



Making a difference...together

GANGES SEWER LOCAL SERVICE COMMISSION

Notice of Meeting on **Friday, October 7, 2022 at 12:30 PM**

Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

Gary Holman Gary Utter David Toynbee Mike de Carle Jodie Miller

Zoom:

<https://us06web.zoom.us/j/84088900893?pwd=UXhXak9HZEdqYmtNdndWdnFZVFhPT09>

AMENDMENT TO AGENDA

4. Delegation/Presentations

- 4.1 Linda Underwood, President, Summerside Strata Council and Don James, Vice President, Summerside Strata Council re: Summerside Sewer Charges**

2-17

5. New Business

- 5.2 Request Additional Funds to Complete the Detailed Design for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design**

18-19

That the Ganges Sewer Local Services Commission recommends to the Capital Regional District Board that the Ganges Sewer Utility 2022-2026 Five-Year Capital Plan be amended to increase the project budget by an additional \$24,500 from \$90,000 to \$114,500 for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design project, funded by Capital Reserve Fund.



Making a difference...together

RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS BY THE CAPITAL REGIONAL DISTRICT COMMISSIONS

- Under the CRD Procedural Bylaw, the Commission may, by *resolution*; allow an individual or a delegation to address the meeting on the subject of an agenda item, provided written application has been received by the Salt Spring Island Administration Office no later than 4:30pm two (2) calendar days prior to the meeting.
- If you miss this deadline, you may still submit this form; however such requests will require unanimous approval of the Commissions at the intended meeting.
- Each address should be limited to five (5) minutes unless a longer period is agreed to by unanimous vote.
- Each delegation should provide the number of copies of their written submission, as determined by the Salt Spring Administration Staff.

Submit form to Salt Spring Island Administration

E-mail: saltspring@crd.bc.ca

Fax: (250) 537-4456

Capital Regional District, 108 121 McPhillips Avenue Salt Spring Island, BC V8K 1K3

I wish to address the: GANGES SEWER COMMISSION

Parks and Recreation Commission Transportation Commission

Community Economic Development Commission

AT THE MEETING OF FRIDAY OCTOBER 7, 2022 at 12:30 AM/PM

ON AGENDA ITEM SUMMERSIDE SEWER CHARGES

NAME LINDA UNDERWOOD & DAVID JAMES

ADDRESS [REDACTED]

I REPRESENT SUMMERSIDE STRATA COUNCIL

(Name of Organization if applicable)

AS PRESIDENT & VICE PRESIDENT

(Capacity/Position)

TELEPHONE [REDACTED]

FAX [REDACTED]

E-MAIL [REDACTED]

The reason(s) for appearing is (are) and the substance of my presentation is as follows:

IN 2021 THE STRATA CAME TO A NO-FAULT SETTLEMENT AGREEMENT WITH NSSWD REGARDS WHAT WE SAW AS OVBILLING FOR 2014-18. SOON AFTER THIS SETTLEMENT WITH NSSWD WE APPROACHED THE CRD REGARDS SEWER CHARGES. WE RECOGNIZE THAT WE MAY NOT MEET REGIONAL BYLAWS,

(If more space is required, please attach an additional page to this form.) HOWEVER, WE

OCT 3 2022

Date

Signature

BELIEVE OUR SPECIAL CIRCUMSTANCES DESERVE TO BE HEARD.

PLEASE SEE ATTACHED DOCUMENTATION

June 13, 2022

File: 0220-20

Ms. Linda Underwood, President
Summerside Strata Plan VSI5366



Dear Ms. Underwood:

**RE: SEWER BILLING ADJUSTMENT – SUMMERSIDE STRATA PLAN VSI5366,
107 ATKINS ROAD**

As requested, our office reviewed your application for a sewer billing adjustment related to a water leak at the property of 107 Atkins Road.

The Capital Regional District (CRD) provides sewer service to the 39 unit Summerside Strat Corporation building via the Ganges Sewer Local Service. Summerside Strata Corporation states that in years prior to 2018, it was overbilled for water from its water service provider, the North Salt Spring Waterworks District (NSSWD), an improvement district and water provider independent of the CRD. The Ganges sewer service charge is based on water consumption, and NSSWD provides consumption amounts to the CRD for each billing period.

