

**AGENDA PACKAGE FOR:**

**Council Meeting**  
**Wednesday December 8<sup>th</sup> 2021 • 9:00 - 11:30 AM**

Virtual meeting via Zoom

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1	September 8 <sup>th</sup> meeting summary for approval	9:05

**Council Meeting**  
**September 8<sup>th</sup> 2021 • 9:00 - 11:45 AM**

Virtual meeting via Zoom

Draft Record of Decisions and Action Items  
This record is subject to correction at the next Council meeting

**Meeting objectives**

1. Receive update from program managers
2. Receive presentation and have roundtable discussion on Phosphorus Action Plan items completed to-date
3. Approve Water Quality Grant application
4. Receive presentation from staff at BC Ministry of Environment & Climate Change Strategy re: invasive clams and invasive mussels

**Present**

Paul Demenok, Chair – Columbia Shuswap Regional District, Area C  
Jay Simpson, Vice Chair – Columbia Shuswap Regional District, Area F  
Rene Talbot – Columbia Shuswap Regional District, Area D  
Rhona Martin – Columbia Shuswap Regional District, Area E  
Ken Christian – Thompson-Nicola Regional District, City of Kamloops  
Rod Crowe – Thompson-Nicola Regional District, Village of Chase  
Debbie Cannon - City of Salmon Arm (*from 9:15 AM*)  
Howard Nordquist – Secwepemc Nation, Adams Lake Indian Band (*from 9:07 AM*)  
Rick Fairbairn - Regional District of North Okanagan, Area D (*to 9:30 AM*)  
Denis Delisle – Regional District of North Okanagan, Area F  
Lindsay Benbow – BC Ministry of Agriculture, Food & Fisheries (*to 11:25 AM*)  
Lorne Hunter – Community representative  
Sharon Bennett – Community representative (*to 11:00 AM*)  
Natalya Melnychuk – Community representative (*from 9:07 AM*)

Erin Vieira and Mike Simpson – Fraser Basin Council

**Observers**

John Irvine, Cory Sampson, Barbra Fairclough

**Regrets**

Colleen Anderson  
Dave Nordquist  
Kym Keogh

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#### Call to Order

Chair Paul Demenok opened the meeting at 9:00 AM. He acknowledged the meeting taking place on the traditional lands of the Secwepemc people.

Chair Demenok announced that Randy Wood, SWC representative, has stepped down from his role as he moved out of province. Chair Demenok acknowledged Randy's contributions to the SWC since 2016.

#### Approval of agenda

**Moved/seconded** by Mayor Christian/Director Simpson that:

The agenda for the September 8<sup>th</sup> 2021 meeting of the Shuswap Watershed Council be approved.

**Approved**

#### Adoption of meeting summaries

**Moved/seconded** by Mayor Christian/Mayor Crowe that:

The draft summary of the Shuswap Watershed Council, held June 9<sup>th</sup> 2021, be approved.

**Approved**

#### Correspondence

None

#### Old business

**Moved/seconded** by Mayor Christian/Director Talbot that:

The draft summary of the Water Protection Advisory Committee meeting and site visit, held July 9<sup>th</sup> 2021, be received for information.

**Approved**

*Councillor Howard Nordquist entered the meeting at 9:07 AM  
Natalya Melnychuk entered the meeting at 9:07 AM*

#### Report from Chair

Chair Demenok acknowledged Howard Nordquist as a new representative to the SWC from Adams Lake Indian Band, Secwepemc Nation.

#### Report from Program Managers

Erin Vieira and Mike Simpson provided an update on program operations since the last SWC meeting in June:

- The SWC facilitated the development of a Shuswap regional algal bloom response plan with input from many of the Water Monitoring Group members. The plan did not need to be enacted in 2021, as there were no significant algal blooms. The plan will be reviewed by the Water Monitoring Group on an annual basis.
- Staff and some Water Protection Advisory Committee members followed up on one of the applications to the 2021 Water Quality Grant Program, to obtain more information and clarity regarding the proposed project. A site visit was completed on July 9<sup>th</sup>. A second project with funding from the Water Quality Grant Program is underway.

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- The SWC has continued its partnership with Columbia Shuswap Invasive Species Society to prevent the spread of invasive Zebra and Quagga Mussels into BC, and to prevent the spread of invasive freshwater clams around BC. This work involves both early detection monitoring, and education and outreach. For its part, the SWC has delivered campaigns via print media, editorials, and social media since May long weekend.
- The SWC has also continued its education and outreach regarding safe boating and water-based recreation. '7 tips for safety' are promoted through a variety of media. Additionally, the SWC works with partners to distribute marine safety whistles to those in need of one.
- The 2020 Shuswap Water Quality Summary Report was completed in July and distributed online, through emails, and print copies were sent to government offices and library branches for the public to pick up at no cost.
- Staff reported that the SWC's social media platforms have shown significant growth in following recently
- A financial update for the first quarter, April 1<sup>st</sup> - June 30<sup>th</sup> 2021 was provided:

*Councillor Debbie Cannon entered the meeting at 9:15 AM*

<b>REVENUE - Source</b>	<b>\$</b>
For the fiscal year April 1 <sup>st</sup> 2021 - March 30 <sup>th</sup> 2022	
Surplus (from March 31 <sup>st</sup> 2021)	69,072
Operating Reserve	198,995
<i>Per Contribution Agreement *</i>	
CSRD (Areas C, D, E, F and District of Sicamous)	97,200
TNRD	32,590
City of Salmon Arm	24,320
Adams Lake Indian Band	790
<i>Contribution from partner: Shuswap Lifeboat Society</i>	3200
<b>Total revenue</b>	<b>426,167</b>

*\* Funders' contributions are reduced by \$100,000, or 39% each, in 2021 to reduce the SWC's Operating Reserve*

<b>EXPENSES</b>	<b>Budgeted (\$)</b>	<b>Expense (\$)</b>
First quarter April 1 <sup>st</sup> - June 30 <sup>th</sup> 2021		
Water Quality Monitoring	32,950	15,008
Water Quality Protection	111,650	10,995
Zebra & Quagga Mussel Prevention	42,750	31,762
Safe Recreation	21,550	9585
Communications, engagement, advocacy	48,100	9961
Management & administration	41,500	7427
<b>Sub-total Program Operations</b>	<b>298,500</b>	<b>84,737</b>
Operating Reserve	127,667	0
<b>Total expenses</b>	<b>426,167</b>	<b>84,737</b>

*Director Rick Fairbairn left the meeting at 9:30 AM*

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### Discussion

Director Martin and Sharon Bennett asked for clarification about education opportunities to schools and marina owner/operators.

Director Martin commented that there were three drowning deaths this summer. This underscores the importance of the Safe Recreation program and the Kids Don't Float lifejacket loaner kiosks provided by the Royal Canadian Marine Search & Rescue. Erin remarked that staff will consider amending some of the educational messaging to have a stronger emphasis on safe swimming. Mayor Ken commented that swimming while impaired is a major cause of drowning deaths.

Chair Demenok commented that the Water Quality report was very well done, with a good combination of reporting data combined with thoughtful explanation of water quality issues such as algal blooms, cyanobacteria, and invasive species. He remarked that the SWC should try to distribute it more widely.

