



Making a difference...together

Minutes of the Annual General Meeting Fiscal Year 2020 of the Cedar Lane Water Service Commission

Held Monday, November 8, 2021 at the Salt Spring Island Library, 129 McPhillips Avenue, BC

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

1. Territorial Acknowledgement / Call Meeting to Order

Chair Griffin provided the Territorial Acknowledgement and called the meeting to order at 12:39 pm.

2. Limited Space Meeting Resolution

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Wilcox, that this resolution applies to the Cedar Lane Water Service Commission for the meeting being held on November 8, 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

3. Approval of Agenda

MOVED by Commissioner Wilcox, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission 2020 Annual General Meeting Agenda of November 8, 2021 be approved.

CARRIED

4. Adoption of Minutes from the 2019 Annual General Meeting held on November 5, 2020

MOVED by Commissioner Wilcox, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission approve the 2019 Annual General Meeting Minutes dated November 5, 2020.

CARRIED

5. Chair's Report

Chair Griffin briefly reported:

- Expressed appreciation for ongoing conservation efforts of residents.
- Expressed concern regarding the recent drilling of a well for a multi-unit property on the water system boundary which is in close proximity to one of the Cedar Lane Water System wells.
- Unexpected expenses for repairs from movement of a tree and its roots causing failure in a section of the main water line.
- Recognized that all water mains will need to be replaced as part of the Asset Management Plan.
- Costs to users will remain high due to an aging system in need of expensive repairs.

6. Report

6.1 Annual Report for 2020 Fiscal Year

- Staff provided a brief overview of the Annual Report for 2020 Fiscal Year.
- The Commission asked if the replacement of the distribution system was included within in the Capital Plan and staff confirmed it was not.
- A member of the service area spoke to the manganese report and requested clarification from staff.
- Staff confirmed that the Vancouver Island Health Authority (VIHA) requested CRD staff to install a system to remove manganese and staff confirmed the CRD has committed to the request.
- Service members expressed concerns related to costs associated with the system upgrades related to the manganese removal.
- Staff confirmed they are liable to complete the upgrades request by VIHA.
- System designs scheduled in 2022 and construction scheduled in 2023.
- The commission noted that their interests in submitting a letter to VIHA regarding the system upgrades.
- An interest in rainwater catchment systems expressed.

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Wilcox, that the Cedar Lane Water Service Commission hold off on progress by staff on the manganese project until the Commission receives enough accumulated data for the need of the project.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Wilcox, that the Cedar Lane Water Service Commission request a memo from Christoph Moch, Capital Regional District (CRD) Manager, Water Quality Operations, clarifying the Cedar Lane Water Service water quality results of more recent frequent monitoring, the frequencies or number of exceedances and, number of exceedances that trigger a Vancouver Island Health Authority (VIHA) order.

CARRIED

7. Election of Officers

- Request for volunteers was advertised as per the requirements and staff called for nominations from the floor.
- Marianne Hobbs put forward her application and with support from the Commission, the application to be presented to the CRD Board for appointment.
- Commissioner Wilcox provided her resignation.
- Commissioner Lenihan and Commissioner Griffin requested to be reappointed.

8. New Business - None

9. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the meeting be adjourned at 1:45 pm.

CARRIED

CHAIR

SENIOR MANAGER