

AGENDA PACKAGE FOR:

Council Meeting
Wednesday June 13th 2018 | 10:15 AM – 1:30 PM
Columbia Shuswap Regional District Boardroom
555 Harbourfront Drive NE, Salmon Arm

Contents

1. March 14 th 2018 SWC meeting summary (draft) for approval and signature from Chair	p. 2
2. April 30 th 2018 SWC Water Protection Advisory Committee meeting summary (draft) for information	p. 9
3. Report from Program Managers: Annual report and financial summary for 2017-18 (ending March 31 st 2018)	p. 13
4. New business: Draft framework and committee terms of reference for SWC program interim review	p. 14
5. Guest presentation from Royal Canadian Marine Search & Rescue / Shuswap Lifeboat Society	p. 22

Item No.	Name	Time
1	March 13 th 2018 SWC meeting summary (draft) for approval	10:20

Council Meeting
March 14th 2018 | 10:15 AM – 2:30 PM
Columbia Shuswap Regional District Boardroom
555 Harbourfront Drive NE, Salmon Arm

Draft Record of Decisions and Action Items

Note: this record is subject to correction when adopted at the next SWC meeting

Meeting objectives

1. Elect Chair and Vice Chair for 2018
2. Receive report from Program Managers
3. Receive presentation on 2018-19 work plan

Present

Paul Demenok, Chair – Columbia Shuswap Regional District, Area C
Rick Berrigan, Vice Chair – Thompson-Nicola Regional District, Village of Chase
Rene Talbot – Columbia Shuswap Regional District, Area D
Rhona Martin – Columbia Shuswap Regional District, Area E
Larry Morgan – Columbia Shuswap Regional District, Area F
Ken Christian – Thompson-Nicola Regional District, City of Kamloops
Todd Kylo – District of Sicamous
Nancy Cooper – City of Salmon Arm
Dennis Delisle – Regional District of North Okanagan (*alternate*)
Dennis Einarson – BC Ministry of Environment and Climate Change Strategy
Ray Nadeau – Community representative
Randy Wood – Community representative

Erin Vieira and Mike Simpson – Fraser Basin Council

Observers

Jay Simpson

Regrets

Dave Nordquist
Tundra Baird
Lorne Hunter
Laura Code
Representative, Secwepemc Nation

Item No.	Name	Time
1	March 13 th 2018 SWC meeting summary (draft) for approval	10:20

Call to Order

The meeting was called to order at 10:15 AM by Mike Simpson

Election of Chair and Vice Chair

Chair of the Shuswap Watershed Council for 2018 is Paul Demenok by acclamation

Dennis Einarson entered the meeting at 10:20 AM

Vice Chair of the Shuswap Watershed Council for 2018 is Rick Berrigan.

Moved/seconded by Director Talbot/Chair Demenok that:
The ballots be destroyed.

CARRIED

Adoption of meeting summary

Moved/seconded by Mayor Christian/Director Talbot that:
The summary for the December 13th 2017 meeting of the SWC be adopted.

Discussion:

Chair Demenok noted that a letter of support has been sent to Adams River Salmon Society.

CARRIED

Correspondence

Moved/seconded by Director Morgan/Mayor Cooper that:
The correspondence be received for information.

Discussion:

Chair Demenok noted that the letter to the Province regarding the AWCR generated some correspondence in local media; there was some misunderstanding, and some comments in the media did not accurately portray the SWC's position. Chair Demenok stated the Council's position to maintain good water quality as well as a thriving agriculture industry in the Shuswap region, and the importance of defining and understanding the term "sensitive receiving environment" before applying this designation in the watershed or a portion thereof. Ray Nadeau offered his apologies to the Council for the media release submitted by SEAS and SWAT that misrepresented the Council's viewpoint. Ray reiterated his personal concerns over phosphorus loading to the Shuswap watershed.

CARRIED

Item No.	Name	Time
1	March 13 th 2018 SWC meeting summary (draft) for approval	10:20

Report from Chair

Chair Demenok noted that the correspondence sent out since the last meeting has not yet received any replies.