### **Report from Program Managers: Phosphorus Action Plan**

Cait Murphy introduced herself as a staff member of Fraser Basin Council working with Mike Simpson and Erin Vieira on the development of the SWC's Phosphorus Action Plan. Cait provided background information about the P Action Plan, and presented its purpose and structure:

- The effects of excessive phosphorus (P) on water quality are well documented in other regions of Canada and the world. Prevention of P-related water quality issues is much better than reacting to and correcting them.
- Research by UBC-Okanagan has shown that the largest loads of P to the lakes are coming from Shuswap and Salmon Rivers where there is agriculture, housing, and commercial development. Research has also shown the P inputs to Mara Lake via Shuswap River are trending upwards since the 1980s.
- Developing a P Action Plan is identified in the SWC's Strategic Plan for 2021-26 as one strategy to maintain and improve water quality in the Shuswap
- The P Action Plan will collate existing, disparate P regulations by and for various orders of government; it will also summarize new, innovative, non-regulatory opportunities to capture/mitigate P thereby protecting water quality
- The P Action Plan will be structured as follows:
  - Executive Summary
  - Background
  - Existing P regulations that apply in the Shuswap watershed
  - Action items and opportunities that major players can take to reduce phosphorus loading in the Shuswap watershed
  - Resources
- The draft Phosphorus Action Plan will be completed by March 2022. To date, literature review is underway.

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- Next steps will include seeking input from various orders of government, agriculture sector, other major players

**Moved/seconded** by Mayor Christian/Director Martin that:

The Phosphorus Action Plan structure be approved as presented.

#### Discussion

Chair Demenok commented that staff could consider trending P levels (e.g., Tappen monitoring site) and research by UBC-Okanagan (e.g., Mara Lake core sample) in the development of the P Action Plan.

Sharon Bennett commented that the SWC should be mindful of the effects of wildfires on water quality, and as a source of nutrients.

Mike Simpson further commented that wetland protection and restoration will be looked into as an effective method of capturing nutrients and protecting water quality.

Chair Demenok commented on the importance of communicating the plan and sharing it publicly and with target audience groups.

#### **Approved**

#### Further discussion

Lorne Hunter commented on the need for additional water quality monitoring post-wildfire; he is especially concerned about the impacts of the White Rock Lake fire on the Salmon River. Director Talbot said he shares the concern.

Mayor Christian remarked that Thompson Rivers University has a research chair for wildfires and ecosystem impacts. Natalya Melnychuk added that academic engagement would be a good starting point for the SWC.

#### **Guest presentation: Aquatic Invasive Species**

Martina Beck, Cassandra Silverio, and Dave Webster introduced themselves from the BC Ministry of Environment & Climate Change Strategy and BC Conservation Officer Service, respectively.

Ms. Silverio presented a brief overview of invasive freshwater clams. Next, she described the shoreline surveys and dive surveys that have been done by the BC MOECC, Columbia Shuswap Invasive Species Society, and First Nations this year. Surveys have indicated the clams' distribution is limited to the Salmon Arm reach of Shuswap Lake. Ms. Silverio presented some maps and charts to demonstrate the survey methodology and results. The next steps are to continue with surveys, and do education and outreach to prevent their spread. She commented that eradication of invasive freshwater clams is very difficult in large, complex systems like Shuswap Lake.

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Director Delisle inquired if Shuswap Lake is suitable for clams to survive. Ms. Silverio replied yes, and that clams eat plankton through filter-feeding. She further commented that cold winter temperatures and freezing water may limit their growth.

Ms. Beck and Mr. Webster presented an overview of the Province's Invasive Mussel Defence Program, which includes three components: watercraft inspection, early detection monitoring for invasive mussels, and education and outreach. This year there are 9 watercraft inspections (two are roving stations) with 49 staff. The stations will remain open until October 25<sup>th</sup> 2021. 28,800 inspections have been completed (up to August 31<sup>st</sup>); out of these, 16 mussel-fouled watercraft were intercepted. Additionally, 519 water samples have been tested for Zebra & Quagga Mussel larvae, all of which have been negative.

*Sharon Bennett left the meeting at 11:00 AM*

Some SWC members asked questions about the provincial Invasive Mussel Defence Program, which Ms. Beck and Mr. Webster answered.

## **New business**

Mike Simpson reported that the 2021 Water Quality Grant Program has approved \$26,753 in funding against a budget of \$85,000. He presented the following recommendation for the Grant Program:

- November 2021 - January 2022: Open the grant fund for a second round of applications. Advertise the grant program widely, with up to \$60,000 available and prioritize certain types of nutrient abatement projects.
- February 2022: Applications review completed by Shuswap Water Protection Advisory Committee, make recommendations to the SWC
- March 2022: SWC review and approve the Shuswap Water Protection Advisory Committee's recommendations; staff complete contribution agreements with successful proponents
- April 2022 - March 2023: project completion by proponents.

**Moved/seconded** by Councillor Cannon/Director Simpson that:

The Water Quality Grant Program be amended and continued in 2021-2022 as recommended.

### Discussion:

Director Simpson asked for clarification regarding the grant program cycle going forward; Mike Simpson replied that the above-noted timing and cycle would be maintained in future years to better accommodate farmers.

## **Approved**

### Action item:

Staff will administer a second round of water quality grant applications and review as noted above.

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**Moved/seconded** by Director Martin/Councillor Cannon that:

Water Quality Grant application, Project B, be approved for funding.

Discussion

Mayor Christian commented that, although he supports the project, it sounds more like a flood protection project than a nutrient abatement project and it could open the door to additional flood projects which is not the goal of the program.

**Approved**

*Lindsay Benbow left the meeting at 11:25 AM*

**Roundtable  
discussion: forest  
fires and water  
quality monitoring**

Chair Demenok suggested that the SWC request the engagement of the Shuswap Water Monitoring Group on the subject of post-wildfire water quality monitoring.

Mike Simpson commented that in the past, the SWC supported additional monitoring on the Salmon River by the BC Ministry of Environment.

**Moved/seconded** by Director Talbot/Director Simpson that:

The SWC ask the Shuswap Water Monitoring Group to investigate the possibility of developing a special post-wildfire water quality monitoring program, and bring a recommendation forward to the SWC.

**Approved**

Action item:

Staff will bring this request to the next meeting of the Shuswap Water Monitoring Group.

**Roundtable updates**

Director Delisle suggested the SWC collect drone video footage of the Shuswap watershed for year-by-year monitoring and comparisons. It would show natural disturbances and shoreline developments. Chair Demenok commented that the SWC would not want to be perceived as spying on people.

Director Delisle further commented on water use by agriculture, especially at a time when conservation is important for salmon migration. Chair Demenok replied that water conservation is not part of the SWC's mandate. Natalya Melnychuk commented that she has been involved in work leading up to recent Fish Protection Orders that have required irrigators in some regions turn off their water for conservation reasons. Dr. Melnychuk offered to facilitate a further discussion on this at a later date with interested SWC members.



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Dr. Melnychuk further commented that water quantity affects water quality, and the Provincial Watershed Security Strategy has identified roles and responsibilities for local governments and First Nations for water quality and water quantity. Chair Demenok remarked that SWC should be involved in the strategy. Dr. Melnychuk said it will be ready for public engagement in Spring 2022.

