

Council Meeting
March 13th 2024 • 9:30 AM – 1:10 PM
Columbia Shuswap Regional District Boardroom
555 Harbourfront Drive NE
Salmon Arm, BC

Record of Decisions and Action Items as at March 13th 2024
Approved on June 12th 2024

Meeting objectives

1. Receive update from program managers
2. Receive guest presentation from Columbia Shuswap Invasive Species Society
3. Approve Water Quality Grant Program applications for 2024-25
4. Discuss and approve SWC work plan and budget for 2024-25
5. Elect Chair and Vice Chair for 2024

SWC directors present

Jay Simpson, Chair – Columbia Shuswap Regional District, Area F
Natalya Melnychuk, Vice Chair – Columbia Shuswap Regional District, Area G
Maria Otting – Columbia Shuswap Regional District, Area D (*alternate director for Dean Trumbley*)
Rhona Martin – Columbia Shuswap Regional District, Area E
Debbie Cannon – City of Salmon Arm
Pam Beech – District of Sicamous (*via Zoom*)
Lee Morris – Thompson-Nicola Regional District (*alternate director for David Lepsoe*)
Reid Hamer-Jackson – Thompson-Nicola Regional District, City of Kamloops
Robyn Laubman – Splatstine Secwepemc (*from 11:15 am to 12:50 pm*)
Rick Fairbairn – Regional District of North Okanagan, Area D
Brian Schreiner – Regional District of North Okanagan, City of Enderby
Kym Keogh – BC Ministry of Environment and Climate Change (*via Zoom*)
Lindsay Benbow – BC Ministry of Agriculture & Food (*via Zoom*)
Kelly Chiatto – BC Ministry of Forests (*via Zoom*)
Kimm Magill-Hofmann – Community representative (*to 12:00 pm*)
Phil Owen – Community representative (*via Zoom*)

Erin Vieira and Alex de Chantal – Fraser Basin Council

Observers

Linda Franklin
Terry Robert
Allysa Hopkins
Kevin Skrepnek
Rob Solinger
Kelly Chiatto
Daniel Selbie
Clyde Mitchell

Regrets

Erik Kok
David Lepsoe
Dennis Einarson
Marty Gibbons
Howard Nordquist
Dean Trumbley

Guests

Robyn Hooper

- Call to Order** Chair Jay Simpson opened the meeting at 9:38 am. He acknowledged the meeting taking place on the historical and traditional lands of the Secwepemc and Syilx Peoples.
- Adoption of meeting agenda** **Moved/seconded** by Alternate Director Otting/Councillor Schreiner that:
The March 13th 2024 Shuswap Watershed Council meeting agenda be adopted.
CARRIED
- Adoption of meeting summary** **Moved/seconded** by Director Fairbairn/Alternate Director Otting that:
The December 13th 2023 Shuswap Watershed Council meeting summary be adopted.
CARRIED
- Correspondence** **Moved/seconded** by Director Martin/Councillor Cannon that:
The correspondence be received for information.
CARRIED
- Old business** **Moved/seconded** by Councillor Cannon/Kimm Magill-Hofmann that:
The draft summaries of the February 27th meeting of Water Monitoring Group and the February 28th meeting of the Water Protection Advisory Committee be received information.
CARRIED
- Report from Chair** Chair Simpson reported that the CSRD referendum regarding future taxation to support the future of the Shuswap Watershed Council was defeated on February 3rd. In light of this, the Chair asked staff to prepare different work plan and budget scenarios to reflect that the \$160,000 contribution from the CSRD will not continue. He commented that the SWC is an important organization and remarked that a future priority will be to secure new funding to keep the work going. Chair Simpson commented that he would like to discuss funding with the Regional District of North Okanagan. He remarked that 35% of the land base within the Shuswap watershed is within the RDNO, 38% is within the CSRD and 27% is within the TNRD.

Discussion:

Director Rick Fairbairn commented that he also participates on the Okanagan Basin Water Board (OBWB) on behalf of RDNO, and remarked that water is extremely important and the lakes are the centre-piece of summer recreation. He provided some historical context of the Regional District of North

Okanagan’s involvement in the Shuswap Watershed Council. RDNO has participated in the SWC since 2016, but not as a regular financial contributor although former Director Delisle contributed discretionary funds to the SWC. He expressed his support for the SWC going forward.