On March 1st, the Chair made a presentation to the Salmon Arm Environmental Advisory Committee; there was very good discussion about the SWC's monitoring project for nonylphenols.

**Old business:
SWC Terms of
Reference**

Chair Demenok explained the proposed updates to the Council's Terms of Reference and a discussion took place. Revisions to the Terms of Reference were captured as follows:

- Allowance for Secwepemc Nation representatives (as represented by Adams Lake Indian Band) to have a financial vote
- Clarification to the allowance of alternates for elected SWC members
- The addition of specific measures to enhance liaison between the SWC and its supporting committees.

Moved/seconded by Mayor Christian/Director Talbot that: The Terms of Reference be amended as discussed.

CARRIED

Action item: staff will update the Terms of Reference (as Version 4) after the amendment to the Contribution Agreement is finalized, then circulate and post the TOR online.

**Old business:
SWC Statement of
Principles**

SWC members added their signatures to the SWC Statement of Principles.

**Report from Program
Managers**

Mike Simpson reviewed the action items noted in the December 13th and noted that all but one are complete: Dennis Einarson commented that re-structuring has taken place within the Ministry and a suggested guest speaker on climate change will be made in the near future.

Erin Vieira provided an update on program operations:

- The Water Monitoring Group met in February; part of the meeting was spent creating the watershed monitoring plan for 2018
- Staff are receiving proposals for water quality improvement project(s) to be carried out in 2018
- Results of the Nonylphenols monitoring project have been publicized; it has been covered by local newspapers and radio

Item No.	Name	Time
1	March 13 th 2018 SWC meeting summary (draft) for approval	10:20

stations

- Staff have created an educational program for Zebra and Quagga Mussels with input from CSISS, Okanagan Basin Water Board, and the Invasive Species Council of BC; the program will launch in April

Expenses to the end of the third quarter (April 1st – December 31st 2017) are as follows:

	Budget (\$)	Expenses (\$)
Water Monitoring Initiative	66,250	10,344
Water Protection Initiative	75,650	61,735
Recreation Safety Education Program	12,800	9545
Communications	34,600	29,337
Management and Administration	41,600	29,322
Operating Reserve	99,014	0
Total expenses to December 31st 2017	329,914	140,283

Gardom Creek project

Mike Simpson reviewed the objective of the Gardom Creek water quality improvement project, which is to create a 5000 m² wetland at Gardom Creek (flows into Gardom Lake). The wetland will improve water quality into Gardom Lake as well as provide a suite of ecological benefits typical of wetlands. The Gardom Lake Stewardship Society is the lead on the project and has support from wetland experts. The project is delayed and won't be complete by March 31st; the delays are related to the acquisition of a permit for the work and assuming liability.

Discussion:

Rick Berrigan inquired if the SWC could send a letter requesting that the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development take out a Licence of Occupation for the wetland project.

Moved/seconded by Mayor Berrigan/Mayor Christian that:
The SWC send a letter to the MFLNRORD as described above.

CARRIED

Action item: staff will work with the Chair and the Gardom Lake Stewardship Society to prepare the letter

Item No.	Name	Time
1	March 13 th 2018 SWC meeting summary (draft) for approval	10:20

Moved/seconded by Director Martin/Mayor Cooper that:

The contribution agreement between SWC and the Gardom Lake Stewardship Society for the wetland project be amended and extended to November 30th 2018.

CARRIED

Action item: staff will work with the GLSS to extend the contribution agreement

Lunch Break

The SWC took a lunch break from 12:00 – 12:30 PM

2018 Work plan and budget

Erin Vieira presented the 2018-19 work plan and budget, as summarized below:

Revenue	\$
<i>Carry forward from 2017-18</i>	
Projected operational surplus	12,000
Operating Reserve (includes \$20K contingency fund)	99,014
<i>Per Contribution Agreement:</i>	
CSRD Areas C, D, E, F and District of Sicamous	160,000
TNRD	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1300
Total Revenue	365,914
Work plan and budget	\$
Water Quality Program: Water Monitoring Initiative	66,400
Water Quality Program: Water Protection Initiative	76,300
Zebra and Quagga Mussel Prevention Program	26,850
Recreation Safety Program	12,200
Communications	37,850
Administration	40,750
Sub-total work plan expenses	260,350
Operating Reserve (includes \$20K contingency fund)	105,564
Total budget	365,914

