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**Minutes of the 2017 Annual General Meeting of the
CEDAR LANE WATER SERVICE COMMISSION**

**Held Tuesday June 5, 2018 in the SSI Public Library, 129 McPhillips Ave, Salt Spring
Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Jane Squier, Ralph Dom, Lynda Wilcox
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations(via telephone); Kyu-Chang Jo, Financial Analyst; Chris Davidson, Manager Engineering; Dan Ovington, Manager, Parks and Recreation; Tracey Shaver, Recording Secretary
Present: Approximately 30 area residents

1. Call to Order

Chair Dom called the meeting to order at 1:04 pm.

2. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Squier,
That the Cedar Lane Water Service Commission 2017 Annual General meeting agenda
of held on June 5, 2018 be approved.

CARRIED

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

MOVED by Director McIntyre, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission Minutes of 2016 Annual General Meeting
be approved.

CARRIED

4. Chair's Report

Chair Dom reported that during 2017 the water distribution system worked well under the
continuation of conservation efforts.

- Notification process for disruption of service reviewed
- Mains were flushed in April instead of winter months (Feb/Mar) as requested by
Commission
- Documented issues with Bullock Lake and green houses; effects on aquifer
- Letters written to CRD, Ministry and Ombudsperson seeking action to protect rate
payers rights to water
- Disputed staff comment that water consumption demand increased significantly

5. Report

5.1 Annual Report for 2017 Fiscal Year

Staff presented the various section of the AGM report for 2017 Fiscal Year.

- Water loss from the system at 5%
- Confirm cost of replacement water metre
- 2018 parcel tax lowered due to loan being paid off
- Request for a more detailed report on “other expenses”
- Investigate distribution of monthly Revenue and Expense reports; forward to all commissioners
- Cedar Lane water consumption remains stable

MOVED By Commissioner Squier, **SECONDED** by Director McIntyre,
That the Cedar Land Water Service Commission receive the 2017 annual general
report for information.

CARRIED

6. Election of Officers

Jane Squier and Ralph Dom have terms ending in December of 2018, both declined to serve additional terms.

Nominations were called for from the floor. Three people were nominated for two positions. Additional nominations were called for three times. By a show of hands, Cathy Lenihan and Jason Griffin were elected to serve two year terms as volunteer commissioners beginning in January of 2019.

7. New Business

Mrs. Hobbs read aloud and distributed a letter written on May 31, 2018 to the CAO of the Capital Regional District seeking action to protect the area aquafer on behalf of the Cedar Lane residents.

Staff provided an update on actions taken to address the issues raised by Mr. & Mrs Hobbs.

8. Adjournment

MOVED By Commissioner Squier, **SECONDED** by Commissioner Dom,
That the meeting adjourn at 2:13 pm.

CHAIR

SENIOR MANAGER



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Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION
Held Tuesday June 5, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Jane Squier, Ralph Dom, Lynda Wilcox
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations(via telephone); Kyu-Chang Jo, Financial Analyst; Chris Davidson, Manager Engineering; Tracey Shaver, Recording Secretary
Absent:
Present: Approximately 30 area residents

Chair Dom called the meeting to order at 2:15 pm.

1. Approval of Agenda

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission meeting agenda of June 5, 2018 be approved.

CARRIED

2. Adoption of Minutes of November 30, 2017

MOVED by Director McIntyre, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission Minutes of November 30, 2017 be approved.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Director McIntyre briefly reported on:

Rural Status for Salt Spring Island

- Continuing efforts to gain "Rural" designation for our Island instead of our current Urban status as part of the CRD
- Duncan is considered Rural
- SSI is under the Islands Trust Mandate to preserve and protect our rural status; our property taxes are rural
- Limited access to federally funded programs such as Community Futures
- Attempting to get on agenda for UBMC in September

