and evapotranspiration, and whether the water is transported out of the system bounds (ie. out of the watershed or aquifer region).

Strategic Planning 2018-19 Key Definitions and Background version 2019-02-20

Vision describes the future desired reality.

Water Balance is an equation that can be used to describe the flow of water into and out of a system. The system needs to be defined: e.g. a drainage basin or watershed, or it may be a column of soil.

$$P = R + E + \delta S$$

P - precipitation

R - streamflow

E - evapotranspiration

δS - change in storage

Work programme or work plan is a plan of tasks or actions designed to achieve mission/goals/objectives. It is specific, measurable, and contains timelines and named individuals / agencies responsible to carry out tasks appropriate to their jurisdiction and ability.

References cited:

ⁱ Hui, C. 2006. Carrying Capacity, Population Equilibrium and Environment's Maximal Load. *Ecological Modelling* 192: 317-320.

ⁱⁱ Hui, C. Carrying Capacity of the Environment. in *International Encyclopedia of the Social and Behavioural Sciences* 2nd Ed. 2015, pp. 155-160.

ⁱⁱⁱ S. Huston, personal communication to Islands Trust Local Trustees, February 10, 2019.



SSIWPA Workshop April 2, 2019

Worksheet 2: Prioritization of Problems

Instructions:

1. Review the problems on Flipcharts around the room. Make sure they are numbered clearly.
2. If you think the problem is important to you, write number and briefly write the problem on this page.
3. Rank each of three prioritization criteria for that problem. Add the total numeric ranking to determine problem dot colour.
4. Place one coloured dot (or none) on the flipchart beside the title of the problem.

*Two red dots can be applied to a single Important and Urgent problem, if you see fit.

Criteria:

IMPORTANCE - ECOSYSTEM VALUE

Ask "If this problem were solved, would the result have high, moderate or low value to the ecosystem(s) it affects?"

IMPORTANCE - COMMUNITY and SOCIOECONOMIC VALUE

"If this problem were solved, would the result have high, moderate or low value to the community, social and economic systems it affects?"

URGENCY

High urgency problems present compounding or magnified impacts as time progresses;

Moderate urgency problems might get somewhat worse as time progresses, but time is a less important factor;

Low urgency problems will not worsen much as time progresses.

Prioritization Ranking: 3 = HIGH 2 = MODERATE 1 = LOW

Totals:

Total 7-9 = Red dot TOP PRIORITY - Important and Urgent (IU)

Total 5-7 = Blue dot - Important, Not Urgent (INU)

Total < 5 = Low impact but might be urgent = Yellow dot - Not Important Maybe Urgent (NIU)



SSIWPA Workshop April 2, 2019

Worksheet 2: Prioritization of Problems

	A ECOSYSTEM VALUE	B COMMUNITY SOCIOECON- OMIC	C URGENCY	TOTAL A+B+C	Priority Dot Colour
Problem # :					
Problem # :					
Problem # :					
Problem # :					
Problem # :					
Problem # :					



Salt Spring Island Watershed Protection Alliance

Regular Meeting Minutes

Date of Meeting: Friday, May 3, 2019

Location: Baptist Church, Lower Level Meeting Room
520 Lower Ganges Road, Salt Spring Island

Members Present: Laura Patrick, Co-chair, Islands Trust Trustee
Gary Holman, Co-chair, Capital Regional District (CRD) SSI Electoral Area Director
Dale Green, Capital Regional District, Senior Environmental Science Officer, Environmental Protection (via web conferencing)
Doreen Hewitt, Beddis Water Service Area Commissioner
Pat Lapcevic, Ministry of Forests, Lands and Natural Resource Operations and Rural Development (FLNR) (via web conferencing)

Staff Present: Stefan Cermak, Regional Planning Manager
Jason Youmans, Island Planner
William Shulba, Senior Freshwater Specialist
Sarah Shugar, Recorder

Media and Others Present: Maxine Leichter, SSI Water Preservation Society
Rob Kline, Conservation and Efficiency Working Group
2 members of the public

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

1. CALL TO ORDER

Co-Chair Patrick called the meeting to order at 1:02 p.m.

2. APPROVAL OF AGENDA

The following item was presented for consideration:

4.4 Integrated Water Study for Salt Spring Island

By general consent, the agenda was approved as amended.

