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**Minutes of the Beddis Water Service Commission Budget Meeting
Held October 4, 2021 at the Salt Spring Island Library, 129 McPhillips Avenue,
Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commission Members: Laurie Jacques and Michael McCormick
 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
 Tele Participants: Geoff Bartol

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Commissioner Jacques and the meeting was called to order at 9:03 am.

2. Limited Space Meeting Resolution

That this resolution applies to the Beddis Water Service Commission for the meeting being held on October 4, 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,

By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by Commissioner Jacques, **SECONDED** by Commissioner McCormick, that the limited space meeting resolution be approved.

CARRIED

A hard copy of the 2022 Operating and Capital Budget was distributed to the Commission.

3. Approval of Agenda

MOVED by Commissioner McCormick, **SECONDED** by Commissioner Jacques, that the Beddis Water Service Commission agenda of October 4, 2021 be approved as amended by adding item 6.2 Distribution and Timing of Agenda and Minutes, item 6.3 Improved Methods of Advertising, item 6.4 Backup Generator 6.5 Allotment Tank Decommissioning Options and, item 6.6 Accountability and Spending.

CARRIED

4. Adoption of the Minutes of December 3, 2020

MOVED by Commissioner Jacques, **SECONDED** by Commissioner McCormick, that the Beddis Water Service Commission meeting minutes of December 3, 2020 be approved.

CARRIED

Commissioner Bartol joined the meeting via telephone at 9:05 am.

5. Chair and Director Reports

Director Holman briefly reported:

- Provisional Budget approval October 27, 2021 and Final Budget approval in March 2022.

6. New Business

6.1 2022 Operating and Capital Budget

- Refer to item 6.5 Lautman Tank Decommissioning Options for discussion captured.
- Fees and charges are adopted by the CRD Board in November 2021.
- Existing debt will be retired in 2023.
- New debt projected for 2024 which staff will seek community consent to borrow funds.
- Staff to forward design of the new intake screen at Beddis to the Commission.
- Refer to item 6.4 Backup Generator for discussion captured.
- Cost savings and possible future on-island sludge disposal options discussed.
- Commissioner McCormick to forward Bowen Island Disposal Study Report to staff.

MOVED by Commissioner Jacques, **SECONDED** by Commissioner McCormick, that the Beddis Water Service Commission reduce the 2022 transfer to capital reserve by \$2,500 and balance on the user charge.

CARRIED

MOVED by Commissioner Jacques, **SECONDED** by Commissioner McCormick, that the Beddis Water Service Commission approve the 2022 operating and capital budget as amended, and that the 2021 actual operating deficit or surplus be balanced on the 2021 capital reserve fund transfer.

CARRIED

MOVED by Commissioner Jacques, **SECONDED** by Commissioner McCormick, that the Beddis Water Service Commission recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five year Financial Plan for the Beddis Water Service as amended.

CARRIED

Commissioner Bartol left the meeting via telephone at 11:27 p.m.

6.2 Distribution and Timing of Agenda and Minutes

- Staffing capacity, bylaw requirements and report timeline updates provided to commission.

6.3 Improved Methods of Advertising

- Staff directed the commission to subscribe to the CRD website for automatic updates related to the Beddis Water Service Commission.
- Commission directed staff to contact Corporate Communications, to request subscription instructions for automatic service updates be added to the Beddis Water Service bills, for the convenience of its service members.

6.4 Backup Generator

- Beddis waterlines and water reductions noted as a risk for firefighting services.
- Climate change poses an impact to services.
- Staff to explore if a common generator will be able to service both the existing treatment pump station and the new proposed booster pump station

6.5 Lautman Tank Decommissioning Options

- 2022 project scheduled to dismantle and remove Lautman Reservoir.
- Old tank decommissioned as a result of the new tank being installed.
- Staff to report back to the Commission regarding what determined the tanks end of service and the possibility of resale or future service options.

6.6 Accountability and Spending

- Commissioners encouraged to contact staff when seeking more detailed information.

7. Outstanding Business - None

8. Adjournment

MOVED by Commissioner Jacques, **SECONDED** by Commissioner McCormick, that the meeting be adjourned at 11:58 p.m.

CARRIED

CHAIR

SENIOR MANAGER