In September 2018, NSSWD replaced the water meter for the property. No adjustment was requested at that time from the CRD. Upon review, it was confirmed that NSSWD has not updated its water consumption amounts for prior years and has not provided a leak adjustment figure.

Please note, Capital Regional District Bylaw No. 3864, Section 7 and 8 states:

7. Utility Bill Appeal

(a) Any Consumer obtaining a utility bill may formally register a complaint or dispute with the General Manager regarding the amount of any charge on the utility bill, **no more than thirty (30) days from the date of billing.**

- (b) The General Manager will review the complaint and may reduce the utility bill amount if:
- i) there is an error in the calculation of the bill amount; or
 - ii) another circumstance exists that makes payment of the full bill amount unjust.

8. Utility Bill Adjustments for Leaks in the Service Line

- (a) No adjustment shall be made for leaks in internal plumbing systems and fixtures, including faucets and toilets, or leaks in an irrigation system on the Property.

[...]

- (h) Where the sewer charges are based on the water consumption volumes and a water leak adjustment has been approved, the consumption for sewer charges will be adjusted in accordance with the water consumption adjustment.
- (i) Where the sewer charges are based on the water consumption volumes and a water leak is in an irrigation system, the General Manager may adjust the sewer charges based on water consumption during the same billing period in the previous year; CRD Integrated Water Services shall absorb the remainder of the sewer consumption cost.
- (j) A sewer leak adjustment will be considered only for the billing period the water leak was detected and the previous billing period in which the leak occurred for a maximum of two (2) billing periods.
- (k) Only one leak adjustment for water and sewer per Property within a twelve (12) month period shall be permitted.
- (l) A leak adjustment application form must be submitted within 30 days of the billing date of the utility bill.

The meter replacement of NSSWD's equipment occurred in September 2018. Ten quarterly billing periods have occurred since then. No appeal was raised within the 30 day timeline of each bill; no leak adjustment was raised within the 30 day timeline of each bill. Therefore, unfortunately, the CRD cannot grant a sewer leak billing adjustment or consider an appeal based on the bylaw criteria and timelines related to the request.

Should you require further information or clarification, please do not hesitate to contact me directly at trobbins@crd.bc.ca.

Sincerely,



Ted Robbins
General Manager, Integrated Water Services

Timeline of Summerside Strata/CRD communication

Date	Event	Description
19/03/21	Agreement w/NSSWD	
17&18/05/21	Response from CRD A Hoge	
29/04/21	Email to CRD DJ Bridgewood	Initial email with attachments
17/05/21	Email to CRD DJ Bridgewood	Council requests clarification
21/05/21	Email to Director G Holman	Email forwarded by DJ Bridgewood to A Hoge. A Hoge indicates bylaw and ask for information on "Plan"
26/05/21	Emails to CRD S Burnham	Emails from DJ Bridgewood and A Hoge forwarded in prep for conversation
28/05/21	Conversation G Holman	Emails forwarded again in prep for conversation
18/06/21	Email to CRD Ganger Sewer Prep for meeting	Director indicates he will follow up with staff. Advises communication with Ganges Sewer
1/06/21	Conversation G Utter	Letter to Sewer Commission sent to CRD. K. Campbell replies
7/03/22	Conversation G Utter	Gary indicates that committee rarely meets but when they do our letter will be discussed
6/05/22	Conversation G Holman	Gary indicates that he is waiting for CRD to get back to him. No communication from sewer commission
		Director advises strata to send all correspondence and record of communications

From: LINDA UNDERWOOD [REDACTED]
Sent: Thursday, April 29, 2021 8:25 am
To: DJ Bridgewood <djbridgewood@crd.bc.ca>
Cc: Don James [REDACTED]
Subject: Summerside Strata VIS5366 - Sewer Charges

Dear Mr. Bridgewood,

Attached please find a letter and spreadsheet related to sewer charges for Summerside Strata.

Thank you for your attention to this inquiry.