Director Martin commented on the very low voter turn-out at the CSRD referendum. She is willing to commit grant-in-aid funds to keep the SWC going.

Mayor Hamer-Jackson commented on the opportunity to seek more funding from other communities such as those within the TNRD.

Vice Chair Melnychuk commented on the importance of public assent for regional district services and taxation to support an organization like the SWC. She cited a few examples of regional governments that play an important role in water stewardship and water protection, such as the Okanagan Basin Water Board and the Regional District of Nanaimo. She remarked on the importance of the SWC to convene regional districts, First Nations, the Provincial and Federal government authorities and the opportunity to collaborate on core ideas.

The Chair thanked everyone for the comments and the discussion. He suggested a group of SWC members gather again soon to talk more about how to secure funding support for the SWC.

**Report from
Program Managers:
financial report to
end of third quarter
(December 31st,
2023)**

Ms. Erin Vieira, Program Manager, presented a financial report for the third quarter (April 1st – December 31st 2023):

Revenue for 2023-24 (no change from previous meeting):

Revenue sources	(\$)
2022-23 operational surplus	47,656
2023-23 funds allocated and carried forward to 2023-24 projects	53,004
<i>Per Contribution Agreement:</i>	
CSRD Areas C, D, E, F, G and District of Sicamous	160,000
TNRD	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1300
<i>Grant funding:</i>	
Transport Canada Boating Safety Contribution Program	24,025
Habitat Conservation Trust Foundation (confirmed)	0
Total revenue	379,585

Expenses shown on the next page ...

**Report from
Program Managers:
financial report to
end of third quarter
(December 31st,
2023)**

Budget and actual expenses to end of third quarter (April 1st – December 31st 2023):

Program	Annual budget (\$)			Q1 + Q2 + Q3 actual expenses (\$)		
	Expenses	Program 4gmt.. (labour)	Sub-total	Expenses	Program 4gmt.. (labour)	Sub-total
Water Quality Monitoring Program						
Shuswap Water Monitoring Group	0	7200	7200	0	3120.00	3120.00
Water monitoring expenses	21,900	2200	24,100	20,828.08	600.00	21,428.08
Annual Water Quality Report	7200	5800	13,000	8401.63	4840.00	13,241.63
Water Quality Protection Program						
Water Protection Advisory Committee	0	4200	4200	0	1960.00	1960.00
Water Quality Grant Program	118,464	9800	128,264	42,908.43	6320.00	49,228.43
Wetland Strategy	18,400	5600	24,000	2316.50	4106.67	6423.17
Climate change impact study (with TRU)	3000	600	3600	3000.00	280.00	3280.00
Zebra & Quagga Mussel Prevention Program						
Education and outreach campaigns	33,300	6600	39,900	34,248.30	5840.00	40,088.30
Safe Recreation Program						
Safety campaigns	20,000	10,000	30,000	12,612.73	4360.00	16,972.73
Communications, Public Engagement, & Advocacy						
Communications collateral	3250	6100	9350	2714.12	3440.00	6154.12
Public engagement and media	9650	17,400	27,050	7572.37	17,586.67	25,159.04
Advocacy	0	4200	4200	0	2453.33	2453.33
Administration						
Council meetings, work planning, staff liaise with Chair and Vice Chair	2600	20,800	23,400	915.22	16,260.00	17,175.22
Financial management and fund development	0	16,700	16,700	0	12,186.67	12,186.67
Sub-total expenses	237,764	117,200	354,964	135,517.37	83,353.33	218,870.70
Contribution to Operating Reserve			24,621			
Total budget for 2023-24			379,585			

Report from Program Managers: revised budget for 2023-24

Ms. Erin Vieira reported that staff received notification in late December about a successful grant application to Environment & Climate Change Canada. The Shuswap Watershed Council, c/o the Fraser Basin Council Society, is receiving \$40,000 to go toward the Shuswap Wetland Strategy. The budget is updated effective January 1st, 2024, as follows:

Revenue sources	(\$)
2022-23 operational surplus	47,656
2023-23 funds allocated and carried forward to 2023-24 projects	53,004
<i>Per Contribution Agreement:</i>	
CSRD Areas C, D, E, F, G and District of Sicamous	160,000
TNRD	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1300
<i>Grant funding:</i>	
Transport Canada – Boating Safety Contribution Program	24,025
Environment & Climate Change Canada – Fraser River Freshwater Ecosystem Initiative	40,000
Total revenue	419,585