Erin Vieira presented an overview of the work to take place in 2018-19, beginning on April 1st. Key activities for the SWC within the Water Quality Program will be:

- Increased water quality monitoring on the Salmon River
- Year three of a three-year nutrient study with UBC-Okanagan on the Shuswap and Salmon Rivers
- Establishment of a dedicated algae monitoring fund, to be used

Item No.	Name	Time
1	March 13 th 2018 SWC meeting summary (draft) for approval	10:20

only in extraordinary circumstances

- Financial support of water quality improvement project(s)
- Nutrient management and pollution reduction education

The SWC will implement a new educational program for Zebra and Quagga Mussel Prevention, working collaboratively with the Columbia Shuswap Invasive Species Society and other invasives species groups in BC. The SWC will promote “Clean Drain Dry”, watercraft inspection and decontamination, and increase awareness for the threat imposed by zebra and quagga mussels.

Other key activities for the SWC will be ongoing delivery of recreation safety awareness campaigns, provision of equipment for safe boating, and the production and distribution of a 2017 Shuswap Water Quality Report.

Moved/seconded by Director Morgan/Mayor Cooper that:
The 2018-19 work plan and budget be received and approved, as presented.

Discussion:

Chair Demenok inquired about implementing another special water quality monitoring project; he noted that pesticides and herbicides are of interest. Dennis Einarson commented that laboratory costs for herbicide/pesticide analysis in water samples are very expensive. Mayor Christian cautioned against monitoring contaminants for which there isn't conclusive science, and where interpreting the results is therefore very complicated. Randy Wood suggested informational material be distributed about the proper use of herbicides and pesticides near water; other SWC members commented that herbicide use is addressed by other measures such as municipal by-laws, training through the pesticide applicator certificate, and guidelines as laid out in pesticide management plans.

Ray Nadeau inquired about the possibility of receiving some preliminary results from UBC – Okanagan regarding the nutrient study so that the SWC could implement some additional water protection measures this year. It was agreed that the SWC would stay its course with the study, and consider appropriate water protection/rehabilitation measures in 2019, as informed by the results of the study.

Chair Demenok suggested approaching the South Chamber of Commerce with safe boating collateral for distribution at kiosks, as well

Item No.	Name	Time
1	March 13 th 2018 SWC meeting summary (draft) for approval	10:20

as engaging with the Okanagan Basin Water Board for general information and relationship-building.

CARRIED

Action item: Staff will prepare a framework for the Interim Review, which will take place through the spring and summer, by a sub-committee of SWC members.

Roundtable updates None

Adjourn **Moved/seconded** by Mayor Christian/Director Morgan that:
The March 14th 2018 meeting of the SWC be adjourned.

CARRIED

The meeting adjourned at 2:11 PM

Item No.	Name	Time
2	April 30 th 2018 SWC Water Protection Advisory Committee meeting summary (draft) for information	10:25

**Water Protection Advisory Committee Meeting
Monday April 30, 2018 | 10:20 AM – 3:15 PM
Splatsin Community Centre
5775 Old Vernon Road, Enderby, BC**

Draft meeting summary as at May 1, 2018

Meeting objectives

1. Receive nutrient research update
2. Review requested funds for projects C (tangible projects) and make recommendation to Shuswap Watershed Council
3. Discuss input from this committee to Shuswap Watershed Council
4. Tour a dairy operation

Attendance (committee members)

Laura Code, Ministry of Agriculture
 Jeff Curtis, UBC Okanagan
 Lee Hesketh, Agriculture – ranching
 Lorne Hunter, Agriculture – dairy
 Ralph Vandalfsen, Agriculture – dairy
 Dennis Lapierre, Agriculture – other
 Lucie Thomson, Splatsin Development Corporation
 Mike Simpson, Shuswap Watershed Council c/o Fraser Basin Council

Attendance (guests)

Randy Wood, Shuswap Watershed Council, Community Member (from 12:15PM)

Meeting Outcomes

1. Committee members informed about current results of nutrient research.
2. Updates provided for project C restoration projects underway, and discussed funding options for this current year.
3. Agreed to seek input from this committee on agricultural issues.
4. Available committee members and Randy Wood toured Ralph Vandalfsen’s dairy farm.

