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**Minutes of the Annual General Meeting of the Cedars of Tuam Water Service Commission  
Held June 21, 2016 in Portlock Portable Meeting Room, 145 Vesuvius Bay Road,  
Salt Spring Island, BC**

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**DRAFT**

**Present:** **CRD Director:** Wayne McIntyre  
**Commission Members:** Ron Bain (Chair), Peter Wypkema  
**Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Keith Wahlstrom, Manager, Engineering SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Kyu-Chang Jo, Financial Analyst 2; Tracey Shaver, Recording Secretary

**1. Call to Order**

Chair Bain called the meeting to order at 1:03 PM.

**2. Approval of Agenda**

**MOVED** by Commissioner Wypkema, **SECONDED** by Director McIntyre,  
That the Cedars of Tuam June 21, 2016 Annual General Meeting agenda be approved.

**CARRIED**

**3. Adoption of Minutes of November 24, 2015**

**MOVED** by Commissioner Bain, **SECONDED** by Commissioner Wypkema,  
That the Minutes of the Annual General Meeting for Cedars of Tuam Water Service Commission held on November 24, 2015, be approved with the following amendment:  
Strike the entire sentence under Item 6.

**CARRIED**

**4. Chair and Director Report**

No report from the Chair or Director

**5. Annual Report for 2015 Fiscal Year**

Staff reviewed the purpose of the Annual General Meeting, the financial outcome and operational activities which took place during the fiscal year of 2015.

- Well water quantity is limited. Currently the full time maximum occupancy rate is low. There is not enough water to supply the entire service area should all the residential properties be completely utilized.
- Commissioners will inform area residents of the need for year round conservation measures.
- Less sand was extracted from the well than anticipated, however returned quickly.
- The transducer was not installed due to pending rehabilitation efforts on the well. The transducer can be repurposed and moved to the new well.
- New *Water Sustainability Act* regulations will require all wells to be registered and maintain working flow metres.
- Year end surplus was \$3,660.
- Financial plan provides for minor year end surpluses which are needed to build up capital and maintenance reserves.

**6. Election of Officers**

Chair Bain will be stepping down from the Commission at the end of 2016.

Staff called for nominations from the floor for any appointments to the Commission. Ron Aird put his name forward. Staff called for nominations two more times and hearing none, elections closed.

Staff will forward Rona Aird's name and information to the CRD Board for approval of a term which begins in 2017.

**7. New Business**

No items for discussion.

**8. Adjournment**

**MOVED** by Commissioner Wypkema, **SECONDED** by Commissioner Bain,

That the Cedars of Tuam Water Service Commission Annual General meeting be adjourned at 2:04 pm.

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**CHAIR**

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**SENIOR MANAGER**