The Wetland Strategy budget – a project in the Water Protection Program – is revised as follows (all other work plan and budget items remain unchanged):

Work plan items	Annual budget (\$)			Revised annual budget (\$)		
	Expenses	Prog. Mgmt.	Sub-total	Expenses	Prog. Mgmt.	Sub-total
Water Protection Program						
• Advisory committee	0	4200	4200	0	4200	4200
• Grant Program	118,464	9800	128,264	118,464	9800	128,264
• Wetland Strategy	18,400	5600	24,000	51,400	12,600	64,000
• Climate change impact study (with TRU)	3000	600	3600	3000	600	3600
Sub-total	139,864	20,200	160,064	172,864	27,200	200,064

Ms. Vieira clarified that some of the SWC budget toward the Wetland Strategy will go toward a year-end surplus as a result of being replaced by federal grant funds.

Report from Program Managers: program operations update

Ms. Erin Vieira, Program Manager, presented a program operations update since the last Council meeting held in December:

- The Water Quality Grant Program was open for applications from December 1st 2023 – January 31st 2024. The grant opportunity was

advertised widely across the Shuswap and communiques targeted the local agriculture community. Staff provided applicants with a detailed program guide and provided support and assistance over the phone. Eight applications were received by the Jan. 31st deadline.

- There are five projects funded through the Water Quality Grant Program in 2023-24, all are complete. Projects led by Rivershore Nursery, Crystal Lake Ranch, Shuswap Organics, Fresh Valley Farms, and Iron Horse Ranch.
- The Shuswap Water Monitoring Group met on February 27th. Great participation, with staff from 13 different organizations in attendance to discuss water monitoring plans in 2024 across the Shuswap.
- The Shuswap Water Protection Advisory Committee met on February 28th to review in detail the SWC Water Quality Grant Program applications; the committee recommends six projects with a total ask of \$59,960
- Phase 2 of the Shuswap wetland strategy is progressing thanks to a \$40,000 grant from Environment & Climate Change Canada. A contract was awarded to Associated Environmental Inc. through a competitive process; the consultants are working on refining GIS wetland data, conducting a literature review and producing a discussion paper, doing a wetland prioritization and classification exercise and a phase 2 Wetland Strategy report. Work will be complete by March 31st, 2024.
- Staff participated in the inaugural 'Okanagan-Interior Invasive Mussel Working Group' meeting on March 8th hosted by the Okanagan Basin Water Board (OBWB). The meeting featured workshop sessions to discuss and provide input to a regional strategy for the prevention, containment and management of invasive Zebra and Quagga Mussels; this work is being led by the OBWB.
- Staff worked with the Chair to write a letter to four Federal Ministers regarding long-term funding to the Province of BC to establish many more watercraft inspection stations around the perimeter of BC; the letter was sent on February 22nd
- Staff distributed two media releases: one on December 20th regarding the grant program and the other on February 22nd regarding a letter to the Federal government about funding for invasive mussel prevention and the establishment of more watercraft inspection stations
- Staff delivered a communications campaign throughout January leading up to the CSRD referendum. Communiques were approved by staff at Elections BC and were delivered by paid ads in newspapers, editorials, and social media campaigns. Staff will file a report with Elections BC per the requirements under the *Local Election Campaign Financing Act*.
- Staff prepared three different work plans and budgets for 2024-25, each suited to different revenue scenarios, for discussion and approval at this SWC meeting
- Staff are working on amending the Contribution Agreement with funders to reflect the funding amounts from partners in 2024-25.

Robyn Laubman entered the meeting via Zoom at 11:15 am

Guest presentation: Ms. Robyn Hooper, Executive Director of the Columbia Shuswap Invasive Species Society (CSISS), attended and gave an update on CSISS operations in 2023 with an emphasis on their aquatic program which included early-detection monitoring for invasive mussels at 15 sites in the Shuswap watershed and education and outreach to residents about aquatic invasive species.

Robyn Hooper, Columbia Shuswap Invasive Species Society

Ms. Hooper requested a total of \$27,500 from the Shuswap Watershed Council to contribute to CSISS operations in 2024, which is consistent with the financial contribution for the past two years: \$17,5000 for monitoring and \$10,000 for education and outreach.