Summary of discussions, decisions and action items

Welcome, Introductions, Agenda and Objectives

Mike Simpson welcomed everyone and thanked them for their time, and thanked Adam Neil and Lucie Thomson for coordinating meeting space. Secwepemc territory was acknowledged. Introductions were made around the room. The agenda was reviewed and accepted as presented.

Mike passed on regrets from Dennis Einarson, Ben van Nostrand, and Ray Baylis who has asked to be removed from the committee due to limited time to participate. Kamloops Okanagan Dairy Association requested that John Dedood join the committee, which is permitted as per the terms of reference.

Item No.	Name	Time
2	April 30 th 2018 SWC Water Protection Advisory Committee meeting summary (draft) for information	10:25

Meeting Summary from November 9, 2017

The meeting summary from November 9, 2017, was approved.

Input from This Committee to Shuswap Watershed Council

Following the submission of a letter dated January 12, 2018 from the Shuswap Watershed Council to the Agricultural Waste Control Regulation review, some committee members were upset that there wasn't an opportunity for input from this committee. The opportunity wasn't provided due to time constraints for drafting a response and the deadline of January 15, 2018. This has been discussed with the Shuswap Watershed Council Chair, Vice Chair, dairy sector representatives and others and it was agreed to seek input in the future. Among other amendments to the SWC terms of reference approved in March, was an amendment to seek input from this committee.

Nutrient Research Update

Jeff spoke to the highlights of the research update document, named *Summary of Progress April 2018.pdf* that is distributed with this meeting summary. Key highlights from parsing apart the Shuswap River data was that upland/forested areas generally contribute low amounts of phosphorus per hectare, as compared to the combination of urban/residential/agricultural areas in the valley bottoms. An analysis of areas of different land uses is currently underway, which will be paired with incremental flows and loading coefficients. Jeff noted that in his opinion, the Shuswap Lake system (and many others in the BC Interior) is sensitive, not necessarily as per the Agriculture Waste Control Regulation proposed term, but due to the fact that the transparency of the water is impacted by relatively small amount of nutrient input.

Jeff also suggested that given two years of data collection at these locations, there is an opportunity to expand the current hydrometric network of water and snow-monitoring. Mike suggested this fits within the recommendations of the Auditor General of BC's [report](#) on managing climate change risks, and that Fraser Basin Council and Okanagan Basin Water Board have discussed the concept of undertaking a gap analysis of the hydrometric network.

It was reaffirmed from the November 2017 meeting by all present that there would be value in doing lake-bottom core samples; primarily for Mara Lake, and secondarily for Salmon Arm Bay.

ACTION ITEMS:

- Committee members to share the nutrient research Summary of Progress Report, April 2018 (circulated with this meeting summary) with their members/colleagues
- Revisit the lake bottom core sampling question in fall 2018 – can it be done under the existing agreement between SWC and UBC, in lieu of year 3 monitoring, or would it cost extra and be in addition to year 3 monitoring.

Project C – Support Remediation & Phosphorus Mitigation Projects

Lee reported that the Alderson Creek project has had the top end fenced and planted, and the lower end property owner is providing some challenges with their activities in the creek. Mike reported that the SWC approved an extension to the Gardom Lake Stewardship Society (GLSS) to November 30, 2018 since there are barriers with which provincial government agency takes out the licence of occupation for the project. SWC authorized a letter to be written expressing concerns with these barriers; Splatsin or Ducks Unlimited may also be approached by GLSS to hold the licence of occupation.

