



Making a difference...together

**Minutes of the Cedars of Tuam Water Service Commission Meeting  
Held Thursday, October 21, 2021 Creekside Meeting Room #108-121 McPhillips Avenue,  
Salt Spring Island, BC**

---

**Present:**       **CRD Director:** Gary Holman  
                  **Commission Members:** Peter Wypkema  
                  **Staff:** Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations,  
                  Dean Olafson, Manager Engineering, Salt Spring, Lia Xu, Manager, Financial  
                  Services (via Zoom) Shayla Burnham, Recording Secretary.

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

Chair Wypkema provided a Territorial Acknowledgement and called the meeting to order at 12:34 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 October 21, 2021, 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 (10) 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 October 21, 2021 be approved as present.

**CARRIED**

**4. Approval of Minutes November 5, 2020**

**MOVED** by Commissioner Wypkema, **SECONDED** by Director Holman, that the Cedars of Tuam Water Service Commission meeting minutes of November 5, 2020 be approved as presented.

**CARRIED**

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

**Director Homan** – briefly reported:

- Provisional Budget to be approved by October 27, 2021 and Final Budget to be approved in March 2022.

**Chair Wypkema** briefly reported:

- Thanked CRD operations staff for continued work on the service.
- Requested future meetings be held on Fridays to ensure Chair Wypkema could attend meetings.
- Noted Cedars of Tuam is the highest single family unit cost of all water systems on the island.
- Requested staff work on a “communications plan” for residents within the service area and noted cost concerns will have a big impact on members.

**6. New Business**

**6.1 2022 Capital and Operating Budget**

- Staff provided a brief overview of the budget report.
- Current emergency response within the \$3,000 - \$4,000 range.
- Reservoir cleaning and well inspection in 2021.
- Director Holman updated the Commission on a rebate program for rain water catchment systems.
- Operating Reserve Fund currently operating at an optimal minimal balance.
- Staff updated the Commission on a new well transducer that was purchased with gas tax funding that will enable staff to monitor water levels and ensure faster emergency response times.
- 2022 planned public engagement on funding decisions.
- 2022 well abandonment with \$5,000 budgeted.
- The Commission requested cost details regarding project 21-03 New Well Design and staff confirmed they would return to the Commission with an update.
- Staff confirmed Island Health Authority requires a permitting process for a new well through a design consultant.
- 17 households within the service area.
- Staff to meet with the Commission in Spring 2022 to discuss the budget for 2023.
- Detailed designs cannot be funded by gas tax.
- Positive Petition process cost efficiency discussed.
- The Commission asked if the current well was no longer viable and staff confirmed the well does not provide enough for the service area, water quality issues and that new equipment purchased for the service area will provide better assessments.
- Equipment purchased for the service area to stay with the service area.
- Well inspection by the end of 2021 will provide an update.
- Climate change noted as a concern.

- Relocation of water expenses discussed.
- Existing infrastructure approaching end of life term.

**MOVED** by Commissioner Wypkema, **SECONDED** by Director Holman, that the Cedars of Tuam Water Service Commission approve the 2022 operating and capital budget as presented, and that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund.

**CARRIED**

**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 the 2022 Operating and Capital Budget and the five-year Financial Plan for the Cedars of Tuam Water Service as presented.

**CARRIED**

**7. Outstanding Business – None**

**8. Adjournment**

**MOVED** by Commissioner Wypkema, **SECONDED** by Director Holman that the meeting adjourn at 2:06 pm.

**CARRIED**

---

**CHAIR**

---

**SENIOR MANAGER**