Discussion:

Director Fairbairn asked how monitoring for invasive mussels is done. Ms. Hooper explained that staff use plankton tow nets to collect water samples that are tested in a lab for the presence of mussel larvae, and substrate samplers are deployed in the lakes in several locations at varying depths which provide a surface for adult mussels to attach to. She also explained that water bodies are selected via a framework and matrix established by the Province of BC that consider water quality attributes such as pH and temperature as well as recreational use. Shuswap Lake is ranked as a high priority lake by the Province of BC for invasive mussel monitoring.

Councillor Cannon asked about the current status of invasive freshwater clams in Shuswap Lake. Robyn explained that the clams have been found throughout the Salmon Arm of Shuswap Lake. CSISS continues to raise awareness of the issue however she acknowledged the Province of BC, who has jurisdiction for invasive species, has not reacted to the discovery of invasive clams with any management actions. Robyn commented that Clean-Drain-Dry practices limit the spread of invasive clams.

Chair Simpson thanked Ms. Hooper for her presentation and for the important work done by CSISS to prevent aquatic invasive species.

New business: Mr. Alex de Chantal, Program Manager, presented a brief overview of the Water Quality Grant Program purpose and how it is administered. He explained that the SWC Water Protection Advisory Committee reviewed the applications according to a set of defined evaluation criteria. He provided a brief overview of each of the eight grant applications and highlighted whether the advisory committee recommended each for funding or not. In summary, the committee recommends \$59,960 be awarded to six grant applicants.

Water Quality Grant Program

Discussion:

Councillor Cannon asked how the grant funding is distributed to recipients. Mr. de Chantal explained that staff first do a site visit with the grant recipient, then

set up a Contribution Agreement between the SWC and the recipient that lays out conditions of the grant funding and a payment schedule. 50% of the grant is advanced near the start of the project and the final 50% is paid upon completion and the provision of a final report with expenses and receipts to staff by the grant recipient.

Chair Simpson asked if fencing is a regulated requirement on farms. Lindsay Benbow indicated that under the *Agricultural Environmental Management Code of Practice*, there are various setbacks for livestock from a waterbody according to how the density of livestock in the area. Phil Owen clarified that fencing is required in cattle over-wintering confined areas but fencing in range and pasture are at the discretion of the rancher or farm manager.

Vice Chair Melnychuk inquired if the SWC should approve all the recommendations today or if some of the recommendations can be approved while others receive further investigation before approval – the two being the fencing projects.

Moved/seconded by Vice Chair Melnychuk/Councillor Cannon that:

Four grant applications (Scott and Brittny Syme; Gietema Farms; Sunnybrae Vineyards and Winery x2) be approved, and that the applications from the Czepils and Foxtrot Dairy be held back until we have more information about them.

Further discussion:

Director Martin asked what new information the SWC desires from the fencing project. Chair Simpson clarified that the SWC would like a better interpretation of the regulations before funding fencing projects.

Councillor Cannon expressed her concern about the SWC spending money on projects or actions that may be regulated requirements on farms.

Kym Keogh clarified that cattle are allowed direct access to a watercourse, per the *Agricultural Environmental Management Code of Practice*, and that fencing is a ‘best management practice’ but not a regulated requirement.

Director Martin emphasized that the SWC’s goal is improve water quality, and fencing helps protect water quality therefore it should support and approve these applications.

CARRIED (Director Martin and Councillor Beech opposed)

Action item:

Staff will follow up with all grant applicants to schedule site visits and enter into Contribution Agreements with the four approved projects. Staff will gather

more information about the two fencing projects and get clarity on agricultural regulations for fencing, and bring them back to the SWC via e-mail or at the June meeting for approval.

Kimm Magill-Hofmann left the meeting at 12:00 pm

**New business:
Work plan and
budget for 2024-25**

Erin Vieira explained that staff developed three different work plans and budgets for 2024-25: budget A is the fullest work plan with revenue from the Operating Reserve and sustained revenue from local government and First Nations partners except for the CSRD; budget B assumes no funding from local government or First Nations partners but does include the Operating Reserve as revenue and it accounts for new grant-in-aid funding; budget C is the leanest of the budgets with the Operating Reserve as the primary revenue for the year. Ms. Vieira commented that staff very recently received notification from TNRD administration that the \$53,600 funding from TNRD will continue in 2024-25. She presented budget B in detail.

Discussion:

Chair Simpson remarked that budget option B is a slight reduction from last year's budget. He also suggested that the SWC will need some time to address the funding gap beyond 2025.

