



Making a difference...together

**Minutes of the Annual General Meeting Fiscal Year 2019  
of the CEDAR LANE WATER SERVICE COMMISSION  
Held Thursday November 5, 2020, Lions Hall, 103 Bonnett Ave, Salt Spring Island, BC**

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**DRAFT**

**Present:** **CRD Director:** Gary Holman  
**Commission Members:** Lynda Wilcox, Jason Griffin, Cathy Lenihan  
**Staff:** Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; 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 provided the Territorial Acknowledgement and called the meeting to order at 9:04 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 2019 Annual General Meeting Agenda of November 5, 2020 be approved.

**CARRIED**

**4. Adoption of Minutes from the 2018 Annual General Meeting held on April 18, 2019**

**MOVED** by Commissioner Wilcox, **SECONDED** by Commissioner Griffin,  
That the Cedar Lane Water Service Commission approve the 2018 Annual General Meeting Minutes dated April 18, 2019.

**CARRIED**

**5. Chair's Report**

Chair Griffin briefly reported:

- Service did not run short of water; possibly helped by Covid travel restrictions and extra rainfall
- 2020 Bullock Lake event permit was canceled; area residents concern on the effect of ground water usage
- CRD operations is sharing monthly well levels with Commission
- Asset Management Plan completed and published
- SSI Water Protection Alliance- assisting with Terms of Reference for Hydro/Geologic study
- Seeking Community Works Funding for study
- Well number one – fairly new pump burned out and replaced
- Participated in water optimization study
- Commission communication with residents about expenses

**MOVED** by Commissioner Lenihan, **SECONDED** by Commissioner Wilcox,  
That the Cedar Lane Water Service Commission accept receipt of Chair's report.

**CARRIED**

**6. Report**

**6.1 Annual Report for 2019 Fiscal Year**

- Brief review of staff report
- 5% water loss acceptable for small water system
- New Guidelines for Canadian Drinking Water Quality revised the limits for manganese concentrations; in five year Capital Plan for staff to determine best filtration treatment options
- Report received for information

**7. Election of Officers**

- Staff called for nominations from the floor for two commission positions starting January 1, 2021.
- Cathy Lenihan and Jason Griffin requested to be reappointed.
- Ewen Carruthers was nominated and subsequently withdrew.
- Hearing no other nominations, both Commissioners Lenihan and Griffin will have their names forwarded to the CRD Board for reappointment with Director Holman's concurrence.

**8. New Business - none**

**9. Adjournment**

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,  
That the meeting be adjourned at 9:30 am.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**