



Making a difference...together

**Minutes of the Cedars of Tuam Water Service Commission Meeting
Held Thursday November 5, 2020 Lions Hall 103 Bonnet Ave, Salt Spring Island, BC**

DRAFT

Present: **CRD Director:** Gary Holman
Commission Members: Peter Wypkema
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Office; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Allen Xu, Manager Engineering, Salt Spring; Lia Xu, Manager, Financial Services (via telephone) Tracey Shaver, Recording Secretary.

1. Territorial Acknowledgement / Call Meeting to Order

Chair Wypkema provided a territorial Acknowledgement and called the meeting to order at 1:18 pm.

2. Limited Space Meeting Resolution

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman,
That this resolution applies to the Cedars of Tuam 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 Wypkema, **SECONDED** by Director Holman,
That the Cedars of Tuam Water Service Commission Meeting agenda of November 5, 2020 be approved and amended by reordering the agenda to address item 7.1 prior to item 6.1

CARRIED

4. Approval of Minutes November 22, 2019

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman,
That the Cedars of Tuam Water Service Commission Meeting Minutes of November 22, 2019 be approved.

CARRIED

5. Director, Chair and Commissioner Reports – no reports

7.1 Water Rate Structure analysis

- Review and discussion of rate structure analysis models in staff report
- Goal is to maintain enough revenue to run the system, increase awareness and educate rate payers on need for new well
- Higher consumption charges may reduce water use further
- Equalize costs over 16 properties
- Proposed amendments to water rate structure: Reduce annual fixed user fee to \$1900, increase the per cubic metre charges. (up to 38 m³ at a rate of \$3.50 and over 38 m³ at \$9.00)

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman, That the Cedars of Tuam Water Service Commission recommend that the Electoral Area Services Committee recommend that the CRD Board approve amending the Cedars of Tuam rate structure in the 2021 Operating and Capital Budget and the five year Financial Plan for the Cedars of Tuam Water Service to a fixed charge of \$1900; and a tiered water consumption charge as follows: Tier 1 at 38 m³ or less at \$3.50 per m³; Tier 2 at greater than 39 m³ at \$9.00 per m³.

CARRIED

6. New Business

6.1 2021 Capital and Operating Budget

- Finance staff to remodel five year Capital and Operating budget with amendments

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman, That the Cedars of Tuam Water Service Commission:

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

CARRIED

7. Outstanding Business

7.2 Cedars of Tuam Water Service Concept Design for Connecting to New Well

- Interim option to connect existing treatment plant to new well
- Increase water supply at lower cost

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman, That the Cedars of Tuam Water Service Commission approves proceeding with Option 2 - interim design outlined in the Cedars of Tuam Conceptual Design Technical Memo dated September 12, 2019 and a detailed design to connect a new well in 2022.

CARRIED

7.3 Cedars of Tuam Asset Management Plans

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman,
That the Cedars of Tuam Water Service Commission receive asset management plan
for information.

CARRIED

8. Adjournment

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman
That the meeting adjourn at 2:55 pm.

CARRIED

CHAIR

SENIOR MANAGER