Regards,

Linda Underwood
President
Summerside Strata Council

NO QUORUM

Linda Underwood
President - Summerside Strata Plan VS15366

April 28, 2021

D. J. Bridgewood
Senior Financial Officer
Capital Regional District
108-121 McPhillips Avenue
Salt Spring Island, British Columbia

Dear Mr. Bridgewood,

This letter is a follow up to a conversation between yourself and the vice president of our strata council, Don James, regards what our strata sees as an over charge in sewer billing between the years 2014-18. The strata have come to a settlement with the North Salt Spring Water District. We are now following up with you to inquire regards the charges for sewer

Attached please find a spreadsheet that shows the water consumption reported by the CRD between 2009-2019. We have calculated an adjusted consumption and billed amount based on the average of six years (2009 to 2013 plus 2019)

We look forward to hearing your thoughts on this matter and would be happy to have a follow up conversation regards the NSSWD settlement and the attached information at your convenience.

Sincerely,

Linda Underwood

cc. Don James

Attachment: Summerside Sewer Charges 2009-2019

Summerside Sewer Charges 2009-2019

Year	Consumption Reported by CRD	Billed Amount	Rate Per Gallon	Adjusted Consumption	Adjusted Billed Amount	Over Billed Amount
2009	23,200.00	371.70	0.010457	NA		
2010	23,992.00	458.98	0.012932	NA		
2011	20,556.00	442.88	0.014179	NA		
2012	20,510.00	484.71	0.016321	NA		
2013	22,903.00	510.67	0.015748	NA		
2014	27,308.00	554.54	0.015905	21,852	497.56	86.78
2015	27,077.00	583.00	0.015994	21,852	499.50	83.57
2016	28,333.00	899.31	0.0316446	21,852	727.88	171.43
2017	28,700.00	1074.70	0.032220	21,852	854.07	220.63
2018	36,533.00	1438.28	0.039353	21,852	920.57	517.71
2019	21,951.00	946.69	0.03629			
				Overpayment per credit		1,080.12
				Total overpayment		42,124.68
A flat rate of \$150.00 is added to the consumption rate						

* ADJUSTED CONSUMPTION RATE = AVERAGE OF YEARS 2007-13 PLUS 2019 (6 YRS)

Re: Summerside Strata VIS5366 - Sewer Charges

From : LINDA UNDERWOOD [REDACTED]
Subject : Re: Summerside Strata VIS5366 - Sewer Charges
To : djbridgewood <djbridgewood@crd.bc.ca>
Cc : Don James [REDACTED]

Mon, May 17, 2021 04:40 PM

Dear Mr. Bridgewood,

I'm following up on our April 29th email and the conversation that you had with Don James today.

I understand that you will not be dealing with the inquiry that we made on April 29th but I'm hoping that you can clarify exactly what information the CRD requires and advise us if we should be taking any further action at this time to communicate with the CRD?

Many thanks
Linda

From: "lindaunderwood" [REDACTED]
To: "djbridgewood" <djbridgewood@crd.bc.ca>
Cc: "Don James" [REDACTED]
Sent: Thursday, April 29, 2021 8:25:23 AM
Subject: Summerside Strata VIS5366 - Sewer Charges

Dear Mr. Bridgewood,

Attached please find a letter and spreadsheet related to sewer charges for Summerside Strata.

Thank you for your attention to this inquiry.

Regards,

Linda Underwood
President
Summerside Strata Council



RE: Summerside Strata VIS5366 - Sewer Charges

From : Andrew Hoge <ahoge@crd.bc.ca>

Tue, May 18, 2021 09:56 AM

Subject : RE: Summerside Strata VIS5366 - Sewer Charges

To [Redacted]

4 attachments

Cc : [Redacted] DJ Bridgewood <djbridgewood@crd.bc.ca>

Hello Linda,

Your email below was forwarded to me by DJ Bridgewood. Regarding this matter described in your recent letter (attached), a utility service leak adjustment within the Salt Spring Island Electoral Area are governed under CRD bylaw 3864. Section 8(h) of this bylaw is reproduced below:

Bylaw No. 3864

Page

8. Utility Bill Adjustments for Leaks in the Service Line

- (a) No adjustment shall be made for leaks in internal plumbing systems and fixtures, including faucets and toilets, or leaks in an irrigation system on the Property.
- (b) The General Manager may make an adjustment to a utility bill in the case of a water leak and may take into consideration the cause of the water loss, the opportunity for the Consumer to detect the leak, the possibility of Consumer negligence or fault regarding the leak, and the promptness with which the leak was stopped or repaired after discovery.
- (c) To qualify for a utility bill adjustment, the leak must have been caused by circumstances beyond the Consumer's control, such as a leak in the Service Line, a mechanical malfunction, water theft, vandalism, or other unusual or emergency conditions.
- (d) An owner must provide tangible proof that all water leaks have been repaired; the CRD Integrated Water Services has the authority to inspect the repair prior to considering a water leak adjustment.
- (e) The General Manager, upon receiving an application for a water leak adjustment, may adjust the amount of a utility bill for a Consumer where the owner satisfactorily proves that there was a water leak(s) originating on the Consumer side of the meter service box or chamber.
- (f) If the General Manager permits a utility bill adjustment, the Consumer shall assume responsibility for the normal amount of water consumed at the current retail water rate based on the same billing period's consumption in the previous year; CRD Integrated Water Services shall absorb the remainder of the water consumption cost.
- (g) CRD Integrated Water Services will only consider a water leak adjustment for the previous billing period if the leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.
- (h) Where the sewer charges are based on the water consumption volumes and a water leak adjustment has been approved, the consumption for sewer charges will be adjusted in accordance with the water consumption adjustment.
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- (k) Only one leak adjustment for water and sewer per Property within a twelve (12) month period shall be permitted.
- (l) A leak adjustment application form must be submitted within 30 days of the billing date of the utility bill.

If you are able to provide us with the relevant water consumption volume related to a water leak adjustment, please do so and we will review once we receive this information.

Thank you,

-Andrew

Andrew Hoge, CFA, CPA, CGA
Manager, Corporate Finance & Treasury
Capital Regional District
PO Box 1000, 625 Fisgard Street
Victoria, BC V8W 2S6
Email: ahoge@crd.bc.ca
Phone (Direct): 250-360-3004
Phone (Cell): 250-216-5541



From: LINDA UNDERWOOD [REDACTED]
Sent: Thursday, April 29, 2021 8:25 am
To: DJ Bridgewood <djbridgewood@crd.bc.ca>
Cc: Don James [REDACTED]
Subject: Summerside Strata VIS5366 - Sewer Charges

Dear Mr. Bridgewood,

Attached please find a letter and spreadsheet related to sewer charges for Summerside Strata.

Thank you for your attention to this inquiry.

Regards,

Linda Underwood
President
Summerside Strata Council



Fwd: Summerside Strata VIS5366 - Sewer Charges

From : LINDA UNDERWOOD [REDACTED]

Fri, May 21, 2021 03:58 PM

Subject : Fwd: Summerside Strata VIS5366 - Sewer Charges

2 attachments

To : directorssi <directorssi@crd.bc.ca>

Cc : Don James [REDACTED]

Hello Gary,

I am forwarding the email sent to DJ Bridgewood on April 29th. It includes two attachments: a letter to DJ and an excel document showing the sewer charges.

I will forward Andrew Hoge's email to you separately.

Regards,
Linda

p.s. I called the number Don provided [REDACTED] and left a message to set up a Zoom meeting time. Both Don and I are available Tuesday or Wednesday of next week.

From: "lindaunderwood" [REDACTED]
To: "djbridgewood" <djbridgewood@crd.bc.ca>
Cc: "Don James" [REDACTED]
Sent: Thursday, April 29, 2021 8:25 AM
Subject: Summerside Strata VIS5366 - Sewer Charges

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Regards,

Linda Underwood
President
Summerside Strata Council

— **Summerside Sewer Charges 2009-2019.xlsx**
14 KB

— **Summerside Sewer Charges - CRD letter.docx**
45 KB



Fwd: Summerside Strata VIS5366 - Sewer Charges

From : LINDA UNDERWOOD [REDACTED]
Subject : Fwd: Summerside Strata VIS5366 - Sewer Charges
To : sburnham@crd.bc.ca
Cc : Don James [REDACTED]

Wed, May 26, 2021 04:01 PM
2 attachments

Hello Shayla,

This is the first of three emails related to Summerside Sewer charges.

Thank you for setting up the meeting with Gary.