Item No.	Name	Time
2	April 30 th 2018 SWC Water Protection Advisory Committee meeting summary (draft) for information	10:25

Following the November meeting where Project C funding criteria was outlined, and possible recipient organizations were brainstormed, these organizations were contacted by email in late November, again through the winter; Erin Vieira placed advertisements in the Salmon Arm Observer in the winter; and the advertisement was circulated on social media (Facebook, Twitter) repeatedly over the winter. Expressions of interest were requested by April 10, 2018. Three were received: the one for a Canoe Creek landowner submitted by Little Shuswap Lake Indian Band; and two that were rejected by Mike (one was in the Okanagan, one was for sampling fish for viruses).

The Little Shuswap Lake Indian Band proposal received was not recommended for approval by SWC for the following reasons:

- It does not leverage the funds from multiple sources, and doesn't meet the desired proportion of 25% to 50% contribution from SWC
- The project is relatively small in scale (not a requirement to be big, however)
- The project is just placing rock, but no mention of riparian improvements other than sediment control

It was suggested that given the multiple requests for proposals from various groups from November until the due date of April 10, that it is unlikely to garner additional proposals. Those present agreed it would be acceptable to generate possible project ideas from within the committee membership, circulate them for approval/recommendation to the SWC at their June meeting, but flag that this was the process used.

ACTION ITEMS:

- Reschedule field trip to Alderson Creek, and add Gardom Creek if sufficient physical works were completed – summer or fall 2018
- Lee, Lucie and any other committee member who could utilize the project funds to submit a proposal to Mike by May 15 (project criteria advertisement attached to this meeting summary); to be circulated to committee members for decision by email by May 22

Project D - Support nutrient management education (\$6000)

Committee members were reminded that the annual work plan enables up to \$6000 in funding for nutrient management education opportunities as follows:

- Guest speakers could include anybody who is a topic expert on nutrient management who doesn't have their salary or expenses covered to come and present to a group for education purposes

This committee doesn't have to seek specific approval for each specific event from SWC.

No funds were spent in this category for the year ending March 31, 2018.

ACTION ITEMS:

- If any committee member wants to access these funds for a guest speaker or topic expert, follow up with Mike by email to confirm budget availability in advance.

Project E – Promote nutrient management and pollution reduction from other sources (\$1000)

There is no current known messaging for Septic Smart in the RDNO. Mike suggested that one option to raise awareness would be to communicate the messaging of how to maintain your septic system in the Shuswap portion of RDNO.

Item No.	Name	Time
2	April 30 th 2018 SWC Water Protection Advisory Committee meeting summary (draft) for information	10:25

No funds were spent in this category for the year ending March 31, 2018.

ACTION ITEMS:

- Mike to follow up with Ben about utilizing wording for SepticSmart campaign from the CSRD in the Shuswap portion of RDNO; and whether RDNO would welcome this

Next Meeting, Draft Agenda

A half-day in November 2018. Mike to seek a date through a doodle scheduling poll a few weeks in advance. Draft agenda:

- Nutrient management research update
 - Evaluate the lake-bottom core sampling option
- Possible education opportunities:
 - ALUS (Alternate Land Use Systems) – what is it, how does it work, are there opportunities for the Shuswap
 - Christina Lake or Okanagan Falls constructed wetland and effluent treatment

Item No.	Name	Time
3	Report from Program Managers	10:45

Program Managers Report

The Annual Highlights Summary, covering the SWC's program operations for April 2017 – March 2018, was completed in April. The four-page summary is on the SWC website, www.shuswapwater.ca.

Financial summary for the year (April 1st 2017 – March 31st 2018)

INCOME

Source	Amount received (\$)
Surplus SWC funds (from March 31 st 2017)	81,314
TNRD	53,600
CSRD (C, D, E, F and District of Sicamous)	155,000
City of Salmon Arm	40,000
Adams Lake Indian Band	1300
Total	331,214

