



Making a difference...together

Minutes of the Annual General Meeting of the Cedars of Tuam Water Service Commission Held February 28, 2014 in the Fulford Hall OAP, Salt Spring Island, BC

Present: **CRD Director:** Wayne McIntyre
 Commission Members: Ron Bain, Chair; Mary Gillies
 Staff: Dan Robson, Saanich Peninsula and Gulf Islands Operations; Brian
 MacDonald, Finance; Peter Sparanese, Senior Manager, Infrastructure
 Operations, Integrated Water Services; Karla Campbell, EA Senior Manager;
 Michele Akerman, Recording Secretary; Keith Wahlstrom, Contract Engineer

The Chair called the meeting to order at 8:13 am.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Gillies,
That the agenda be approved as presented.

CARRIED

2. Adoption of December 3, 2012 Minutes

MOVED by Commissioner Gillies, **SECONDED** by Director McIntyre,
That the December 3, 2012 Minutes be approved with the following amendment on page
3 item 5.1, third bullet: Presently, eleven years later Cedars of Tuam is in need of
support, the Commission is unclear where it stands in terms of capital projects.

CARRIED

3. Chair Report

The Chair gave a verbal report with the following highlights:

- Need to have a plan for the future, and also preserve historical information so new Commissioners know the history.
- Set out some kind of plan that we can look at over the next year inform residents.
- Need to send out agenda packages in a more timely manner so commission is prepared for the meetings. Establish lines of communication and be aware of who is responsible.

4. 2012 Annual Report

The Chair explained that at this time of year we have approximately 7 out of 16 residents are part-time, if you look at the trend of consumption you will see the peaks are due to the people being away. Occupancy is also changing with three to four home sales in past year and the number of users are increasing with longer term residents. It is important to educate new users on the history of the system, role of the commission and community capacity.

2012 Operating Expenses Pie Chart

The Commission would prefer the categories showing a historical trend over the past five years.

There was a concern with administrative costs being very difficult to understand and to get a handle on how to reduce costs. The only control the users have is to reduce consumption.

MOVED by Commissioner Bain, **SECONDED** by Commissioner Gillies,
That at the Annual General Meeting the five year trend report of operating expenses and revenue funds be presented.

CARRIED

5. Election of Officers

Nominations were called for the Chair. Commissioner Gillies nominated Commissioner Bain. Director McIntyre seconded the nomination. Commissioner Bain accepted the nomination. There were no further nominations heard. Commissioner Bain was elected for Chair of Commission for a two year term.

6. New Business

The Chair asked what the expectations are for what can be achieved in 2014. Looking for a time frame on work that needs to be done and a decision made on future capital costs.

Director McIntyre outlined what is happening in the province with the small water systems group. The group was designed to look at the challenges facing small water systems in the province. The Union of Municipalities identified that with 1500 individual water systems throughout the province that are 150 connections or less. In collaboration with Regional Districts, Ministry of Health, Ministry of Natural Resources, and Ministry of Community Sport and Culture. Identified the commonalities between us and other communities and what can we put in place for best practices. A report with recommendations to the Ministry which will eventually go to the Minister. We now have the Financial Best Practices which have been published:

- a. Create a basic asset inventory
- b. Build an asset management plan
- c. Create a five year operative plan
- d. Establish a long term financial plan
- e. Determine sustainable water rates and charges
- f. Develop a communications plan

There was a general discussion on whether it would be possible to transfer all services to Salt Spring to reduce the Administrative portion on the budgets. The Chair asked about turning services over to CRD Salt Spring in terms of the management functions.

The Chair commented that since 2002 the commission had two choices regarding the well, one was to re-work the well or to find a different source of water. In 2010 a well was drilled as a second source and nothing has been done since to keep right of way.

MOVED by Commissioner Gillies, **SECONDED** by Director McIntrye,
That securing the rights to the well site be a priority and placed on the agenda.

CARRIED

General discussion regarding the need to get a right of way signed by the School District.

Staff to send the commission a list of issues and actions requested to keep the well statutory right of way.

7. Adjournment

The meeting was adjourned at 9:27am

CHAIR

SENIOR MANAGER