4. Outstanding Business

4.1 Cedar Lane - Alternative Options For Supplying Water

- Staff Report requested to look for options to supply water and keep well from running dry
- SAMP work being done; benefit of using system knowledgeable consultant
- Individual water catchment; community catchment; trucking sources and all possibilities
- Conceptual drawings, building code research
- Staff looking into a consolidated island wide water management authority
- Generally agreed to defer item until after the SAMP work is complete

5. New Business- none presented

6. Next Meeting: September Budget Meeting-TBA

7. Adjournment

MOVED By Commissioner Dom, **SECONDED** by Commissioner Squier,
That the meeting adjourn at 3:00 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION
Held Tuesday October 9, 2018 in the SSI Public Library 129 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
Commission Members: Jane Squier, Ralph Dom, Lynda Wilcox
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Financial Analyst; Chris Davidson, Manager Engineering; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary

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

1. Approval of Agenda

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission meeting agenda of October 9,
2018 be amended and approved to include item 4.2 Responses to Chair
Questions to Staff and item 5.2 Rain Water Collection Survey

CARRIED

2. Adoption of Minutes of June 5, 2018

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Service Commission Minutes of June 5, 2018 be
amended and approved to show that Commissioner Wilcox was in attendance.

CARRIED

3. Director, Chair and Commissioner Reports

3.1 Chair Dom briefly reported that a survey had been completed with area residents to identify rain water catchment options. To be discussed under item 5.2.

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
- Ganges Sewer refurbishment project; on time and budget; Tom Toynbee- great storey from beginning of sewer plant using new (MBR) technology which is still relevant and now a proven system
- 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; Support by 50% of 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

Staff report reviewed:

- Request that main flushing take place earlier in the year
- Commission requesting consideration of lowering the annual user charge to \$1,000 and changing the tiered consumption fees to first 30 cubic metres at \$2.50; 31 to 60 cubic metres to \$9.00; greater than 61+ cubic metres at \$25.00.
- Investigation of abandon wells
- Safe work procedures added to 2019 Capital Plan

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Services Commission:

1. Approve the 2019 operating and capital budget as amended by reducing the user charge to \$1,000 by reducing the transfer to Capital Reserve Fund from \$5,390 to \$3,240; and
2. Reducing the transfer to Operating Reserve Fund from \$2,500 to \$1,000; and
3. That the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund.

CARRIED

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That the Cedar Lane Water Services Commission 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 Cedar Lane Water Service as amended.

CARRIED

Well Pump Number 5 Replacement

MOVED by Commissioner Squier, **SECONDED** by Commissioner Wilcox,
That the Cedar Lane Water Services Commission recommend that up to \$3,000 be transferred from Capital Reserves to fund the replacement of the pump in well #5.

CARRIED

Review Tiered Water Consumption Rates

MOVED by Commissioner Squier, **SECONDED** by Commissioner Dom,
That staff review a new tiered rate structure proposed by the Cedar Lane
Water Commission and bring back a report for consideration.

CARRIED

4.2 Responses to Chair Questions to Staff

- Chair Dom sent staff several questions prior to meeting which were answered directly to the chair.
- Manager Campbell confirmed that the Ministry of Forests, Lands, and Natural Resource Operations is investigating Cedar Lane Water Service first in time first in right claim to area aquifer.
- Chair Dom requested investigation of emergency phone number to use for reporting leaks.

5. Outstanding Business

5.1 Monthly Data Reports for Well #1 and Well #5 (past records from 2017-2018).
Request that staff provide information on a regular basis.

5.2 Rain Water Collection Survey

- Sept 2018 the Cedar Lane Commission conducted an informal survey to determine interest in rainwater catchment
- Voluntary solution to reduce heavy water use in dry season
- Supplier and cost identified
- Seeking financial support from CRD to fund tanks, site prep and permit fees via grants or matching funds
- CRD working on simplifying the permit process for basic water catchment systems up to the 3,000 gallon size.