EXPENSES

Activity (per 5-yr plan)	Budget (\$)	Expenses (\$) Apr 1 st – Mar 31 st	Variance (\$)
Water Quality Monitoring – team/annual work planning	7500	7432	68
Water Quality Monitoring – monitoring expenses	39,500	19,069	20,431
Water Quality Monitoring – database/access to data	5000	2600	2400
Water Quality Monitoring – investigate historical data	0	0	0
Water Quality Monitoring – exploratory monitoring	14,250	10,783	3467
Water Quality Monitoring – contingency	0	0	0
Water Quality Protection – advisory committee	6550	6443	107
Water Quality Protection – nutrient research	47,800	47,160	640
Water Quality Protection – water quality improvement projects/remediation	11,400	8960	2440
Water Quality Protection – education initiatives	7900	2324	5576
Water Quality Protection – other education initiatives, pollution reduction	2000	0	2000
Recreation Safety Program	12,800	9745	3055
Communications – SWC brand	0	0	0
Communications – collateral	4000	4416	-416
Communications – public engagement	11,700	11,682	18
Communications – annual water quality report	18,900	22,029	-3129
Management and facilitation	27,400	28,144	-744
Administration and fund development	14,200	13,450	750
Operating reserve	100,314	0	100,314
Total for 2017-18	331,214	194,236	136,978

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

INTERIM PROGRAM REVIEW Draft Terms of Reference

Background

The Shuswap Watershed Council five-year plan for its Water Quality Program and Recreation Safety Education Program was approved on May 6th 2015, and implemented commencing on April 1st 2016. The plan proposed that an interim review of program performance and achievements would take place in the third year of program implementation, and that the continuation of the programs would be contingent upon the results of the interim review.

At the March 14th 2018 Council meeting, the SWC directed staff to prepare a framework for the interim review (*this document*) so that a committee of SWC members could perform the review throughout spring/summer 2018 and bring forth a recommendation to the entire SWC membership at its Council meeting in September 2018.

1. Review Committee

A committee will be created to perform the interim program review.

1.1 Committee membership

A review committee will be struck at the June 13th 2018 Council meeting. The committee shall consist of up to six SWC members, including at least two representatives of the funding partners (Columbia Shuswap Regional District, Thompson-Nicola Regional District, City of Salmon Arm, and Adams Lake Indian Band) and up to four other SWC members at-large.

The committee may appoint a Chair if it so chooses.

1.2 Committee role and purpose

The committee shall perform the interim review (see Article 2) and prepare a recommendation for the SWC's consideration and decision at the Council meeting in September 2018. The recommendation may be to continue, modify, or terminate the SWC's programs.

Committee members will be expected to:

- Commit time and energy to the review process without remuneration
- Be committed to considering the performance and achievements of the SWC relative to its mandate, goals and objectives.

The committee does not have decision-making authority except to decide upon its recommendation.

1.3 Decision making

All committee members must participate in the review process. A 75% majority is required for the committee's decision.

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

2. Review process

The review committee shall abide by this process to reach a decision for its recommendation to the SWC. It may add other components to the review process at its discretion.

2.1 Timeline

The review will commence after the committee is formed on June 13th 2018. The committee will have its recommendation ready in advance of the September 19th Council meeting¹.

The committee shall meet at least once – more if it chooses – to discuss and decide upon its recommendation. The timing, number of meetings, and method of meeting (*e.g.*, in person or tele-conference) will be up to the committee members.

2.2 Considerations and collateral

The committee will consider and evaluate three aspects of the SWC in its review (see Appendix, page 4):

1. Performance and achievements of the SWC's programs relative to its mandate, goals and objectives
2. Financial management
3. Staff services.

The committee may draw upon the following in its assessment of the SWC's performance and achievements:

Utility	Name of document/collateral
Describes the SWC's program activities and desired outcomes, and five-year budget	Water Quality Program & Recreation Safety Education Program in the Shuswap watershed for 2016 – 2020 (the "five year plan") *
Sets out the SWC's mandate, objectives, goals, and measures of success (performance indicators)	<i>What is the Shuswap Watershed Council?</i> one-page flyer
Reports on the SWC's major decisions and accomplishments, and on revenue and expenses	Annual Highlights Report for 2016-17 Annual Highlights Report for 2017-18
Key communiqués for public engagement	SWC website www.shuswapwater.ca Water Quality Summary Report 2016 Water Quality Summary Report 2017 (forthcoming, anticipate completion in June 2018) Social media (Facebook page and Twitter feed)

¹ The committee's recommendation should be submitted to staff by September 10th 2018.

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

The committee may seek input from other SWC members or program staff on specific issues, as it sees fit.

