



Making a difference...together

**Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION  
Held Thursday November 5, 2020 in the Lions Hall, 103 Bonnet Ave Salt Spring Island, BC**

**DRAFT**

**Present:** **CRD Director:** Gary Holman  
**Commission Members:** Lynda Wilcox, Jason Griffin, Cathy Lenihan  
**Staff:** Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Robson (9:50), Manager, Saanich Peninsula and Gulf Islands Operations; Allen Xu, Manager SSI Engineering; Lia Xu, Manager, Finance Services (via mobile phone); Tracey Shaver, Recording Secretary  
**Attending:** Several rate payers for the service area

**1. Territorial Acknowledgement / Call Meeting to Order**

Chair Griffin called the meeting to order at 9:34 am.

**2. Limited Space Meeting Resolution**

**MOVED** by Commissioner Lenihan, **SECONDED** by Commissioner Wilcox,  
That this resolution applies to the Cedar Lane Water Service Commission for the meeting being held on November 5, 2020, 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 (30) 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

**CARRIED**

**3. Approval of Agenda**

**MOVED** by Commissioner Lenihan, **SECONDED** by Commissioner Wilcox,  
That the Cedar Lane Water Service Commission meeting agenda of November 5, 2020 be approved.

**CARRIED**

**4. Approval of Minutes October 8, 2019**

**MOVED** by Commissioner Lenihan, **SECONDED** by Commissioner Wilcox,  
That the Cedar Lane Water Service Commission Minutes of October 8, 2019 be approved.

**CARRIED**

**5. Director, Chair and Commissioner Reports**

**5.1** Chair Report - none

**5.2** Director Holman briefly reported on:

- CRD Hospital District Board approved 3 mil for Lady Minto Emergency Room upgrades
- SSI Water Protection Alliance; working on strategic focus, Aquafer assessment, Weston Lake Study and Rebate for rain water storage tanks

**6. New Business**

**6.1 2021 Capital and Operating Budget**

- General review of budget
- Staff recommending building up Capital and Operating Reserves; cannot bring forward a five year plan in deficit
- Concerns over need for security fencing identified by Operational Health and Safety Audit and Assessment Management plan

Dan Robson joins meeting at 9:50 am

- Employer must have plan in place to address safety issues
- Fencing work targeted for completion in 2024; staff to bring forward report prior to starting work

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Wilcox,  
That the Cedar Lane Water Services Commission will leave presented Capital Works in five year plan contingent on annual reviews and review of the Operational Health and Safety report.

**CARRIED**

- Commission request to be involved in developing the hydrogeological assessment study
- Hydrogeological study may assist with investigations for new water sources

**MOVED** by Director Holman, **SECONDED** by Commissioner Griffin,  
That the Cedar Lane Water Services Commission work with staff and William Shulba (SSIWPA-Islands Trust) in development of the hydrogeological study terms of reference.

**CARRIED**

- Several options discussed and reviewed to reduce fixed user fee
- Staff advise that lowering transfers to reserves will put the service at risk of future deficits and may continue a cycle of having user charges with significant fluctuation each year.
- Director Holman offered to use Community Works Funds for a portion of well inspection works (\$5,000) and (\$15,000) for backup power generation study.
- Director Holman proposed to reduce transfer to Capital Reserves by \$2,000 to \$2170.
- Director Holman proposed to reduce transfer to Operating Reserves by \$1,000 to \$3,200.

- Staff confirmed that the proposed reductions to operating and capital reserves will lower the user charge by approximately \$85.00 and or change the overall increase in 2021 to 8.6% vs 20%.
- Director Holman requested review of debt service retirement and potential relief

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

1. Approve the 2021 operating and capital budget as amended by reducing the transfer to Capital Reserves by \$2,000, reducing the transfer to Operating Reserves by \$1,000 and that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund and Operating Reserve Fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Cedar Lane Water Service as presented.

**CARRIED**

## **7. Outstanding Business**

### **7.1 Water license application annual volume for cedar lane water service area**

- Commission does not agree with Ministry (FLNRO) recommendation of 7,000 m<sup>3</sup> which is based on four years of historical water volume.
- Cedar Lane is operating at a “starvation” water volume due to low well production
- Cedar Lane residents follow strict water conservation practises while commercial operations in the aquafer area such as Bullock Lake do not
- Well production would not be able to keep up with full occupancy of households currently on the system
- Clarify if volume is for the existing wells or for the entire service area
- Commission would like to see something more in line with the average BC consumption rate
- If additional water source is located a new application for groundwater use would be required

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,  
That the Cedar Lane Water Service Commission refers back to staff clarify with the Ministry of Forests Land Natural Resource Operations (FLNRO) if the proposed water license volume of 7,000m<sup>3</sup> is for the existing wells or for the service area going forward.

**CARRIED**

### **7.2 Cedar Lane Asset Management Plans**

- Help with prioritizing future capital works
- Some of smaller maintenance activities to be completed by North Salt Spring Water Works under contract

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,  
That the Cedar Lane Water Service Commission received report for information.

**CARRIED**

**8. Adjournment**

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Wilcox,  
That the meeting be adjourned at 12:00 pm.

**CARRIED**

---

**CHAIR**

---

**SENIOR MANAGER**