Director Martin commented that Budget B has two sources of revenue that aren't confirmed: a grant from Transport Canada (\$24,000) and grants-in-aid. She suggested that in spite of this uncertainty, this is the best option and the budget can be revised at the next meeting if necessary.

Moved/seconded by Director Martin/Councillor Cannon that:

The SWC approve and move forward with work plan and budget B as presented.

CARRIED

Moved/seconded by Vice Chair Melnychuk/Mayor Hamer-Jackson that:

A committee be established with representation from each of the funding partners to review the work plan and budget, and to investigate potential new funding partners.

Discussion:

The following people volunteered to be part of such a committee: Natalya Melnychuk, Rick Fairbairn, Pam Beech, Reid Hamer-Jackson, and Brian Schreiner.

Director Martin expressed concern about the workload and cost of establishing this committee.

Vice Chair Melnychuk suggested that the committee focus on the strategy and future needs of the SWC, and that there needs to be a conversation to discuss and address the lack of funding in place for 2025 and beyond. She suggested that the elected officials manage this so that it doesn't become a lot of extra work for staff.

Moved/seconded by Director Martin/Councillor Cannon that:

The establishment of the above-mentioned committee be deferred to the June 12th Shuswap Watershed Council meeting.

CARRIED

The approved budget and work plan is on the last page for information.

Further discussion:

Director Martin recommended that staff prioritize grants-in-aid application. Vice Chair Melnychuk expressed her support of that and suggested that a CSRD Director bring it forward to the CSRD board for discussion. Director Fairbairn commented that RDNO has grants-in-aid, discretionary funds, and Community Works funds all of which may be suitable to support the SWC.

Action item:

Staff will look into grants-in-aid from regional districts and municipalities in the spring.

Robyn Laubman left the meeting at 12:50 pm

Election

Mr. Alex de Chantal, Program Manager, presided over elections.

Director Rick Fairbairn nominated Director Martin for Chair. Director Martin accepted.

Councillor Brian Schreiner nominated Director Melnychuk for Chair. Director Melnychuk respectfully declined due to conflict of interest with her vocation.

ELECTION of Chair for 2024 is Rhona Martin by acclamation.

Director Martin nominated Director Melnychuk for Vice Chair. Director Melnychuk accepted.

ELECTION of Vice Chair for 2024 is Natalya Melnychuk by acclamation.

Roundtable updates

Lindsay Benbow announced the BC Ministry of Agriculture & Food is hosting drought response and water management workshops throughout the region. All

SWC members are invited to register and attend. More information on the workshops can be found online:
<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/water/drought-in-agriculture/2024-drought-and-water-management-workshops>

She emphasized there is a workshop in Kamloops on April 3rd and one in Lumby on April 11th.

Adjourn

Moved/seconded by Chair Martin/Councillor Cannon that:

The March 13th meeting of the Shuswap Watershed Council be adjourned.

CARRIED

Adjourned at 1:10 PM.

CERTIFIED CORRECT:

Chair

Approved budget and work plan

Summary of key achievements and deliverables for 2024-25 in Scenario B:

- Administer the **Water Quality Grant Program** with up to \$65,000 grant funds distributed in 2024 and \$60,000 budgeted for 2025. Grants are available to farms and landowners to protect and improve water quality.
- Continue developing a **Wetland Strategy** for the Shuswap watershed
- Administer the **Zebra & Quagga Mussel Prevention Program**
 - Deliver educational campaigns about best practices to prevent the movement of invasive mussels into BC
 - Partner with the Columbia Shuswap Invasive Species Society to monitor the Shuswap watershed for invasive mussels
- Administer a **community water monitoring grant fund**, to support community-based stewardship and water monitoring
- Facilitate bi-annual meetings of the **Shuswap Water Monitoring Group** to discuss water monitoring across the Shuswap watershed, collaborate and share information
- Provide financial support for **watershed research** by partnering with academic institutions and graduate students
- **Promote safe boating** and water-based recreation in the Shuswap through educational campaigns
- **Educate and inform** the public about water quality
- **Advocate for the Shuswap** watershed by corresponding with senior government agencies about critical concerns and threats
- **Communicate and engage** with the public about the SWC's activities and achievements
 - Publish an Annual Highlights Report for 2023-24
 - Media releases and newsletters
 - Maintain a website and social media
- **Hold four Council meetings** per year
- **Track and report** expenses
- **Apply for grant and foundation funding** to support the Shuswap Watershed Council in 2024 and beyond.