* The committee must consider that the scope and range of the SWC's program activities have changed slightly from what is laid out in the five-year plan as a reflection of arising issues and partner agency mandates and operations. This flexibility on the part of the SWC has enabled it to stay focused on the most important issues to water quality and safe recreation in the Shuswap and to avoid duplication.

2.3 Staff support

Program staff will not participate in the committee but will provide support to the committee through the provision of documents such as meeting summaries, financial summaries, reports and other communiqués, or to answer any questions the committee may have. Staff are available to have a meeting with the review committee for these purposes.

2.4 The recommendation

The committee will present its recommendation to the SWC on September 19th 2018. The recommendation will do one of the following:

- Recommend the continuation of the Shuswap Watershed Council's programs
- Recommend the continuation of the SWC's programs, with changes
- Recommend the SWC's programs be terminated

As noted in Article 1.3, 75% majority is required for the committee to reach a decision for its recommendation. Opposing committee member(s) may have the opportunity to explain their opposing viewpoint.

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

APPENDIX: Score sheet (optional)

The committee may use this score sheet to guide its discussions and assessment throughout the interim review.

Preamble

Program evaluation is a field unto itself. Staff's approach in structuring this review process was to suggest some key performance indicators², listed in the tables below, and enable the committee to undertake qualitative assessments.

The work of the Shuswap Watershed Council is, to a great extent, collaborative in nature. This introduces some complexity in evaluation. Therefore, the following questions should be considered by the review committee:

- *To what degree can we attribute success, improvement or positive change to the work of the SWC?*
- *What are the barriers or limits to the SWC's success? In other words, where the SWC has not achieved its goals, is it solely attributable to a failure on the part of the SWC, a break-down of collaboration, or untimely/poorly delivered task(s) by a partner organization?*

Program evaluation: performance indicators for three aspects of the Shuswap Watershed Council

A. Performance and achievements of the SWC's programs relative to its mandate, goals (stated actions) and objectives

Objective 1. To maintain and enhance water quality in the Shuswap watershed through collaboration with water quality monitors. By working together, we can help ensure clean water and the many benefits it affords including a healthy ecosystem and a thriving tourism economy.

Success will be measured by the effective collaboration and coordination of participants in watershed-wide monitoring; completion and conclusions from science-based projects about sources of water quality degradation; and completion of water quality improvement projects. The most important measure of success – although it's contingent upon factors external to the work of the SWC – will be the long-term preservation and improvement of water quality in the Shuswap.

Actions to achieve this objective (performance indicators)	Qualitative assessment <input checked="" type="checkbox"/>	Comments
Coordinate water quality monitoring activities with all partners	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations	

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

	<input type="checkbox"/> exceeding expectations	
Provide support and coordination to implement additional water quality monitoring projects to ensure locations and parameters of interest are monitored at appropriate intervals throughout the Shuswap watershed	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Identify sources of causes of water quality degradation	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Explore and develop actions to reduce and remedy water quality pollution, and make recommendations to partner agencies and regulatory bodies or undertake action through the SWC	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Encourage new management practices that improve or protect water quality	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Build relationships and seek out collaborative partnership opportunities with relevant organizations and groups in the Shuswap watershed	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	

Objective 2. To coordinate and report on water quality data and information in the Shuswap watershed

Success will be measured by the continued growth of a 'master' water quality database for the Shuswap, the development or improvement of a publically accessible online water quality portal, and the completion of annual water quality summaries.

Actions to achieve this objective (performance indicators)	Qualitative assessment <input checked="" type="checkbox"/>	Comments
Coordinate the collection of water quality monitoring data in the Shuswap and ensure its inclusion in a single database	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Enable public access to water quality data	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Prepare an annual water quality summary report, for distribution in print and online to Shuswap residents and visitors.	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

Objective 3. To communicate with and inform residents about visitors about water quality in the Shuswap, and advocate for good practices to prevent water quality degradation. The SWC will also communicate with the public about its activities and accomplishments.