### **Adjourn**

**Moved/seconded** by Director Simpson/Mayor Christian that:

The September 8<sup>th</sup> 2021 Shuswap Watershed Council meeting be adjourned.

### **Approved**

Adjourned at 11:40 AM.

### **CERTIFIED CORRECT:**

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Chair

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2	Correspondence: letter to federal Fisheries Minister, November 26 <sup>th</sup> 2021	9:10



c/o Fraser Basin Council  
200A – 1383 McGill Road  
Kamloops, BC V2C 6K7  
250.314.9660  
[www.shuswapwater.ca](http://www.shuswapwater.ca)



Hon. Joyce Murray  
Minister of Fisheries, Oceans, and the Canadian Coast Guard  
House of Commons  
Ottawa, Ontario  
Sent by e-mail to [Joyce.Murray@parl.gc.ca](mailto:Joyce.Murray@parl.gc.ca)

26 November 2021

**Re: Urgent need to prevent the spread of aquatic invasive mussels to British Columbia**

Dear Minister Murray,

Congratulations on your recent appointment as the Minister of Fisheries, Oceans, and the Canadian Coast Guard.

We are writing to you on behalf of the Shuswap Watershed Council (SWC), Shuswap Waterfront Owners Association (SWOA), and Columbia Shuswap Invasive Species Society (CISIS) to express our concern about the threat of Zebra and Quagga Mussels (ZQM) to British Columbia waters. Although BC does not presently have any known infestations of these invasive mussels, an introduction would have devastating ecological and economic impacts. BC, and Western Canada, need much stronger protection measures against ZQM.

Zebra and Quagga Mussels have colonized in lakes in Manitoba, Ontario, and many states including as far west as California. ZQM move from one watershed to another primarily via watercraft: either as adult mussels attached to watercraft, or as larvae trapped in standing water inside watercraft compartments. The Shuswap, in the Interior of BC, is a popular tourist destination and it receives a huge influx of watercraft each summer - and each year, watercraft contaminated with invasive mussels arrive in BC<sup>1</sup>. Furthermore, our water's warm temperatures and high calcium content, and our mild winters make our region even more vulnerable to a mussel infestation because these conditions increase the chance of the mussels' survival. A single contaminated watercraft from an infested lake could start an irreversible infestation in BC. There is no method of eradicating Zebra or Quagga Mussels from an ecosystem as large and complex as the Shuswap.

Once established, ZQM would have devastating and costly impacts to water quality, fish populations and habitat, hydro-electric facilities, water utilities, beaches, and property values. A 2013 Okanagan Basin Water Board (OBWB) study conservatively estimated an infestation at \$42 million annually in direct costs and lost revenues in the Okanagan alone. What's more, if ZQM colonize in Shuswap or Okanagan Lakes, they would move downstream to the Fraser and Columbia River systems that are so

<sup>1</sup> The Province of BC Invasive Mussel Defence Program reported that it intercepted 17 mussel-fouled watercraft at their watercraft inspection stations in 2021. Provincial reports available here:  
<https://www2.gov.bc.ca/gov/content/invasive-mussels/invasive-mussel-defence-program>.

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important to Pacific salmon and for hydro-electric power generation. Estimates from the Pacific Northwest Economic Region (PNWER) peg the costs of an invasive mussel infestation at \$500 million annually to the region.

We have shared our concerns with your predecessors, and with provincial counterparts, through previous correspondence on several occasions. Unfortunately, we feel that the federal government still has not taken sufficient action on the issue nor has it provided equitable funding to British Columbia to stop the spread of ZQM. A report on Aquatic Invasive Species (AIS) by the Commissioner of the Environment and Sustainable Development<sup>2</sup> (April 2019) notes that Zebra mussels are “one of the most destructive invasive species ever to have invaded North American fresh waters...” and the report is consistent with our concerns about the lack of urgency and intervention by the Department of Fisheries and Oceans. Additionally, a report from the Standing Committee on Fisheries and Oceans (June 2019) found that the federal government’s protection of Canadian lakes and waterways against aquatic invasive species is inadequate.

The Shuswap Watershed Council (SWC) takes this issue seriously and is invested in keeping invasive mussels out through funding public awareness campaigns in our region to ‘Clean-Drain-Dry your watercraft’ and ‘Don’t Move a Mussel’ since 2018. To date, the SWC has spent \$92,000 in local taxpayers’ dollars on these campaigns; it’s spent an additional \$45,000 supporting early detection monitoring in the Shuswap watershed which is carried out through a partnership with the Columbia Shuswap Invasive Species Society (CSISS). In 2021, the SWC is spending \$57,000 on these activities. While we feel that preventing the spread of ZQM should be handled by senior governments, we also are compelled as a regional watershed partnership not to be idle on this issue; our local residents are part of the defense against ZQM and they need to be informed and engaged.

Despite current efforts by the SWC, CSISS, and the Province’s Invasive Mussel Defence Program, the threat of a mussel infestation continues as demonstrated by the interception of mussel-fouled watercraft every summer at our provincial borders. We would like to see more leadership, action, and funding from the federal government. A new federal investment in our province go could toward the following:

- Expansion of the provincial watercraft inspection program that’s run by the BC Conservation Officer service to allow for the establishment of additional inspection stations and longer hours and seasons of operation. No entry-point to BC should be open to un-checked watercraft.
- New measures to ensure aircraft (i.e., floatplanes) aren’t transporting aquatic invasive species
- Early detection monitoring programs, complementing what’s already underway in BC by regional groups and the Province of BC
- Education and outreach, to expand and compensate existing campaigns in BC including “Clean Drain Dry” and “Don’t Move A Mussel” campaigns.

Furthermore, the Department needs to take stronger action on containing mussel infestations and fully enact the *Aquatic Invasive Species Regulation* of the Federal Fisheries Act. Prevention efforts in the west must be met with robust measures for containment in eastern and central Canada. Simply put,

<sup>2</sup> Source: [https://www.oag-bvg.gc.ca/internet/English/parl\\_cesd\\_201904\\_01\\_e\\_43307.html](https://www.oag-bvg.gc.ca/internet/English/parl_cesd_201904_01_e_43307.html)

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watercraft should not be able to leave lakes or rivers known to have ZQM infestations without being inspected, decontaminated, and issued a quarantine period if necessary.

Considering all that is at risk in the Shuswap, and indeed British Columbia in general, the likelihood of an introduction of Zebra and Quagga Mussels to British Columbia, and the projected on-going costs and lost revenue associated with any new ZQM infestation in BC, collectively we call on the Government of Canada to take a more active role by helping us defend BC's waters against ZQM and by containing existing infestations. We thank you for your attention and swift action on this matter.

