

**SUNSHINE COAST REGIONAL DISTRICT
CHAPMAN WATERSHED DRINKING WATER SOURCE PROTECTION
TECHNICAL WORKING GROUP MEETING NO. 1
APRIL 13, 2011**

DRAFT MINUTES FROM THE CHAPMAN WATERSHED DRINKING WATER SOURCE PROTECTION TECHNICAL WORKING GROUP MEETING HELD AT THE FIELD ROAD OFFICE OF THE SUNSHINE COAST REGIONAL DISTRICT

Stakeholders Present:	AJB Investments BC Parks Fisheries and Oceans Canada Ministry of Energy and Mines Ministry of Forest Lands and Natural Resource Operations/BC Timber Sales Sechelt Community Projects Inc. SCRD Planning Department SCRD Board SCRD NRAC Sunshine Coast Conservation Association Tetrahedron Outdoors Club Vancouver Coastal Health	Mark Rogers Dylan Eyers Grant McBain Maryann Bouffard Jim Dunkley Brian Smart David Rafael Donna Shugar Marina Stjepovic Dan Bouman Reynold Schmidt Tim Adams
Regrets:	Western Forest Products	Stuart Glen
SCRD Present:	GM Infrastructure Services Engineering Technician Recording Secretary HB Lanarc Consultant Public	Bryan Shoji Monte Staats Joanne Bullock Vince Verlaan 2

CALL TO ORDER 09:34AM

AGENDA

Vince Verlaan of HB Lanarc facilitated this meeting.

1. Purpose

Vince provided a brief outline of the purpose of this first working group meeting.

- Establish a solid foundation for completing our tasks
- Review recent past and future steps
- Get to know each other and the acronyms

- Set a few ground rules for success
- Agree on timeline and tasks
- Review agenda

2. Introductions

Technical Work Group members introductions were made through an ice breaker exercise.

3. Why are we here?

This working group has been established by the SCRCD to enhance the protection of drinking water in the Chapman watershed. Watershed protection has been a priority of the SCRCD Board since it was first established in the 1960's. We are here today to address the hazards and risks that have been identified in the Chapman Creek watershed.

Bryan Shoji

The Chapman Creek is our main supply of drinking water on the Sunshine Coast, servicing approximately 90% of residents. There is strong community and Board support to protect all of our community watersheds. The Source Assessment Response Plan (SARP) is a legislated approach to further protect our water sources. The SARP is legislated under the Drinking Water Protection Act. The Regional Drinking Water Officer, Tim Adams, issued an Order to the SCRCD to develop the SARP.

The SCRCD continues to lobby provincial government and work with the Sechelt Indian Band to obtain authority to further protect our community watersheds. In 2006 a report prepared by Triton identified risks in the Chapman watershed.

Tim Adams

In 2005 I issued an Order to the SCRCD that they must complete a Source Assessment for the Chapman watershed to identify hazards and risks to drinking water. The Triton report was completed in 2006 which identified these hazards and risks. Another order was issued in 2008 to complete the SARP. The timeline of completion given to the SCRCD is April 1, 2012.

Bryan Shoji

The Order was issued by Tim Adams under the Drinking Water Protection act. This is the first official SARP in BC to be established under this Act as far as we know. The Source to Tap Assessment Guidelines, Module 8, lays out the requirements for completing the SARP. The first step, as per the Order, was to establish this working group and to write the Terms of Reference. The Terms of Reference were adopted by the SCRCD Board on January 13, 2011 and have been emailed to all members of this working group. Additional copies are available today as handouts..

Bryan gave a brief outline of his staff report dated December 21, 2010, entitled "Chapman Watershed Source Protection Technical Working Group Terms of Reference". He explained that many people want to be involved in this process. The Board and staff need to be sure that the process is transparent to garner trust from the public. As the

working group couldn't consist of everyone who would like to be involved, the SCRDR limited the membership to stakeholders and first nations with a physical presence in the watershed and/or the ability to implement management measures. The NRAC (Natural Resource Advisory Committee) role is to advise the Board on Natural Resource issues. It is an SCRDR citizen Advisory Committee which consists of 12 members. Our intent is to vet information from the Technical Working Group meetings through the NRAC for review and comments. Once we have our final draft report, we will then take this to the public for information.

Brian Smart

What does the SCRDR believe is needed at this time for protection of the watershed?

Bryan Shoji

The SCRDR are trying to eliminate any health hazards from our drinking water. This group will be focused on the SARP to satisfy the legislative requirements under the Drinking Water Protection Act.

