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**Minutes of the Cedar Lane Water Service Commission Budget Meeting
Held Thursday, October 31, 2022, at the Salt Spring Island Library 129 McPhillips Avenue,
Salt Spring Island, BC**

DRAFT

Present: **CRD Director:** Gary Holman
 Commission Members: Jason Griffin, Cathy Lenihan, and Marianne Hobbs
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Lia Xu, Manager,
 Finance Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands
 Operations; Dean Olafson, Manager Engineering; Shayla Burnham,
 Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

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

2. Approval of Agenda

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission meeting agenda of October 31, 2022 be approved as amended by adding item 5.3 Manganese Treatment Project Update.

CARRIED

3. Approval of Minutes of October 7, 2021

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission approve the minutes of October 7, 2021 as presented.

CARRIED

4. Director, Chair and Commissioner Reports – no reports

5. New Business

5.1 2023 Operating and Capital Budget

- The Commission requested reasoning for the CRD's decision to no longer contract North Salt Spring Waterworks District (NSSWD). Staff responded that two existing CRD part-time staff would be increasing their hours to full-time as well as hiring another full-time on-island management role to oversee island wide services and strengthen CRD resources.
- Staff confirmed water service lines are reaching end of useful life.

- The Commission requested staff move Project Number 18-01 Abandon Unused Wells from the year 2024 to 2026 to coincide with Project Number 21-03 Detailed Hydrogeological Assessment.
- The Commission stated that pending a hydrogeological assessment the unused wells could be a potential asset. Staff responded that the unused wells were not registered under the *Water Sustainability Act*. The Commission requested staff explore the possibility of registering the unused wells and report back to the Commission with an update.
- Staff confirmed water service line pipe replacements are not currently eligible for Community Works Funds (CWFs).

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission amend the five year capital plan to move Project Number 18-01 Abandon Unused Wells from the year 2024 to 2026 to coincide with Project Number 21-03 Detailed Hydrogeological Assessment.

CARRIED

- Staff confirmed the Operating Reserve Fund (ORF) is low.
- The Commission expressed support for backup power following an update on staff fatigue issues, Occupational Health and Safety (OHS) concerns, fire risks, public safety, and financial risks associated in not having backup power.
- Project Number 21-01 Power Generation Equipment Design primarily funded through CWFs.

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Services Commission:

1. Approve the 2023 operating and capital budget as amended and that the 2022 actual operating surplus or deficit be balanced on the 2022 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund).
2. Recommend that the Electoral Area Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Cedar Lane Water Service as amended.

CARRIED

5.2 135 Kangro Road Water Licence Application for Proposed New Use

- The Commission updated staff on a new well that had been drilled on Lot 5 at Robinson Road.
- Staff confirmed the *Water Sustainability Act* requires the owner/developer to serve the CRD notice of the new well and that the CRD will have an opportunity to provide comment.
- The Commission requested staff relay quantity and quality concerns to the province regarding the new well.

5.3 Manganese Treatment Project Update

- Design underway.
- Quarterly testing continuously positive for manganese.
- Future information sessions will be provided to the Cedar Lane residents to discuss borrowing costs.
- Final design will be submitted to Island Health.
- The Commission requested staff forward the total bid amount to the Commission for information.

6. Outstanding Business – none

7. Election of Chair and Commissioners – deferred

8. Next Meeting – TBD

9. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Hobbs, that the meeting be adjourned at 12:15 pm.

CARRIED

CHAIR

SENIOR MANAGER