Sincerely,

Paul Demenok, Chair  
Shuswap Watershed Council  
Director, Area 'C' South Shuswap, Columbia Shuswap Regional District  
[pdemenok@csrd.bc.ca](mailto:pdemenok@csrd.bc.ca)

Clyde Mitchell, President  
Shuswap Waterfront Owners Association  
[president@swoa.ca](mailto:president@swoa.ca)

Robyn Hooper, Executive Director  
Columbia Shuswap Invasive Species Society  
[rhooper@columbiashuswapinvasives.org](mailto:rhooper@columbiashuswapinvasives.org)

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CC:

- North Okanagan - Shuswap MP and Deputy Shadow Minister for Fisheries, Oceans and the Canadian Coast Guard, Mel Arnold
- Shuswap-area MLAs: Greg Kylo (Shuswap), Harwinder Sandhu (Vernon - Monashee), Todd Stone (Kamloops - South Thompson), Peter Milobar (Kamloops - North Thompson)
- Secwepemc Chiefs: Lynn Kenoras-Duck (Adams Lake Indian Band), Oliver Arnouse (Little Shuswap Lake Band), Judy Wilson (Neskonlith), Wayne Christian (Splatsin)
- Shuswap Local Government Chairs and Mayors: Kevin Flynn (Columbia Shuswap Regional District), Ken Gillis (Thompson-Nicola Regional District), Kevin Acton (Regional District of North Okanagan, Village of Lumby), Alan Harrison (City of Salmon Arm), Terry Rysz (District of Sicamous), Rod Crowe (Village of Chase), Greg McCune (City of Enderby)
- Shadow Minister for Fisheries, Oceans, and the Canadian Coast Guard, MP Rick Perkins
- Critic for Fisheries, Oceans and the Canadian Coast Guard, MP Lisa Marie Barron
- Shuswap Area Chambers of Commerce Presidents: Mark Thio (Salmon Arm Chamber), Lynn Ewart (South Shuswap Chamber), Angela Lagore (North Shuswap Chamber), Victoria Cameron (Sicamous and District Chamber)
- Okanagan Basin Water Board, Chair Sue McKortoff
- Invasive Species Council of BC, Executive Director Gail Wallin

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### About the Shuswap Watershed Council

The Shuswap Watershed Council (SWC) was established in 2014 as a watershed-based partnership that enhances water quality and safe recreation in the Shuswap. There are up to 18 SWC members that represent three regional districts, two municipalities, the Secwepemc Nation, two provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group. It works alongside organizations that have regulatory roles in managing the Shuswap watershed, complementing their work and carefully avoiding duplication. Its primary mandate is to enhance, protect, and advocate for water quality in the Shuswap watershed.

### About the Shuswap Waterfront Owners Association

The Shuswap Waterfront Owners Association communicates with and advocates for the rights of waterfront property owners with the goal of protecting lakeshore environment and fostering respect for, and quiet enjoyment of, all beachfront areas on the Shuswap and surrounding lakes. SWOA has a membership of over 1350 representing 568 properties.

### About the Columbia Shuswap Invasive Species Society

The Columbia Shuswap Invasive Species Society (CSISS) is a non-profit organization dedicated to preventing and managing the spread of invasive species within the Columbia-Shuswap region. We work with government partners, non-profit organizations and interested parties to document, control and educate the public about the seriousness and impact of invasive species.

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3	Old business: Draft summary of the WPAC meeting, November 4 <sup>th</sup> 2021	9:15

**Water Protection Advisory Committee Meeting  
Thursday November 4, 2021 | 9:00AM – 11:00AM  
Online Meeting**

Draft meeting summary as at November 9, 2021

**Meeting objectives**

1. Finalize changes to the Water Quality Grant Program for a fall intake
2. Share information

**Attendance (committee members)**

Lindsay Benbow, Ministry of Agriculture, Food and Fisheries  
Carolyn Farris, Horse Council BC  
Kym Keogh, Ministry of Environment and Climate Change Strategy (from 9:30AM)  
Robyn Laubman, Splatsin  
Lorne Hunter, Agriculture – dairy/retired and SWC community representative  
Ben Van Nostrand, Columbia Shuswap Regional District (to ~10:00AM)

**Staff**

Mike Simpson, Shuswap Watershed Council c/o Fraser Basin Council  
Erin Vieira, Shuswap Watershed Council c/o Fraser Basin Council

**Meeting Outcomes**

1. Meeting summaries from May 27 and July 9, 2021 were approved
2. Changes to the Water Quality Grant Program were agreed to for a fall intake

**Summary of discussions, decisions and action items**

**1. Welcome, Introductions, Agenda and Objectives**

Mike Simpson welcomed everyone and thanked them for their time. Secwepemc territory (or the territory where participants are located) was acknowledged. The agenda was reviewed and accepted as presented.

**2. Previous Meeting Summaries**

The WPAC meeting summaries from May 27, 2021 and July 9, 2021 were approved. All action items are complete, in progress or on today's agenda.

**3. Changes to the Water Quality Grant Program**

The changes proposed to the program discussed at the May 27, 2021 WPAC meeting were received by the Shuswap Watershed Council at their meeting on June 8, 2021. At the Shuswap Watershed Council meeting of September 8, 2021, a motion was passed to adjust the timing of the Water Quality Grant Program and to endorse the proposed edits from the WPAC.

These proposed edits to the Water Quality Grant Program were distributed in advance of today's meeting. They were reviewed, discussed and modified by consensus. The final version of the Water Quality Grant Program for a fall 2022 intake is named *SWC Grant Program Guide and Application Form FALL 2021 – final.docx* and circulated with this meeting summary.

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The following was suggested to help promote the program:

- Ensure ads show up in Vernon Morning Star as well as other publications, as that serves a portion of Shuswap watershed
- All WPAC members circulate among your membership and network
- Kamloops Okanagan Dairy Association (KODA) annual general meeting is coming up on November 17, SWC staff could reach out to Henry Bremer to see about raising awareness of the program
- Reach cattlemen through either BC Cattlemen's Association (BCCA) or Werner Stump of North Okanagan Livestock Association (NOLA)
- Reach out to poultry farmers, Ray Baylis
- Lindsay will connect SWC staff with Organic BC
- Robyn will connect SWC staff with Dudley Colter, Splatsin communications staff
- Consider social media posts, or hosting a webinar about the grant program

#### 4. Other Items, Next Steps

##### *a) Update on Projects Funded*

Project	Project type	SWC \$ funding	Status
FRISP/Splatsin Development Corporation (2020)	Fencing	\$18 200	\$8200 advanced. Unsure of status; last update was that contact was being made with potential farms.
Lakeland Farms (2020)	Cover crop	\$7350	Complete, paid out. Report posted <a href="#">here</a> .
Hillside Dreams (Voth) Livestock grazing amendments (2021)	Livestock grazing amendments	\$7913	Complete, paid out.
Trinity Dairies (Van Dalfsen) (2021)	Field drainage	\$18 840	Agreement signed, 50% of funds advanced.

##### *b) Phosphorus Action Plan*

Mike shared the outline of the P action plan that is being developed. It is a non-regulatory action plan that will summarize various initiatives already in place for P reduction and management, as well as recommended but not mandatory actions that various sectors, individuals and homeowners can take. Next steps are to circulate the framework to governments and key organizations for their feedback and write the plan by March 2022. It was suggested to ask whether this concept could be presented at the upcoming KODA annual general meeting, and it was suggested this could be more of a toolkit than action plan if the actions are not mandatory.