Regards,
Linda

From: "lindaunderwood" [REDACTED]
To: "directorssi" <directorssi@crd.bc.ca>
Cc: "Don James" [REDACTED]
Sent: Friday, May 21, 2021 3:58:30 PM
Subject: Fwd: Summerside Strata VIS5366 - Sewer Charges

Hello Gary,

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Regards,
Linda

p.s. I called the number Don provided [REDACTED] and left a message to set up a Zoom meeting time. Both Don and I are available Tuesday or Wednesday of next week.

From: "lindaunderwood" [REDACTED]
To: "djbridgewood" <djbridgewood@crd.bc.ca>
Cc: "Don James" [REDACTED]
Sent: Thursday, April 29, 2021 8:25:23 AM
Subject: Summerside Strata VIS5366 - Sewer Charges

Dear Mr. Bridgewood,

Attached please find a letter and spreadsheet related to sewer charges for Summerside Strata.

Thank you for your attention to this inquiry.

Regards,



Fwd: Summerside Strata VIS5366 - Sewer Charges

From : LINDA UNDERWOOD [REDACTED] Wed, May 26, 2021 04:03 PM
Subject : Fwd: Summerside Strata VIS5366 - Sewer Charges 📎 3 attachments
To : sburnham <sburnham@crd.bc.ca>
Cc : Don James <[REDACTED]>

From: "lindaunderwood" [REDACTED]
To: "directorssi" <directorssi@crd.bc.ca>
Cc: "Don James" [REDACTED]
Sent: Friday, May 21, 2021 3:59:50 PM
Subject: Fwd: Summerside Strata VIS5366 - Sewer Charges

From: "Andrew Hoge" <ahoge@crd.bc.ca>
To: "lindaunderwood" [REDACTED]
Cc: "Don James" [REDACTED]; "djbridgewood" <djbridgewood@crd.bc.ca>
Sent: Tuesday, May 18, 2021 9:56:49 AM
Subject: RE: Summerside Strata VIS5366 - Sewer Charges

NO QUORUM

Hello Linda,

Your email below was forwarded to me by DJ Bridgewood. Regarding this matter described in your recent letter (attached), a utility service leak adjustment within the Salt Spring Island Electoral Area are governed under CRD bylaw 3864. Section 8(h) of this bylaw is reproduced below:

If you are able to provide us with the relevant water consumption volume related to a water leak adjustment, please do so and we will review once we receive this information.

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-Andrew

Andrew Hoge, CFA, CPA, CGA
Manager, Corporate Finance & Treasury
Capital Regional District
PO Box 1000, 625 Fisgard Street
Victoria, BC V8W 2S6
Email: ahoge@crd.bc.ca
Phone (Direct): 250-360-3004
Phone (Cell): 250-216-5541



From: LINDA UNDERWOOD [REDACTED]
Sent: Thursday, April 29, 2021 8:25 am
To: DJ Bridgewood <djbridgewood@crd.bc.ca>
Cc: Don James [REDACTED]
Subject: Summerside Strata VIS# 66 - Sewer Charges

Dear Mr. Bridgewood,

Attached please find a letter and spreadsheet related to sewer charges for Summerside Strata.

Thank you for your attention to this inquiry.

Regards,

Linda Underwood
President
Summerside Strata Council



Fwd: Summerside Strata VIS5366 - Sewer Charges

From : LINDA UNDERWOOD [REDACTED]
Subject : Fwd: Summerside Strata VIS5366 - Sewer Charges
To : sburnham <sburnham@crd.bc.ca>
Cc : Don James [REDACTED]

Wed, May 26, 2021 04:04 PM
2 attachments

Hi Shayla,

This email duplicates Andrew's email and shows our reply.

Linda

From: "lindaunderwood" [REDACTED]
To: "Andrew Hoge" <ahoge@crd.bc.ca>
Cc: "Don James" [REDACTED] "djbridgewood" <djbridgewood@crd.bc.ca>
Sent: Friday, May 21, 2021 3:46:44 PM
Subject: Re: Summerside Strata VIS5366 - Sewer Charges

Hello Andrew,

Thank you for taking the time to reply to our query regarding the sewer charges at Summerside.

As our confidential settlement with NSSWD was in force, we do not have the information that the bylaw requires. The agreement with NSSWD does not enable us to share the settlement amount with the CRD if it is held in confidence. We would be happy to speak with you should you wish to follow up.