3. MINUTES

3.1 Draft Minutes of the February 15, 2019 Regular Meeting of the SSIWPA Steering Committee

By general consent, the minutes of the February 15, 2019 Salt Spring Island Watershed Protection Alliance Regular Meeting were adopted.

3.2 Draft Notes of the April 2, 2019 Special Meeting of the SSIWPA Steering Committee

By general consent, the minutes of the April 2, 2019 Salt Spring Island Watershed Protection Alliance Special Meeting were adopted.

4. BUSINESS ITEMS

4.1 Priority-Setting Special Meeting – April 2, 2019

A report regarding the Priority-Setting Special Meeting held on April 2, 2019 was presented. Co-chair Patrick highlighted Table 3 in the report and noted that Table 3 identifies the following three possible actions to address priority problems:

1. Water availability and use (demand) is unknown for all watersheds and groundwater neighbourhoods;
2. There is a need for clear guidelines, promotions and incentives for rainwater harvesting systems; and
3. Policies for proof of water lack clarity, harmonization and specifications for alternative sources.

There was discussion and the following comments were noted:

- There was a question regarding whether it is possible to identify where there is sufficient groundwater supply for development planning. Freshwater Specialist Shulba reported he recently presented a project for the Southern Gulf Islands regarding groundwater supply for development planning and there are new methodologies for determining water balance that can be used for planning including a monthly water balance. The Salt Spring Island Groundwater Recharge mapping project is almost complete.
- Concern was expressed that watershed recharge areas are not being protected.
- Concern was expressed that the Province has announced that BC is in a mild drought situation in the beginning of May.
- Freshwater Specialist Shulba advised that he is a member of the Technical Advisory Committee of the Regional District of Nanaimo Drinking Water and Watershed Protection Program and spoke to a number of initiatives including the Rainwater Harvesting Best Practices Guidebook.
- Support was expressed to identify actions that could be completed within the next 12 months and what agency would undertake the work.
- Co-chair Holman reported the Integrated Water Study for Salt Spring Island Terms of Reference are being drafted. The Integrated Water Study for Salt Spring Island will focus on integration of service delivery, the potential conversion of NSSWD into a CRD service and the potential consolidation of CRD water service areas. The

study will not focus on integrated water management and SSIWPA could still be the group that would focus on a coordinated approach to watershed protection.

- Support was expressed for zoning storage, not installing meters in households.
- Support was expressed to identify what tasks are appropriate for SSIWPA to work on, identify who has the authority to do the work and make recommendations and advocate to other groups/agencies.
- Support was expressed to prioritize the Cedar Lane Water Service Area concerns; concerns regarding groundwater in the “north end” of Salt Spring Island and the Fulford Water Service Area issues regarding infrastructure costs.
- Support was expressed to prioritize rainwater harvesting and well owner education.
- Freshwater Specialist Shulba reported he has requested the Auditor General of BC to provide the roles and responsibilities of each agency.
- Support was expressed to define what “known problems” are in relation to the “no development in areas with known water problems” section of the Islands Trust Policy Statement and identify what are the risks associated with increasing density in those areas.
- Concern was expressed that Cusheon Lake Watershed has a history of water quality issues and there are uses taking place in the upper watershed including cannabis production and agriculture.
- The CRD is drafting Asset Management Plans for the Cedar Lane Water Service Area and the Cedars of Tuam Water Service Area.
- Member Lapcevic advised that FLNRO is looking into the impacts of multiple groundwater users (including a Cannabis production facility) in the Cedar Lane Water Service Area.
- FLNRO has extended the deadline for registration of existing non-domestic well users to March 2022.
- It was noted the determination for new wells is site specific and the CRD could require testing for nearby wells as part of the building code.

The following summary was presented:

Priority Problem 1: Water availability and use (demand) is unknown for all watersheds and groundwater neighbourhoods.

- Priority 1 focuses on data monitoring and informs priority 2 and priority 3.
- Soften language to reflect that a lot of work has been done on water availability and use (demand) and needs to be more focused to not all watersheds and groundwater areas.
- To conduct a data gap analysis and a technical coordinator can facilitate addressing the data gaps with agencies.
- Could include recommendations to water districts on issues such as leaks.

Priority Problem 2: There is a need for clear guidelines, promotions and incentives for rainwater harvesting systems.

- Education materials such as the Regional District of Nanaimo Rainwater Harvesting Best Practices Guidebook.
- Need regulations for non-potable and potable use.