##### *c) Funding Opportunities*

SWC staff have recently become aware of a program called [Farmland Advantage](#). This is not a typical program where farms or other organizations apply for funds. Rather, the opportunity could be for SWC to contribute funds to them and ask them to deliver their ecological goods and services program with a specific focus (i.e., water quality and P reduction) in the Shuswap. Discussion raised the following points:

- Some benefits would exist, such as it would access technical experts to work with applicants



Item No.	Agenda item	Time
3	Old business: Draft summary of the WPAC meeting, November 4 <sup>th</sup> 2021	9:15

- Drawbacks would be lack of local control, and it was noted that one key funder of Farmland Advantage is Healthy Watersheds Initiative (1 year funding)
- Could consider having Ione Smith, the staff lead present to a future WPAC or SWC meeting

It was agreed to evaluate these options in February 2022, based in part on the response and volume of applications to the SWC Water Quality Grant Program.

#### *d) Information Sharing*

The following was raised:

- Robyn asked about the status of the attainment monitoring for the water quality objectives on the Salmon River. Kym noted that a consultant has been hired to finalize the reporting, and she expects a draft report by January 2022.
- Carolyn noted that the [Manure Mavens](#) is a network of experienced members of the equine and livestock sectors to help landowners deal with questions about manure and its management
- Robyn noted that Living Lakes Canada recently hosted three webinars about Indigenous links to water, she and Kukpi7 Wayne Christian presented and it can be viewed [here](#)
- Lindsay inquired about any updates on the fertilization of Adams Lake to improve productivity for salmonids; no update was available but she was encouraged to connect with either Adams Lake Indian Band or Secwepemc Fisheries Commission

#### **ACTION ITEMS:**

Item	Responsibility	Date
Connections to be made to promote water quality grant program: <ul style="list-style-type: none"> <li>▪ Lindsay connect staff with Organic BC</li> <li>▪ Robyn connect staff with Dudley Colter</li> </ul>	Lindsay, Robyn	Nov 15
Share <a href="#">Cover Crop report</a> with your colleagues, peers	Everyone	Ongoing
Schedule next meeting with a doodle poll	Mike	January
Update evaluation procedures for grant program	Mike	January
Circulate grant program applications in advance of next meeting, evaluation procedures, score sheet	Mike	At least one week before next meeting

#### **Next Meeting**

TBD – mid to late February 2022. Main agenda items will be as follows:

- Review funding applications and make recommendations to SWC
- Evaluate funding program options, such as engaging with Farmland Advantage

Item No.	Agenda item	Time
4	Old business: Draft summary of the WMG meeting, November 18 <sup>th</sup> 2021	9:15

**Shuswap Water Quality Monitoring Group**  
**November 18<sup>th</sup> 2021 • 1:00 - 3:30 PM**  
**Virtual meeting held via 'Zoom'**

Draft meeting summary as at November 26<sup>th</sup> 2021

**Attendance**

Scott Beppe - Columbia Shuswap Regional District  
Priscilla Cheung - First Nations Health Authority  
Sue Davies-McGill - Columbia Shuswap Invasive Species Society  
Aaron Gillespie - Secwepemc Fisheries Commission  
Joni Heinrich - Village of Chase  
Connie Hewitt - Regional District of North Okanagan  
Hamish Kassa - Columbia Shuswap Regional District (*from 2:05 pm*)  
Kym Keogh - BC Ministry of Environment & Climate Change Strategy  
Robyn Laubman - Splatins First Nation  
Colan Morrow - District of Sicamous (*from 2:45 pm*)  
Rob Niewenhuizen - City of Salmon Arm  
Diana Tesic-Nagalingam - Interior Health  
Lucie Thomson - BC Ministry of Environment & Climate Change Strategy

Erin Vieira - Fraser Basin Council (SWC program manager)  
Mike Simpson - Fraser Basin Council (SWC program manager)

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**Summary of discussions and action items**

Erin welcomed all present. Secwepemc Territory was acknowledged, a round of introductions took place.

The draft summaries of the last two meetings (regular bi-annual meeting held on March 2<sup>nd</sup> 2021, and a special meeting held on June 29<sup>th</sup> 2021) were approved without any revisions.

**1. 2021 Shuswap watershed water quality monitoring**

A spreadsheet containing details of various organizations' water quality monitoring programs for 2021 was reviewed on screen. Participants confirmed their monitoring programs were carried out in 2021 as planned; any changes to monitoring plans were captured in the spreadsheet.

Kym noted that some late-season water samples will be lost due to delays associated with shipping samples for lab analysis (due to weather and highway closures).

Rob noted that the City's partnership with BC MOE for impact assessment monitoring has changed; the City will contract out that monitoring program going forward.

Sue noted that in addition to the early detection monitoring plans for Zebra and Quagga Mussels that were discussed at the Water Monitoring Group (WMG) spring meeting, an additional eight sites in the Shuswap were monitored for adult ZQM this year by the Stronger BC Teams.

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4	Old business: Draft summary of the WMG meeting, November 18 <sup>th</sup> 2021	9:15

Erin briefly reviewed the \$5000 algal bloom response fund that was established by the SWC in Spring 2021. The fund was not needed this season.

Participants briefly reviewed the Shuswap Watershed Algal Bloom Response Plan. The Plan did not need to be enacted this season. Lucie commented that the BC MOE has developed a map portal as part of the provincial Algae Watch website. She also remarked that the Algae Watch website was successful this year, the Ministry received many submissions through the site.

Action: Erin will add the Algae Watch Map Portal as a resource to the Algal Bloom Response Plan (Section 3.3). The SWC will continue to promote the Algae Watch website as a useful public tool.

*Complete*

## **2. Terms of Reference**

Erin brought up the Water Monitoring Group Terms of Reference (TOR) on screen. She explained that the document was written in 2016 and was in need of some updates. Suggested revisions to the TOR were reviewed and approved by the group.

Action: Erin will distribute the updated Terms of Reference to all WMG members.

*Complete*

## **3. 2020 Shuswap Water Quality Summary Report**

Erin brought up the 2020 Shuswap Water Quality Summary Report on screen. The report was completed in July 2021, and circulated broadly including to all WMG members and to their respective organizations' offices. She thanked WMG members for their contributions to the report.

It was suggested for the 2021 report (anticipated June/July 2022) that a summary and explanation of CABIN monitoring (Canadian Aquatic Biomonitoring Network) be included. It was also suggested that the summary again include information about how to access the Provincial Algae Watch website.

## **4. SWC Phosphorus Action Plan**

Mike introduced a new initiative by the SWC, the development of a Phosphorus Action Plan which is identified in the SWC's Strategic Plan for 2021-26 (under Goal 1: ... *maintain and improve water quality in the Shuswap*). He explained the purpose of the Plan as being a single document that will bring together existing, disparate regulations for phosphorus as well as new, innovative and proactive solutions. The Plan will present a range of solutions for phosphorus loading to surface waters, for every target audience. Mike explained that, since the SWC is not a regulatory body, there won't be any enforceable actions in the Plan however it is meant to encourage and facilitate reduced phosphorus loading to surface waters.

Mike briefly reviewed the framework of the Plan, and explained that he will reach out to some of the WMG members for input to the Plan.