Success will be measured by the quality and quantity of communiqués, educational initiatives, website traffic, and engagement on social media. An additional measure of success, contingent upon factors external to the work of the SWC, is the long-term increase in awareness, appreciation and stewardship of water quality by Shuswap residents.

Actions to achieve this objective (performance indicators)	Qualitative assessment <input checked="" type="checkbox"/>	Comments
Develop and distribute materials and information about water quality initiatives, issues, and stewardship – online (www.shuswapwater.ca) and in print	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Provide support for educational events and initiatives	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Respond to emerging water quality issues with timely advocacy or information to enable good stewardship and management practices	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Regularly prepare media releases about the SWC’s key activities and decisions	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Advertise SWC meetings; make meeting summaries and financial statements publically available	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Enable members of the public to communicate directly with the SWC by structuring a diverse and approachable Council membership, and positioning dedicated staff	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	

Objective 4. To encourage safe behaviour by recreationists on and near the water

Success will be measured by the implementation of safety campaigns, and increased available of water recreation safety equipment. An additional measure of success, contingent upon factors external to the work of the SWC, will be fewer safety-related incidents on the water.

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

Actions to achieve this objective (performance indicators)	Qualitative assessment <input checked="" type="checkbox"/>	Comments
Collaborate with safety authorities to develop effective safety campaigns without causing duplication	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Deliver safety campaigns for the most-needed water recreation safety issues	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Provide support for water recreation safety equipment	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	

B. Responsible and transparent financial management

Performance indicators	Qualitative assessment <input checked="" type="checkbox"/>	Comments
Expenses are within annual budgets	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Costs of goods (<i>e.g.</i> , materials, supplies), services (<i>e.g.</i> , staff and contractors), and expenses (<i>e.g.</i> , travel, catering) are fair market prices	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Financial reports are provided at appropriate intervals, and with appropriate amount of detail	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Expenses are paid in a timely manner (<i>i.e.</i> , no outstanding debts)	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Financial summaries are available to the public	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	

Item No.	Name	Time
4	Draft framework and committee terms of reference for SWC program interim review	11:30

C. Staff services

Performance indicators	Qualitative assessment <input checked="" type="checkbox"/>	Comments
Staff are delivering the SWC's programs as outlined in the five-year plan, and amended periodically through discussions and decisions of the SWC	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Staff are administering the SWC as outlined in the Terms of Reference (most recent version is V. 4 dated March 2018)	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Staff are well connected and informed about water quality and safe recreation issues within the Shuswap and beyond, and anticipate opportunities and manage risks appropriately	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	
Staff are professional, approachable and responsive	<input type="checkbox"/> not meeting expectations <input type="checkbox"/> meeting expectations <input type="checkbox"/> exceeding expectations	

Recommendation

Based upon the qualitative assessments and comments as noted in the preceding pages of this score sheet, the review committee recommends:

- that the Shuswap Watershed Council continue with its programs
- that the Shuswap Watershed Council continue its programs, with some modifications
- that the Shuswap Watershed Council terminate its programs

Comments:

Item No.	Name	Time
5	Guest presentation	12:45



Shuswap Lifeboat Society

PO Box 661

Sicamous, BC V0E 2V0

Operating RCMSAR Station 106

Outline of Presentation to Shuswap Watershed Council June 13, 2018

Shuswap Lifeboat Society and Royal Canadian Marine Search and Rescue 106 (Shuswap) are pleased and thankful to be able to share with the Shuswap Watershed Council a short history of our organization and the work we are doing on and around Shuswap and Mara Lakes to “Save Lives on the Water.”

Our presentation will share activities and projects since our inception in January of 2012. Our recent acquisitions of a training vessel, Guardian One, and a fast response rescue vessel, the Tolonen, highlight our training program and capabilities to respond to emergencies on our lakes.

As we look to the future we are in the midst of planning a boathouse to protect and secure our vessels from climatic conditions. Part of this project is to construct a training room above the boathouse component. The training room has great potential to operate as a marine training centre for the many and varied agencies and businesses operating in the Shuswap – Okanagan Regions. Critical to this concept of a training centre is a feasibility study to assess the need and interest in the larger community for support of such a centre. The Watershed Council will be invited to consider supporting this feasibility study.