- Could recommend that the CRD provide gas tax funds to incentivize rainwater program.
- Multi family housing regulations for rainwater.

Priority Problem 3: Policies for proof of water lack clarity, harmonization and specifications for alternative sources

- Islands Trust, FLNRO and MOTI are working on policies and SSIWPA could have a role further along in the process.
- Could the Official Community Plan and Land Use Bylaw be amended to include a higher standard for proof of water?

Action: P. Lapcevic agreed to look into Ministry of Health regulations for multi family housing rainwater harvesting.

4.2 SSIWPA Coordination

Planner Youmans presented a memorandum dated April 26, 2019 regarding SSIWPA coordination.

Former SSIWPA Coordinator Shannon Cowan spoke to the need for technical coordination and that technical coordination has been done in the past although it was not in the coordinator contract. She advised that Bylaw No. 154 did not allow for the technical responsibilities to be added to the coordinator contract.

Shannon Coordinator left the meeting at 2:40 p.m.

Freshwater Specialist Shulba spoke to the technical work of the coordinator and recommended that there be a technical coordinator as well as a coordinator.

Discussion ensued and the following comments were noted:

- Support was expressed for SSIWPA to produce output and that the community needs to see value in SSIWPA's output.
- It was noted that a significant part of the SSIWPA coordinator's work is collecting and collating information from various agencies and this would be technical coordination. It is important that this person identifies when action items are not getting done.
- It was noted the administrative tasks are more than "secretarial tasks" and could be described as "executive administrative coordinator" tasks.
- It was noted the Freshwater Specialist has technical work that needs to be done.
- It was noted a technical coordinator could be of a co-op student.
- It was noted it was suggested that the former coordinator's main role was technical coordination and maybe a co-op student could do the administrative function.
- It was noted that processing data is a technician function not a coordination function.
- It was noted there may be benefit in splitting the work into two part time positions as they could be requested to do additional project work.

- Concern was expressed that drafting SSIWPA's terms of reference was the main focus in 2017.
- Support was expressed for synthesis of information and that the volume of information has been overwhelming in the past.
- It was noted that the former coordinator's work was critical for the completion of the groundwater well monitoring project and community engagement was an important part of that project.
- Support was expressed for the Technical Working Group as essential.
- It was suggested that collapse the two working groups (Technical Working Group and Conservation and Efficiency Working Group) into one and have a committee of the whole.
- It was noted that the Salt Spring Island Local Trust Committee has \$23,000 unspent funds that can be spent on a continuing or new project but must be used for planning.
- Concern was expressed that SSIWPA cannot afford the lapse in coordination.
- Support was expressed for the Steering Committee to direct the coordinator's work.
- Support was expressed for the coordinator to assist in grant proposals and that Islands Trust grant coordinator manage the grant funds.
- Support was expressed for the Steering Committee to have more input on the meeting agendas.
- Concern was expressed that the 2017 and 2018 SSIWPA Annual Reports were too elaborate.

Planner Youmans presented questions from Technical Working Group Chair John Millson.

SSIWPA 2019-04

It was MOVED and SECONDED,

that the Salt Spring Islands Watershed Protection Alliance Steering Committee recommends that coordinator services continue as per the approved budget and existing service contract deliverables, including a tiered rate system that reflects the nature of the work performed.

CARRIED

4.3 Lake Updates

Member Hewitt presented an update regarding Cusheon Lake Watershed for April 2019.

Co-Chair Patrick reported she attended an Agricultural Land Commission (ALC) regional seminar regarding changes to the ALC Act and Agricultural Land Reserve (ALR) regulations on May 1, 2019 in Nanaimo.

Co-chair Holman spoke to the need for water supply/demand studies for all of the drinking water lakes to understand the implications of build out.

4.4 Integrated Water Study for Salt Spring Island

It was noted that this was discussed under item 4.1.

5. OTHER BUSINESS - none

6. UPCOMING MEETINGS

The next regular meeting will be scheduled following hiring of a new coordinator.

By general consent, the Salt Spring Island Watershed Protection Alliance agreed committee structure would be added to the next agenda.

By general consent, the Salt Spring Island Watershed Protection Alliance acknowledged Shannon Cowan for all of the work done as coordinator of SSIWPA.

7. ADJOURNMENT

The meeting adjourned at 3:55 p.m.

Laura Patrick, Co-Chair

Sarah Shugar, Recorder