Budget tables shown on the next page ...

Revenue sources – Scenario B	(\$)
2023-24 projected operational surplus	20,410
2023-24 grant program funds carried forward to 2024-25 projects	65,000
<i>Per Contribution Agreement:</i>	
CSRD Areas C, D, E, F, G and District of Sicamous	0
TNRD	0
City of Salmon Arm	0
Adams Lake Indian Band	0
<i>Grant funding:</i>	
Transport Canada Boating Safety Contribution Program – <i>not confirmed</i>	24,391
Grants-in-aid – multiple contributors – <i>not confirmed</i>	40,000
<i>Operating Reserve</i>	
Operating Reserve from March 31 st 2024	174,987
Total revenue	324,788

Budget and work plan – Scenario B		Program mgmt. (\$)	Disbursements (\$)	Sub-total (\$)
Water Quality Monitoring Program				
Shuswap Water Monitoring Group	<ul style="list-style-type: none"> • 2x meetings per year and correspondence • Track monitoring activities 	6638	0	6638
Watershed and water quality monitoring	<ul style="list-style-type: none"> • ZQM early-detection monitoring by CSISS \$17,500 • Floating Treatment Wetland research by Margot Webster, Royal Roads University \$5509 • Community monitoring fund \$3000 	2025	26,209	28,234
Annual Water Quality Report	<ul style="list-style-type: none"> • Writing, preparing data, graphic design, printing and distribution 	5400	7350	12,750
Water Quality Protection Program				
Facilitate the Water Protection Advisory Committee	<ul style="list-style-type: none"> • 2x meetings per year, correspondence, and action items 	5050	400	5450
Water Quality Grant Program	<ul style="list-style-type: none"> • Grants disbursed in 2024, up to \$65,000 • Grant program budget for 2025 \$55,000 	8063	120,460	128,523
Wetland Strategy	<ul style="list-style-type: none"> • Wetland Committee meetings • Continue developing strategy 	6463	4000	10,463
Climate change impact studies	<ul style="list-style-type: none"> • Adams River watershed glacier research by Tay Powrie, Thompson Rivers University \$5000 	675	5000	5675
Zebra & Quagga Mussel Prevention Program		7425	26,220	33,645
	<ul style="list-style-type: none"> • Education and awareness campaigns incl. two billboard rentals, newspaper ads and editorial, ads in travel literature, social media ads, sandwich boards for visitor centres, graphic design • Contribution to CSISS for education and outreach \$10,000 • Staff participate in Prov. Working Group, CSISS Board, liaise with OBWB and ISCBC 			
Safe Recreation Program				
Safety campaigns and safety equipment	<ul style="list-style-type: none"> • Newspaper ads and editorials, ads in travel literature, radio campaigns, social media ads, print and distribute rack cards. Campaign material developed in partnership with RMC-SAR. 	9450	20,700	30,150

<ul style="list-style-type: none"> • Distribute marine safety whistles • Promote RCM-SAR lifejacket kiosks <p><i>* this program is 75% funded by Transport Canada – grant application to be confirmed</i></p>			
Communications, Community Engagement, and Advocacy			
Communications collateral <ul style="list-style-type: none"> • Annual Highlights Report 2023-24. Writing, graphic design, printing and distribution. • Other communiques as needed 	3475	2400	5875
Public engagement <ul style="list-style-type: none"> • Media releases • Meeting Highlights one-pagers • Promote the Water Quality Grant Program 	10,588	2500	13,088
Advocacy <ul style="list-style-type: none"> • Correspondence with regulators, senior orders of government re: critical issues and concerns 	2700	0	2700
Council Meetings, Administration, and Financial Management			
Council meetings <ul style="list-style-type: none"> • 4 meetings per year • Staff prepare agenda, meeting materials, presentations, meeting summary • Travel expenses 	14,825	1850	16,675
Administration <ul style="list-style-type: none"> • Annual work planning and budgeting • Regular correspondence and meetings with Chair, Vice Chair and staff • On-boarding for new SWC members (~ January 2025) 	3694	0	3694
Financial management and fund development <ul style="list-style-type: none"> • Track expenses and pay invoices • Fund development and proposals 	19,613	0	19,613
Sub-total work plan expenses	106,081	217,089	323,170
Surplus			1618
Total work plan expenses			324,788