6. Adjournment

MOVED By Commissioner Dom, **SECONDED** by Commissioner Wilcox,
That the meeting adjourn at 2:37 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION
Held Wednesday January 16, 2019 in the Creekside Meeting Room 108 121 McPhillips
Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
 Commission Members: Lynda Wilcox, Jason Griffin, Cathy Lenihan
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris Davidson, Manager Engineering; Tracey Shaver, Recording Secretary
 Present: Jane Squire

Karla Campbell, Senior Manager called the meeting to order at 1:05 pm with a call for nominations for the position of Chair.

1. Election of Chair

Jason Griffin was nominated for the position of Chair. No other nominations were put forth; Jason Griffin accepted the position of chair and was voted in by acclamation.

2. Approval of Agenda

MOVED by Commissioner Wilcox, **SECONDED** by Commissioner Griffin,
That the Cedar Lane Water Service Commission meeting agenda of January 16, 2019 be amended and approved to include the following items 6.2 Emergency Rates; 6.3 Fourth Tier Rates; 6.4 Pump Expenses; 6.5 Green House Investigations; 6.6 Bullock Lake Cottages; 6.7 Cleaning of tank; 6.8 Second Pump House – dismantled & assets; 6.9 Gas Tax Funding; 6.10 Emergency numbers.

CARRIED

3. Adoption of Minutes of October 9, 2018

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the Cedar Lane Water Service Commission Minutes of October 9, 2019 be approved.

CARRIED

4. Director, Chair and Commissioner Reports

4.1 Previous Chair- Ralph Dom recently circulated information regarding the power outage and emergency response. CRD Staff provided a detailed response on protocol.

4.2 Director Holman briefly reported on:
Holding a CRD Budget meeting on January 22, 2019
Debriefing on storm event-possible town hall meeting
SSIWPA technical group working on ground water research; Cedar Lane is to be included

5. New Business- none

6. Outstanding Business

6.1 CEDAR LANE WATER RATE REVIEW

- Staff provided draft budget to show effect of rates
- Anticipated that between 1 to 5 rate payers will be effected
- Changes to start in second quarter billing

MOVED by Commissioner Lenihan, **SECONDED** by Commissioner Griffin,
That staff be directed to bring forward amendments to the Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges bylaw and the Five Year Financial Plan and to include the proposed new tiered water consumption rates to be effective the second quarter of 2019.

CARRIED

6.2 Emergency Rates

- Policy on what would trigger emergency rates
- Cost of additional 2 meter readings at start and end of event
- 10% remaining water in tank would cause emergency response and result in trucking in water
- All users would pay 3rd tier rates until reservoir recovers
- User of water pay and no reserve funds used

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That staff be directed to develop a protocol which defines the rate structure and cost recovery methods during a water trucking emergency.

CARRIED

6.3 Fourth Tier Rates

Proposal to develop a 4th tier water consumption rate will be discussed after it is know how the new rate structure effects water sales and budget.

6.4 Pump Expenses

Staff to investigate and report back.

6.5 Green House Investigations

- Building permit issued based on proof to the Ministry of sufficient ground water.
- Property owner working with building inspection to get in compliance.

6.6 Bullock Lake Cottages

- Identify cost for staff to review well data

6.7 Cleaning of tank

- Proposed in budget for 2020
- Consider less expensive way to clean tank
- Request to hold off until there is a quality issue
- Discuss at AGM

6.8 Second Pump House – dismantled & assets

- Staff to investigate and report back on decommissioned pumps from 2008.

6.9 Gas Tax Funding

- Consideration of a second communal reservoir tank
- Cluster of tanks for non-potable uses
- Community owned for resilience

6.10 Emergency numbers

- Island wide emergency providers are in process of debriefing after wind storm
- Power outages widespread; several roads blocked
- During loss of power the scada system notifies standby water operators whom then notify BC Hydro
- Water in tank was safe and ready to drink; no need to call boil water advisory for power outage
- Residence must sign up for the PAN System to receive notification and all clear messages
- CRD water system emergency call centre: toll free 1-855-822-4426 & toll 1-250-474-9630

7. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the meeting be adjourned at 3:03 pm.

CARRIED

CHAIR

SENIOR MANAGER