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**Minutes of the Fulford Water Service Commission Budget Meeting
Held Monday October 3, 2022 at the Fulford Hall, 2591 Fulford-Ganges Road, Salt Spring
Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Carole Eyles, Alan Martin, and Gord Singbeil
(Via Zoom)
Staff: Karla Campbell, Senior Manager, SSI Administration, Dean Olafson,
Manager of SSI Engineering, Dan Robson, Manager, Saanich Peninsula and Gulf
Islands Operations, Lia Xu, Manager, Financial Planning and Performance, and
Shayla Burnham, Recording Secretary
Regrets: Anthony Maude

1. Territorial Acknowledgement / Call Meeting to Order

Chair Eyles provided a Territorial Acknowledgement and called the meeting to order at 10:00 am.

2. Approval of Agenda

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil, that the Fulford Water Service Commission approve the agenda of October 3, 2022 as presented.

CARRIED

3. Adoption of Minutes of October 18, 2021

MOVED By Commissioner Singbeil, **SECONDED** by Commissioner Martin, that the Fulford Water Service Commission approve the minutes of October 18, 2021 as presented.

CARRIED

4. Chair and Director Reports

Director Holman briefly reported:

- Provisional Budget approved in September 2022 due to the election process.

Chair Eyles briefly reported:

- Stated there was a delay in receiving the Weston Lake Study and staff confirmed the study was circulated via email to the Commission on August 26, 2022.
- A suggestion was made for installation of water meters at strategic points in lieu of individual water meter installations.

- Support expressed for the exploration and implementation of dewatering sludge to eliminate trucking fees and minimize greenhouse gas emissions. Limited funding and limited staff resources discussed.
- Concern expressed for CRD's decision to no longer contract North Salt Spring Waterworks District (NSSWD). Staff responded that more on-island CRD staff hours will increase and a new on-island manager role to oversee island wide services was forthcoming early 2023. Staff further confirmed Occupational Health and Safety (OHS) concerns caused by ongoing emergency repair services.
- Reiterated the importance for consultation with the Commission regarding ongoing and future projects.
- Requested an update from staff regarding funding from CRD Risk and Insurance for the water treatment plant fencing upgrades. Staff confirmed the funding was received and the work had been completed.

5. New Business

5.1 2023 Operating and Capital Budget

- Water treatment plant electronic equipment reaching “end of service life” and mandatory replacements are forthcoming.

Commissioner Singbeil left the meeting electronically at 10:17 pm.

- Municipal Finance Authority (MFA) 170k debt retires 2027.

Commissioner Singbeil returned to the meeting electronically at 10:21 pm.

- Staff confirmed corrective maintenance for the service is increasing.
- The Commission asked if NSSWD would continue until the new CRD on-island manager had been hired and staff denied this however, confirmed a plan has been implemented and that the transition will be completed by the end of January 2023. Staff further confirmed that two on-island part-time staff would be increasing their hours to full time as well as hiring another full time employee.
- Staff spoke to the importance of backup power and confirmed the main funding source for preliminary works is Community Works Funds (CWF).
- The Commission stated they did not support the backup power project and staff reiterated issues around staff fatigue and OHS concerns, service and fire risks, public safety, and financial risks associated with not having backup power and ultimately, the Commission expressed support for the backup power study.
- Weston Creek water line replacement design completed and submitted to the Ministry of Transportation and Infrastructure (MoTI) and Island Health for developing a Request for Proposal (RFP) to complete the line replacement and road repaving.
- Staff confirmed CRD labour costs are not eligible for CWF.

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil, that the Fulford Water Service Commission:

1. Approve the 2023 operating and capital budget as amended to fund the refinancing debt cost incremental by parcel tax, and that the 2022 actual operating deficit/surplus be balanced on 2022 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund).
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Fulford Water Service as amended.

CARRIED

5.2 Fulford Water – Water Main Assessment and Replacement Strategy – Project Charter

- Chair Eyles to forward local data collected to staff for information.
- Fulford hill leading into the BC Ferries Fulford Terminal to be considered in the replacement strategy moving forward.
- Interagency meeting forthcoming in 2023 with potential funding partnerships.
- A phased approach for the water main assessment and replacement strategy discussed when seeking voter approval.
- Staff to add “consulted” (C) to item 10. Key Stakeholders, page 4 of the Project Charter, under the Role or Involvement in Decision Making column, in the first table.

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil, that the Fulford Water Service Commission approve the Fulford Water – Water Main Assessment and Replacement Strategy – Project Charter.

CARRIED

6. Outstanding Business

6.1

Lake Weston Water Availability and Climate Change Assessment

- A potential future special meeting was requested by the Commission to discuss the Vortex application and staff responded that when the applicant is ready it will be brought forward to the Commission.
- The Commission stated that existing service members should take priority over new developments.

6.2 Fulford Asset Management Plan

- N/A

7. Next Meeting – TBD

8. Adjournment

MOVED By Commissioner Eyles, **SECONDED** by Commissioner Martin, that the meeting adjourn at 12:19 pm.

CARRIED

CHAIR

SENIOR MANAGER