Donna Shugar

It is the SCRDR's responsibility to protect our drinking water. We cannot just rely on the water treatment plant to provide us with clean drinking water. We should be protecting the source even before it reaches the treatment plant. The SCRDR has made it very clear over many years that as the purveyors of water on the Sunshine Coast, we should have authority over our watersheds. We have pursued this for a long time and will continue to do so. The SCRDR see ourselves as partners with the Sechelt Indian Band in the Joint Watershed Management Agreement and in this pursuit of local control over our community watersheds.

Brian Smart

If this group thinks that we can manage the risks identified without the SCRDR having control over the watersheds, will you be happy with that?

If the SCRDR has authority over the watershed, will they eliminate all industrial activity?

Donna Shugar

If the SCRDR were to gain authority over activities in the watershed, that authority would allow them to determine permitted activities within the watershed.

Bryan Shoji

No. The Board feels very strongly that the SCRDR should have authority as the water purveyor, however, having a solid watershed management plan in place will definitely be a huge asset.

4. Terms of Reference

All members present were provided with a copy of the Terms of Reference of the SARP Working Group. Bryan Shoji gave an overview of the Terms of Reference and allowed for questions. He explained that the SCRDR would expect to disband the working group around one year after completion of the SARP. This would allow for a year to monitor

the implementation of the SARP. The SCRD would like the working group's input into the scope of the RFP that goes out to retain a qualified consultant for this work. Bryan advised that the SCRD has been in contact with Julia Berardinucci of the Water Stewardship Division to nail down a representative for this working group. Unfortunately, we are still waiting for confirmation of who will represent the Water Stewardship Division of MOE.

Our intent is that you, as our working group, will bring your thoughts to staff. Staff will then take these to NRAC and ask for their comments, and eventually to the Board for any action items. Finally the results will be taken to the public for their input. To ensure that the broader community is well informed all through this process, we will be setting up a website specifically for this purpose.

Some discussion ensued over confidentiality of the working group. Are the individuals bound by the Terms of Reference as well as the organization they are representing?

Individual members cannot speak for the working group as a whole. If any information being provided at these meetings is considered confidential, staff will advise the working group and will ask any observers present to exit the room while the working group enters into an in-camera session. The minutes of these working group meetings will capture key points of discussion and any requested action items.

Donna Shugar asked everyone to refer to section 4.4 of the terms of reference. This section speaks to the responsibility of the group as a whole.

Mark Rogers

Section 4.4 should be re-worded to something along these lines. "The working group has been asked by the SCRD Board to consider the following when making decisions".

Staff explained that the terms of reference have been adopted by the Board. Only the Board can amend them.

ACTION: Staff to notify the Board of the request to change wording in Section 4.4 of the Terms of Reference to read "The working group has been asked by the SCRD Board to consider the following when making decisions".

The working group recessed at 10:42am and reconvened at 10:57am.

5. Declaration of Interests

Vince asked the working group members to speak openly and present their declaration of interests.

Mark Rogers Representing AJB Investments. Private property owners in and around the watershed.

Donna Shugar Representing SCRD Board. Also SCRD Director for Electoral Area

“D” – Roberts Creek. This is also where the intake is located. The commitment of gaining local control over our community watersheds is also in the SCR D Strategic Plan.

Dylan Evers BC Parks Representative. Manage the Tetrahedron Park which covers a large portion of the watershed. There is a 10 year old BC Parks Management Plan which has water protection in mind. Also has a provincial interest to represent.

Dan Bouman Representing the Sunshine Coast Conservation Association (SCCA). We seek protection for bio diversity in the Sunshine Coast region. Our biggest point of contact with the public is over drinking water. We also published a book titled “The Peoples’ Water”.

Jim Dunkley Although I am shown to represent BC Timber Sales, I do not work for them. I represent the Ministry of Forests Lands and Natural Resource Operations. I provide information to BC Timber Sales on behalf of the Ministry.

Tim Adams Representing Vancouver Coastal Health as the Drinking Water Officer for our region. I am here in a regulatory role. My goal here is to see that the plan is completed and accepted by the SCR D Board to manage the identified risks.

Brian Smart Representing Sechelt Community Projects. Inc. Interested in managing watersheds appropriately.

Dave Rafael Representing the SCR D specifically from a Planning and Development perspective. Also involved in the OCP (Official Community Plan) updates.

Reynold Schmidt Representing the Tetrahedron Outdoor Club. Goal is to improve our sanitation facilities around cabins and trails on the Tetrahedron.

Grant McBain Representing Fisheries and Oceans Canada. Here in a regulatory role to protect fish and habitat. The largest impact on our fish in Chapman Creek is water withdrawal.

