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**Minutes of the Regular Meeting of the
Cedars of Tuam Water Service Commission**

**Held Monday February 5, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
 Commission Members: Ron Aird, Peter Wypkema
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris
 Davidson, Manager of Engineering, Salt Spring Island; Recording Secretary
 Tracey Shaver.

Chair Wypkema called the meeting to order at 10:30 am.

1. Election of Chair

Peter Wypkema agreed to continue as Chair of the Cedars of Tuam Commission.
Ron Aird informed the Commission that his property is for sale.

2. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Aird,
That the Cedars of Tuam Water Service Commission agenda of February 5, 2018
be approved.

CARRIED

3. Adoption of Minutes of November 30, 2017

MOVED by Commissioner Aird, **SECONDED** by Director McIntyre,
That the Cedars of Tuam Water Service Commission Minutes of November 30, 2017
be approved.

CARRIED

4. Director and Chair Reports

4.1 Director McIntyre reported that he and George Grams will be hosting a visit
and discussion on governance with SFU Urban Planning Students.

5. Outstanding Business

6. New Business

6.1 Annual Fixed Fee

MOVED by Commissioner Wypkema, **SECONDED** by Commissioner Aird,
That the Cedars of Tuam Water Service recommends that the 2018 annual
fixed fee be charged to each single family dwelling unit or equivalent in the
service area.

CARRIED

7. Next Meeting: Annual General meeting in June-TBA

8. Adjournment

MOVED By Commissioner Wypkema, **SECONDED** by Commissioner Aird,
That the meeting adjourn at 10:41 am.

CHAIR

SENIOR MANAGER



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**Minutes of the Annual General Meeting of the Cedars of Tuam Water Service Commission
Held Thursday June 7, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
 Commission Members: Peter Wypkema
 Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations;
 Kyu-Chang Jo, Financial Analyst 2; Chris Davidson, Manager Engineering;
 Recording Secretary Tracey Shaver.
 Absent: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area

1. Call to Order

Chair Wypkema called the meeting to order at 1:05 pm.

2. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission agenda of June 7, 2018 be
amended and approved by deferring the Chair's Report to the end of the meeting and
the addition of Item 7.1 191/193 Roland Road Property.

CARRIED

**3. Adoption of Minutes of the 2016 Fiscal Year Annual General Meeting for the Fiscal
Year held on November 30, 2017.**

MOVED Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission Minutes of the 2016 Annual
General Meeting be approved.

CARRIED

4. Chair's Report- deferred

5. Annual Report for 2016 Fiscal Year

Staff reviewed report

- Water production meter is not working properly; analysis on cost to fix versus benefit; likely cause is sand being miss read by metre
- SCADA alerts are generated by static aquifer monitoring
- Survey work being done to determine access to new well
- Consultant in place for SAMP reviews of all CRD water systems; consider adding to scope of work a concept design for new well.

6. Election of Officers- no nominations

7. New Business

7.1 191/193 Roland Road Property

- One service metre for the property; 2 civic addresses
- Per fees and charges Bylaw 4236- Cedars of Tuam fixed fee is based on per single family dwelling unit or equivalent
- Property is over 2 acres

7.2 Chair report

- Disappointed at lack of progress on connecting to new well
- Possibility of running out of water

8. Adjournment

MOVED Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the meeting adjourn at 1:57 pm

CHAIR

SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Cedars of Tuam Water Service Commission**

**Held Thursday, October 4, 2018 in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Peter Wypkema
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris Davidson, Manager of Engineering, Salt Spring Island; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Finance Analyst; Thea Cleese, Financial Analyst 2; Dan Ovington, Manager Parks and Recreation; Recording Secretary Tracey Shaver.

Chair Wypkema called the meeting to order at 10:00 am.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission agenda of October 4, 2018 be approved and amended with the addition of item 5.1 Well Update.

CARRIED

2. Adoption of Minutes of February 5, 2018

MOVED by Director McIntyre, **SECONDED** by Commissioner Wypkema,
That the Cedars of Tuam Water Service Commission Minutes of February 5, 2018 be approved.

CARRIED

3. Director and Chair Reports

3.1 Chair Wypkema

- Expressed frustrations with the lack of progress in implementing the new well.
- Four years with legal fees to obtain an agreement with the School District for use of the well.
- Requesting action plan by next summer for connection to new well

3.2 Director McIntyre briefly reported on:

- Bike park opened; great to see continuing use
- Second Indoor tennis court opened
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- CREST- Difficulties with connections in some places on SSI; working with Telus to resolve

- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Supported by SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications

4. New Business

4.1 2019 operating and capital budget

Review of maintenance, operations, capital works and referendum planning.

MOVED by Commissioner Wypkema, **SECONDED** by Director McIntyre,
That the Cedars of Tuam Water Service Commission:

1. Approve the 2019 operating and capital budget as presented, and that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Operating Reserve Fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 Operating and Capital Budget and the five year Financial Plan for the Cedars of Tuam Water Service as presented.

CARRIED

5. Outstanding Business

5.1 Well Update

- Change order for the well tie in design work to be completed during SAMP by same consultant

6. Adjournment

MOVED By Commissioner Wypkema, **SECONDED** by Director Holman,
That the meeting adjourn at 11:00 am.

CHAIR

SENIOR MANAGER