## **5. Water Quality Grant Program**

Mike announced that the SWC's Water Quality Grant Program has just opened for a third round of intakes since the Grant Program was introduced in early 2020. Agri-businesses, hobby farms, and other land

Item No.	Agenda item	Time
4	Old business: Draft summary of the WMG meeting, November 18 <sup>th</sup> 2021	9:15

owners in the Shuswap watershed are invited to apply for grant funding to go toward projects to better manage nutrients in the soil and on the landscape, to achieve the ultimate goal of reducing phosphorus-loading to creeks and rivers in the Shuswap thereby protecting water quality. Mike explained eligibility criteria, and explained some examples of suitable projects include riparian planting, riparian exclusion fencing, flood protection, new grazing regimes, planting cover crops, and manure and effluent management.

Prospective grant applicants can visit [www.shuswapwater.ca](http://www.shuswapwater.ca) to find a Program Guide and application form. Applicants are encouraged to phone Mike to discuss their project idea.

## **6. Request to WMG from the Shuswap Watershed Council: post-wildfire monitoring**

Erin explained that the SWC specifically requested that the WMG members discuss the potential impacts to water quality from the 2021 wildfire season. She relayed that the SWC is particularly concerned about the White Rock Lake Fire and how it could impact the Salmon River. The question was posed to the group: is anyone planning any special post-wildfire monitoring, and if not should a special program be proposed?

Lucie suggested that a good starting point would be to look at literature about wildfires and water quality; it is a topic that has been extensively studied. One of the prevailing observations has been increased sedimentation and turbidity in burned watersheds.

Kym explained that the BC MOE has an Emergency Response Group that includes a team of Impact Assessment Biologists; she provided contact information for a staff person. Lucie commented that the existing monitoring site on the Salmon River (monitored by BC MOE staff) will capture some of the effects of the White Rock Lake fire on Salmon River water quality; she elaborated that this site is monitored once every two weeks, which is not ideal for capturing the range of impacts during spring freshet and high flow events.

Aaron Gillespie commented that it would be ideal to see a map of the Salmon River watershed overlaid with a map of the White Rock Lake fire boundaries. He also remarked that Secwepemc Fisheries Commission is monitoring the Salmon River in late summer, during the salmon return (he clarified this is not the period where the fire impacts would most likely be prevalent, during high flow events and spring freshet). Aaron noted that Secwepemc Fisheries Commission has mapping capacity and will develop this map of 2021 wildfires with the Shuswap watershed boundary.

Action: Lucie will forward some literature to Erin for information.  
**Complete**

Update November 24<sup>th</sup> 2021: Lucie provided a map to Erin that illustrates the Salmon River watershed and the White Rock Lake fire. 5.3% of the watershed was burned in 2021; 7.4% has burned since 1996.

## **7. Request from Shuswap Environmental Action Society (SEAS)**

Erin relayed to the group that SEAS would like to update a 2016 report on an assessment of Adams Lake watershed glacier assessments. SEAS can manage the project but is asking the SWC for financial assistance, no more than \$500. Erin clarified that this request is not in the SWC workplan and budget for 2021-22, and that the SWC wanted to seek a recommendation before approving the request. WMG members indicated their support for the project, saying it's a small cost and is a very important and

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4	Old business: Draft summary of the WMG meeting, November 18 <sup>th</sup> 2021	9:15

relevant study even if it is a little out of scope with the SWC's mandate at this time. Mike pointed out that the SWC Strategic Plan includes considerations for climate change, and suggested that the SEAS proposal is relevant.

Action item: staff will recommend to the SWC that they approve the request for financial assistance for SEAS' Adams Lake Glacier Assessment report.

## **8. Roundtable updates**

Hamish confirmed that the CSRD's beach monitoring program went ahead as planned in 2021. He also remarked that the CSRD's Liquid Waste Management Plan is under review and there may be some changes to it as a result of the review. Furthermore, Hamish expressed his support of the SWC's Phosphorus Action Plan in development. He suggested that installing continuous data loggers (monitoring devices) in the Salmon River and Shuswap River could be a recommendation in the P Action Plan.

Rob commented that water usage in the City of Salmon Arm increased significantly during the heat dome event this summer; there were concerns for fire suppression capacity during low water when the reservoir was low. The City hired a student to help develop a Water Conservation Policy - one of the next stages will be universal water metering in the City (timeline for this is yet unknown). He also commented that the City hired additional operators at the Water Treatment Plant. The Waste Water Treatment Plant Pilot Study is complete, construction for the expansion will be underway in four to five years.

Kym Keogh stated that the Salmon River attainment monitoring program done in 2016-2018 is now being reported on; the report should be ready in early 2022. The purpose of the attainment monitoring program is to compare the ambient water quality in the Salmon River to Water Quality Objectives that were developed for the river in the late 1990s. Erin remarked that the SWC is looking forward to seeing the report; the SWC provided funding for the attainment monitoring program in 2016-2018.

Sue commented that they are waiting for the results of their late season Zebra and Quagga Mussel early detection monitoring program. All known samples for ZQM were found to be negative (no mussels detected).

## **9. Next Meeting**

The next meeting will take place in late February or early March 2022. Erin will seek a date a few weeks in advance.

**Meeting adjourned at 3:30.**

Item No.	Agenda item	Time
5	Report from Program Managers: financial update to end of second quarter	9:25

**Program Managers' Report: Financial update to the end of the second quarter  
(April 1<sup>st</sup> - September 30<sup>th</sup> 2021)**

REVENUE (*no change since last report*)

Source	(\$)
Surplus (from March 31 <sup>st</sup> 2021)	69,072
Operating Reserve	198,995
<i>Per Contribution Agreement:</i>	
CSRD Areas C, D, E, F and District of Sicamous	97,200
TNRD	32,590
City of Salmon Arm	24,320
Adams Lake Indian Band	790
<i>Contribution from partner:</i>	
Shuswap Lifeboat Society	3200
<b>Total revenue</b>	<b>426,167</b>

EXPENSES

Program (per 2021-22 work plan) (April 1 <sup>st</sup> - Sept 30 <sup>th</sup> 2021)	Budget (\$)	Expense (\$)
Water Quality Monitoring	32,950	15,607
Water Quality Protection	111,650	23,633
Zebra & Quagga Mussel Prevention	42,750	34,903
Safe Recreation	21,550	20,668
Communications, Engagement, & Advocacy	48,100	22,671
Management & Administration	41,500	16,427
<b>Sub-total Program Operations Expenses</b>	<b>298,500</b>	<b>133,909</b>
Operating Reserve	127,667	0
<b>Total expenses</b>	<b>426,167</b>	<b>133,909</b>

Item No.	Agenda item	Time
6	New business: Request for financial assistance for glacier study	10:10

### **Request from the Shuswap Environmental Action Society**

The Shuswap Environmental Action Society (SEAS), led by Jim Cooperman, is seeking to update a project they led, the *Adams Lake Glacier Assessment Project Report* (authored by Forsite, July 2016). Updating the report will improve understanding regarding the rate of melt for Shuswap glaciers. SEAS has stated that the eventual melting of glaciers will have devastating consequences for the watershed, and the study will help decision makers prepare for the changes. The cost of the analysis and updated report (contracted to the same consultant, Forsite, by SEAS) is \$500. Jim Cooperman has asked the SWC to contribute to the expense; he has also approached Adams Lake Indian Band and Thompson Rivers University with the same request for financial assistance; Mr. Cooperman has suggested that the SWC's share of the expense would be \$200.

Staff brought the request to the Shuswap Water Monitoring Group (WMG) meeting on November 18<sup>th</sup> 2021; the WMG members were in support of the request.

**MOTION** to approve the request for financial assistance, up to \$500

Item No.	Agenda item	Time
7	New business: Memo from Governance Committee re: SWC Terms of Reference	10:10

## MEMORANDUM

To: Shuswap Watershed Council members  
 From: SWC Governance Committee  
 Date: November 22<sup>nd</sup> 2021, for December 8<sup>th</sup> SWC meeting  
 Re: Updates to SWC Terms of Reference

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The SWC Terms of Reference have been under revision since early 2021. At the March 10<sup>th</sup> 2021 SWC meeting, an *ad hoc* Governance Committee was established to develop recommendations to the Terms of Reference (current version, V.6) regarding SWC membership and decision-making. The committee included Chair Paul Demenok, Director Rhona Martin, Director Rene Talbot, Councillor Steven Teed who was then succeeded by Dave Nordquist on the committee, and Sharon Bennett. The Committee was supported by SWC staff.

The committee met on April 14<sup>th</sup>, and again on November 16<sup>th</sup>. Staff had prepared the following discussion questions for the Committee:

1. Can First Nations membership on the SWC be improved? Is Pespesellkwe the right organization to make appointments to the SWC representing Secwepemc communities?
2. Should there be additional provincial government agency participation in the SWC? Specifically, should the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development have a seat at the SWC table?
3. Should there be additional local government participation?
4. Should there be other organizations or perspectives represented at the SWC? Should the Community Representatives positions (there are currently up to four) at the SWC be re-framed to represent certain perspectives or organizations? [Note: the current Community Representative terms' will be complete on March 31<sup>st</sup> 2022.]

The following recommendations were developed by the Committee:

Recommendation #1A [with input from Pespesellkwe]: Each of the four Shuswap-area Secwepemc communities should have a seat at the table. Pespesellkwe will make appointments to SWC on behalf of Adams Lake Indian Band, Little Shuswap Lake Band, Neskonlith, and Splitsin.

Recommendation #1B: Syilx Nation, Okanagan Nation Alliance, and/or Okanagan Indian Band, and Secwepemc Fisheries Commission will be invited to participate in the SWC's technical tables, as appropriate.

Recommendation #2: Direct staff to seek the right person from the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development to participate on the SWC.

Recommendation #3: No change to local government participation, the current representation is satisfactory.



Item No.	Agenda item	Time
7	New business: Memo from Governance Committee re: SWC Terms of Reference	10:10

The Committee did not reach a recommendation on the following consideration, and therefore invites input from the entire SWC:

- Whether there should be other organizations or perspectives represented at the SWC, or whether the Community Representative positions at the SWC should be re-framed to represent certain perspectives or organizations; if so what would be the criteria?

**Motions needed:**

1. Finalize changes to the Terms of Reference
2. Direct staff to seek Expressions of Interest for Community Representative positions (whether re-framed, or not), to begin April 1<sup>st</sup> 2022, working with a selection committee as needed. Short-listed candidates will be invited to the SWC meeting on March 9<sup>th</sup> 2022.

Item No.	Agenda item	Time
8	New business: Proposed revisions to SWC Terms of Reference (V.6)	10:10

## Shuswap Watershed Council Terms of Reference

Version 6 as at April 1<sup>st</sup> 2021 - Proposed revisions in **highlight**

### 1. Introduction

The Shuswap Watershed Council (SWC) was established in 2014 as a watershed-based partnership to enhance water quality and safe recreation in the Shuswap. The SWC is a collaborative, non-regulatory group. It works alongside organizations that have regulatory roles in managing the Shuswap watershed, complementing their work and carefully avoiding duplication.

During 2014 – 2015, the SWC developed new programs and work was done to ratify the governance and funding model. In 2016, the SWC began implementing programs for water and safe recreation, according to a five-year plan for 2016 - 2021. As of April 1<sup>st</sup> 2021, the SWC is implementing its [Strategic Plan for 2021 - 2026](#).

This Terms of Reference sets the governance framework for the Shuswap Watershed Council.

### 2. Shuswap Watershed Council Purpose

The SWC provides direction to the creation and implementation of its programs for water quality, safe recreation, invasive species prevention, public engagement and communications, and advocacy, as set out in [the Strategic Plan for 2021 - 2026](#).

### 3. Shuswap Watershed Council Role

The roles of the SWC are to:

- Increase collaboration of all relevant interests in the Shuswap watershed
- Provide direction and oversight for the implementation of its programs
- Monitor risks and quality of program implementation, and provide course corrections as needed
- Approve budgets and annual reports
- Receive scientific and technical input, and approve plans and budgets (as appropriate) from the Water Quality Monitoring Group and the Water Protection Advisory Committee for implementing the water quality program.

All SWC members sign and abide by a guiding [Principles Document](#).

### 4. Shuswap Watershed Council Membership

The SWC is comprised of up to **21** members:

Columbia Shuswap Regional District	4 members (Areas C, D, E, F)
Thompson-Nicola Regional District	2 members
City of Salmon Arm	1 member
District of Sicamous	1 member
Secwepemc Nation	<b>4 members</b>
North Okanagan Regional District	2 members
BC Ministry of Environment and Climate Change Strategy	1 member

Item No.	Agenda item	Time
8	New business: Proposed revisions to SWC Terms of Reference (V.6)	10:10

BC Ministry of Agriculture, Food, and Fisheries	1 member
BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development	1 member
Community Representatives (public)	up to 4 members

#### 4.1 Recommendations and Appointments

Recommendations to the SWC are made as follows, and appointed by the CSRD Chair<sup>1</sup>:

- Members from regional and municipal governments must be elected officials
- Representatives from the CSRD are those directors representing Areas C, D, E and F
- Representatives from the Secwepemc Nation are recommended by Pespesellkwe
- Other than the CSRD, representatives from regional and municipal governments are recommended to the SWC at the discretion of their respective Council or Board
- Representatives from provincial agencies are recommended to the SWC by their respective agency
- Community representatives are recommended to the SWC through a process of evaluating Expressions of Interest.

#### 4.2 Community representatives

Community representatives must:

- Be prepared to commit time and energy to participate on the SWC without remuneration
  - Travel expenses will be compensated at a rate of \$0.50/km (See Article 10)
- Be committed to examining issues and ideas objectively

The participation of a community representative on the SWC includes:

- Attendance at quarterly meetings, held within the Shuswap area or held virtually with remote participation (see Article 11)
- Serving for a three-year term
- Receiving and responding to communications by e-mail.

It is desirable for a community representative on the SWC to show that he or she:

- Has a demonstrated track record of commitment to the community, and/or
- Has experience working in a collaborative setting, and/or
- Resides in the Shuswap watershed.