Marina Stjepovic Representing SCR D NRAC. NRAC supports the SCR D where expert opinions may be needed on resource issues. Also represents the public and community interests.

Bryan Shoji Represents the SCR D specifically to carry out the work of the Board and satisfy the Health Order. Our interest is as water purveyors on the Sunshine Coast, ensuring water quality and quantity.

Monte Staats Represents the SCR D specifically to help manage tasks of this working group.

Vince Verlaan HB Lanarc Consultant retained by the SCR D to facilitate the SARP development process.

6. Ground Rules of Working Group

Vince spoke to the ground rules of the working group.

- Task oriented, efficient, focused
- Questions of clarification are always okay
- Respectful exchange of views
- Listening allows maximum learning

A simple set of tasks to follow direction of the SCRD Board. We need to decide the best way of making committee decisions and recommendations to the Board. Vince and SCRD staff will work on some suggested ways and send to the working group for their comment.

7. Process Guideline

We expect to have 5 meetings. There will be much work in between meetings to review work to date. The next task for the working group is to comment on the Draft RFP. April 30th is the deadline for receiving comments to Monte or Bryan to compile. The SCRD will then recruit a consultant and introduce them around the end of June 2011. The group will provide feedback to the consultant who will then produce a first Draft report in September 2011. There will then be a time for comment and response before a second Draft report is provided in October 2011. Again time for comment and response before being finalized for completion after which time the consultant will wrap up and the final report will be presented to the public for information.

Donna Shugar Where does the SCRD Board fit in with the timeline set in place? Will the draft report also be presented to the Board for comment?

Bryan Shoji Yes. The report will be presented to the Board before it is presented to the public.

Discussion ensued surrounding Module 8 of the Comprehensive Regional Drinking Water Source to Tap Assessment Guideline.

A summary of the Source Assessment report has been distributed to working group members. This shows all the risks identified in the original report. The full report is available to view on the SCRD website. The resulting table identifies the risks, but at this time they are not shown in any prioritized order. There have been many changes within the watershed since the report was completed in 2006. These changes will need to be considered when prioritizing the identified risks.

Brian Smart commented that he doesn't feel that forestry activity in the watersheds should be considered a high risk.

Bryan Shoji We will be dealing with all identified risks, not just the ones to be considered high priority. Much time has passed since the original report and priorities

change. We will not be re-writing the report, we will accept the table as written and must address all of these risks, but this does not stop us, as a working group from identifying and addressing further issues that we agree should be added to the table. The consultant will read the report and make recommendations based on all available information, not just the text shown in the table.

Further discussion ensued surrounding the risks identified and the prioritization of these risks.

Donna Shugar explained that this shows how the information and technology available to us is ever changing. What we considered to be `best management practices` in the 1950`s is very different to what we consider today. We will continue to find better management practices.

Bryan Shoji advised that the working group can add to the consultant's scope of work prior to going out to RFP. If there is anything you wish to be added or considered in the scope of work, please let staff know now. After we retain the consultant we do not want to renegotiate the scope of services.

8. DRAFT RFP

Vince advised that our first task as a working group is to review and comment on the Draft RFP.

Monte Staats As a working group our big part in the RFP process is in writing the scope of work. We can refine it to meet our needs. The SCRD will select the consultant through an internal review panel process, following SCRD purchasing procedures. Staff will then take recommendation to the Board to award the contract.

The specific areas we would like you to focus your comments on are sections **2.5, 4.1** and **4.2**.

Grant McBain wonders if we should take fish out of the equation at this stage as this process is relevant to drinking water, not fish. We could then address this part later.

Tim Adams added that water quantity is a key feature and fisheries is a major stakeholder.

Donna Shugar stated that mitigation of risk could have a substantial impact of fish values and we need to be aware of this.

Vince asked the working group members to take away and review the Terms of Reference and familiarize themselves with them. You should refer to these for reviewing the Draft RFP to ensure it is good before we send it out for proposals.

ACTION: We require written comments via email to bryan.shoji@scrd.ca by **4:00pm April 30, 2011**.

The RFP will then be issued by May 9, 2011. This will give staff around a week to incorporate comments and finalize the RFP.

The RFP will be placed on BC Bid. If there is a specific organization that working group members know has expertise in this field, they should inform Bryan Shoji and he will have an RFP package sent to this organization. The RFP will be on BC Bid and will be open to anyone who wishes to bid.

Any questions or clarification required in between working group meetings should be directed to Bryan Shoji..

Bryan Shoji ended the meeting by thanking everyone present for attending.

ADJOURNMENT 11:51 am.