



Making a difference...together

**Minutes of the Meeting of the Cedar Lane Water Service Commission
Held Thursday, October 7, 2021, Salt Spring Island Library 129 McPhillips Avenue,
Salt Spring Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Lynda Wilcox, Jason Griffin, Cathy Lenihan
Staff Present: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area, Dean Olafson, Manager SSI Engineering, Lia Xu, Manager, Finance Services (via Zoom), Matthew McCrank, Senior Manager, Wastewater Infrastructure Operations, Wastewater Infrastructure Operations, Infrastructure Operations (via Zoom), and Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair Griffin provided a Territorial Acknowledgement and called the meeting to order at 12:05 pm.

2. Limited Space Meeting Resolution

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that this resolution applies to the Cedar Lane Water Service Commission for the meeting being held on October 7, 2021, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (20) people in person, including members of the Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

CARRIED

Commissioner Wilcox joined the meeting at 12:07 pm.

3. Approval of Agenda

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission meeting agenda of October 7, 2021 be approved as amended by adding Item 7.1 Water License Issue.

CARRIED

4. Approval of Minutes of November 5, 2020

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission approve the minutes of November 5, 2020 as presented.

CARRIED

5. Director, Chair and Commissioner Reports

Director Holman briefly reported:

- Provisional Budget to be approved by October 27, 2021 and Final Budget to be approved in March 2022.

Chair Griffin briefly reported:

- Expressed concern for a new well drilled on a private residence.

6. New Business

6.1 2022 Capital and Operating Budget

- 2021 operating expenses expected to be over budget by \$9,591.
- Debt expected to be retired in 2024.
- Three projects added to the 2022-2026 Cedar Lane Capital Plan:
 1. 21-03 Referendum or Alternative Approval Process – Funding for Manganese Removal Project and Others.
 2. 21-04 Public Engagement for Manganese Removal Project and Others.
 3. 21-05 New Water Treatment Plant Manganese Removal Construction.
- Staff confirmed that due to legal requirements rate payers must be asked when borrowing funds.
- Staff confirmed that Vancouver Island Health Authority (VIHA) could require the Capital Regional District (CRD) to complete work on the manganese removal system through a health order.
- Discussion regarding the Referendum, Alternative Approval Process and Positive Petition were discussed with the Commission requesting the low cost Positive Petition be used as a budget placeholder due to the low number of residents within the service area.

MOVED by Director Holman, **SECONDED** by Commissioner Wilcox, that the Cedar Lane Water Service Commission recommend maintaining the transfer to capital reserve at 2021 levels (\$2,170.00) and, reduce the estimated cost for voter to approval process in the capital plan from \$30,000 to \$15,000.

CARRIED

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Wilcox, that the Cedar Lane Water Service Commission approve the 2022 operating and capital budget as amended, and that the 2021 actual deficit be carried forward to the 2022 operating budget to be recovered by revenue immediately.

CARRIED

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Wilcox, that the Cedar Lane Water Service Commission recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Cedar Lane Water Service as amended.

CARRIED

- Grant funding opportunities were discussed.
- Staff confirmed that drought had impacted the reservoir cleaning and confirmed it would be completed by end of 2021.

Lia Xu left the meeting at 2:01 pm.

7. Outstanding Business

7.1 Water License Issue – discussed in item 5 Director, Chair and Commissioner Reports.

8. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Wilcox, that the meeting be adjourned at 2:04 pm.

CARRIED

CHAIR

SENIOR MANAGER