#### 4.3 Terms

Members' terms are as follows:

- Representatives from regional, First Nation, and municipal governments serve one-year terms, and may be recommended for subsequent terms at the discretion of their respective Council or Board

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<sup>1</sup> This conforms with CSRD Bylaw 5705 that establishes the Shuswap Watershed Council Service (refer to Bylaw Article 7 for more information)

Item No.	Agenda item	Time
8	New business: Proposed revisions to SWC Terms of Reference (V.6)	10:10

- Representatives from provincial agencies and the public serve 3-year terms with the option to renew after three years.

#### 4.4 Chair and Vice Chair

The SWC will elect a Chair and Vice Chair from among its members for one-year terms (see Article 6)

### 5. Decision Making

The SWC makes decisions by consensus whenever possible.

#### 5.1 Voting rights

When a vote is required, rights are granted on the following basis:

- All rights (i.e., financial and non-financial decisions) are granted to elected officials or their alternates representing organizations that make a financial contribution (see Article 10)
- Voting on non-financial issues is granted to representatives from the Okanagan Nation, the North Okanagan Regional District, and the community
- Representatives of provincial agencies do not have voting rights.

#### 5.2 Financial and Non-financial decisions

Financial decisions are made by vote as follows:

- Quorum for financial decisions is 75% of SWC membership with financial voting rights
- Financial decisions are made by two-thirds majority of those present with financial voting rights.

When a vote is required, non-financial decisions are made as follows:

- Quorum for non-financial decisions is 50% of SWC membership with voting rights
- Non-financial decisions are made by simple majority of those with voting rights.

#### 5.3 Casting votes

Each member with voting rights is assigned one vote. Participation in meetings, including voting, may take place via tele-conference.

#### 5.4 Alternates

The SWC will honour alternates set up by the members' organizations. Therefore, alternates are permitted for elected members of the SWC representing regional districts, municipalities, and the Secwepemc Nation. Alternates are selected by the respective organization. Community representatives and representatives of provincial agencies do not have alternates.

### 6. Chair and Vice Chair

The SWC will elect a Chair and Vice Chair from among its members for one-year terms.

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8	New business: Proposed revisions to SWC Terms of Reference (V.6)	10:10

### 6.1 Election of Chair and Vice Chair

Following the terms for non-financial decisions (per 5.2), the election of a chair and vice chair will take place as follows:

- Elections will take place at the first meeting of the calendar year, presided over by the program managers
- Chair and Vice Chair appointments are for one year
- Nominees for the positions of Chair and Vice Chair must be present at the meeting, or nominations may be submitted to the Program Manager in advance of the SWC meeting at which elections take place. The latter requires a letter of nomination from the nominator and a letter of acceptance from the nominee.
- Elections will take place by secret ballot, unless election is made by acclamation
  - If the meeting is being held virtually with remote participation, elections may take place by submitting votes via confidential emails or messages
- Election of Chair and Vice Chair is a non-financial decision, therefore simple majority is required for election and quorum is 50%.

### 6.2 Chair and Vice Chair Roles and Responsibilities

Further to the purpose and role of the SWC described in Article 3, the roles of the Chair are:

- Be an ambassador for the SWC and its programs
- Ensure Council members are aware of their roles and responsibilities
- Bring issues and correspondence before the SWC for discussion
- Be a spokesperson
- Chair SWC meetings
- Liaise with program managers on the following, but not limited to:
  - Setting meeting agendas
  - Key program deliverables and achievements
  - Controversial issues
- Collaborate with program managers on communications materials
- Approve invoices from the program managers.

The roles of the Vice Chair are:

- Support the Chair in the activities described above
- Act as Chair in the Chair's absence.

### 7. Liaise with Water Quality Monitoring Group and Water Protection Advisory Committee

The SWC will be supported by the Water Quality Monitoring Group and the Water Protection Advisory Committee, each of which have their own committee Terms of Reference. From time to time, the SWC may refer information or requests to the Monitoring Group or Advisory Committee for discussion and recommendations.

Summaries from the Monitoring Group and Advisory Committee meetings will be included in SWC agenda packages, to be received for information.

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8	New business: Proposed revisions to SWC Terms of Reference (V.6)	10:10

## 8. Comments in Public or the Media

Council members should refer all questions and inquiries from the media to the Chair, Vice Chair or program managers. When speaking publically, Council members must convey the interest of the SWC.

## 9. Term

The term for this document is April 1<sup>st</sup> 2021 - March 31<sup>st</sup> 2026. The Terms of Reference are subject to revision.

## 10. Funding and Compensation

The Contribution Agreement sets out the financial contributions from the funders<sup>2</sup>.

Community representatives will receive compensation for travel expenses incurred for attending SWC meetings at a rate consistent with BC Government travel and reimbursement rates.

All other SWC members or their respective organizations will fund their expenses related to their participation.

## 11. Shuswap Watershed Council Administration

- The SWC will meet quarterly
- Meeting dates will be convenient to the majority of the members
- Meeting dates will be set for a calendar year, early in that year
- Meetings will be open to the public and advertised in a manner consistent with CSRD Bylaw 5648, Regional District Board and Committee Procedures Bylaw
- Meetings may take place virtually, with remote participation (e.g., Zoom Meeting)
- The program managers will be responsible for:
  - Preparing meeting agendas, with the Chair and Vice Chair, and distributing meeting materials
  - Recording decisions and action items, and preparing meeting summaries
  - Making arrangements for meeting venues and refreshments.

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<sup>2</sup> See [Shuswap Watershed Council Contribution Agreement 2021 - 2023 SIGNED.pdf](#)

Item No.	Agenda item	Time
9	New business: Proposed SWC meeting schedule for 2022	10:10

### Shuswap Watershed Council proposed meeting schedule for 2022

	Date	Draft agenda
4 <sup>th</sup> quarter (2021-22)	March 9 <sup>th</sup> 2022	<ul style="list-style-type: none"> <li>• Election of Chair and Vice Chair</li> <li>• 2022-23 work plan presentation and approval</li> <li>• Review, selection of new/renewed Community Representative seats</li> <li>• Financial and program operations update</li> <li>• New business</li> </ul>
1 <sup>st</sup> quarter (2022-23)	June 8 <sup>th</sup> 2022	<ul style="list-style-type: none"> <li>• Financial and program operations update</li> <li>• 2020-21 Annual Report presentation</li> <li>• New business</li> </ul>
2 <sup>nd</sup> quarter	September 21 <sup>st</sup> 2022	<ul style="list-style-type: none"> <li>• Financial and program operations update</li> <li>• New business</li> </ul>
3 <sup>rd</sup> quarter	December 8 <sup>th</sup> 2022	<ul style="list-style-type: none"> <li>• Financial and program operations update</li> <li>• New business</li> </ul>

Meetings are held on a date most convenient to the SWC members, which falls on the second Wednesday of the month in the months of March, June, September, and December EXCEPT for the September meeting in 2022 which will be held on the third Wednesday of the month due to the Union of BC Municipalities Conference (see below).

Meetings will be held via 'Zoom' until such time it is safe to meet again in person, in which case the meetings will be held at the Columbia Shuswap Regional District Boardroom.

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#### Other important dates that will affect some SWC members:

Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show: June 2<sup>nd</sup> - 5<sup>th</sup> (Regina, SK)

Union of British Columbia Municipalities (UBCM) Annual Convention: September 12<sup>th</sup> - 16<sup>th</sup> (Whistler, BC)