Regards,
Linda

From: "Andrew Hoge" <ahoge@crd.bc.ca>
To: "lindaunderwood" [REDACTED]
Cc: "Don James" [REDACTED] "djbridgewood" <djbridgewood@crd.bc.ca>
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Subject: RE: Summerside Strata VIS5366 - Sewer Charges

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-Andrew

Andrew Hoge, CFA, CPA, CGA
Manager, Corporate Finance & Treasury
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Phone (Direct): 250-360-3004
Phone (Cell): 250-216-5541



Making a difference...together

REPORT TO GANGES SEWER UTILITY COMMISSION MEETING OF FRIDAY, OCTOBER 7th, 2022

SUBJECT Request Additional Funds to Complete the Detailed Design for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design

ISSUE

Additional funds are required to continue with the investigation and design for the Ganges Wastewater Treatment Plant (WWTP) aeration system upgrade.

BACKGROUND

The Ganges WWTP was built in 1983 to service the Ganges community on Salt Spring Island. The original plant employed a rotating biological contactor (RBC) process, which was converted to a membrane bioreactor (MBR) process in 1998. In the most recent upgrade undertaken between 2016-2018, many equipment components were replaced and some process modifications were made.

During the course of completing the upgrade some additional items were identified that should be addressed and brought forward to the Commission at their August 29, 2019 meeting. The Ganges WWTP had been experiencing low dissolved oxygen (DO) concentrations in the aeration tank. The plant achieves biochemical oxygen demand (BOD) reduction but has not been able to achieve full and stable nitrification in the summer, which has led to high concentrations of ammonia in the effluent. In 2020 a project was added to the capital plan to retain a specialist in aeration systems to evaluate the process and provide recommendations for improvement which was completed in 2020. The preliminary design report presented blower options, sizing and location options as well as proposed upgrades to header sizing and diffuser layout modifications.

A request for proposals for detailed design was issued in August 2022 and three proposal submissions were received. After evaluating and scoring all proposals, the cost presented by the preferred proposal is greater than the allocated budget.

ALTERNATIVES

Alternative 1

The Ganges Sewer Local Services Commission recommends to the Capital Regional District Board that the Ganges Sewer Utility 2022-2026 Five-Year Capital Plan be amended to increase the project budget by an additional \$24,500 from \$90,000 to \$114,500 for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design project, funded by Capital Reserve Fund.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

A delay in the approval of the additional project budget will likely postpone the project until 2023. A delay to 2023 will probably result in an increase in the quoted price for the work and the potential need to re-tender the project. The table outlines the project costs and additional funding required

Ganges Sewer Local Services Commission – October 7th, 2022
Request Additional Funds to Complete the Detailed Design for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design **2**

to complete the project.

Ganges WWTP Aeration System Upgrade	Budget
Initial Project Budget	
Project Management	\$9,000
Design	\$81,000
Sub Total	\$90,000
Spent to Date	
Project Management costs to date	(\$5,680)
Costs to Complete	
Design Cost (Quote from preferred proponent)	(\$91,200)
Contingency (10%)	(\$9,120)
Project Management to complete	(\$8,500)
Total Costs	(\$114,500)
Additional Funding Required	
Funding to be Transferred from CRF	\$24,500

There are sufficient funds available in the Capital Reserve Fund for the service to increase the project budget by \$24,500.

CONCLUSION

The balance in the Capital Reserve Fund (\$537,452) has sufficient funds available to complete the detailed design for the Aeration System Upgrade for the Ganges Sewer Utility service and avoid schedule delays, increased costs and the potential for the plant to operate with less than efficient denitrification.

RECOMMENDATION

That the Ganges Sewer Local Services Commission recommends to the Capital Regional District Board that the Ganges Sewer Utility 2022-2026 Five-Year Capital Plan be amended to increase the project budget by an additional \$24,500 from \$90,000 to \$114,500 for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design project, funded by Capital Reserve Fund.

Submitted by:	Dean Olafson, P. Eng., MBA, Engineering Manager, Salt Spring Electoral Area
Concurrence:	Marla Campbell, MBA, BPA, Senior Manager, Salt Spring Electoral Area
Concurrence:	Lia Xu, M. Sc., CPA, CGA Manager, Financial Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer