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**Minutes of the Salt Spring Island Liquid Waste Disposal Services Commission
Held October 03, 2013
Portlock Park Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
 Commission Members: Peter Lake (Chair); Maxine Leichter (Vice Chair);
 Sharon Bywater; John Sprague;
 Staff: Karla Campbell, EA Senior Manager; Ralf Waters, EA Manager of
 Engineering; Tracey Shaver, Recording Secretary

Chair Lake called the meeting to order at 3:10 pm.

1. Approval of Agenda

MOVED by S. Bywater, **SECONDED** by W. McIntyre,
That the agenda be adopted with the following additions:

- 6.1 Commission Membership
- 6.2 Stainless Steele Tank Deposit Refund
- 6.3 Financial Reporting
- 6.4 Island Trust Update

CARRIED

2. Adoption of Minutes

Commission members noted a few clerical items to be amended.

MOVED by M Leichter, **SECONDED** by P. Lake,
That the minutes of November 27, 2012, March 7, 2013, and April 2, 2013
Regular Meetings be approved as amended.

CARRIED

3. Presentations / Delegations

There were no delegations to be heard at this time.

4. Reports

4.1 CRD Director McIntyre

Director McIntyre reported on the following items:

- The Union of BC Municipalities was agreed to draft a definition for "Conflict of Interest".
- October 11, 2013 the Best Practise Guide for Small Water Systems will be released.

4.2 Chair's Report

There was no report at this time.

5. New Business

- 5.1 Awarding of Consulting Engineering Contract to complete proposed receiving station and storage tank upgrades to the Salt Spring Island Burgoyne Bay Liquid Waste Treatment Facility.

Questions regarding the CRD procurement process were addressed by R. Waters. The Commission asked for clarification of their role in this project, what types of communication will be provided and who would be overseeing the consultant. Commissioners requested the project be locally supervised and that the Commission be informed on costs and progress.

MOVED by M. Leichter, **SECONDED** by J. Sprague,
That the Salt Spring Island Liquid Waste Disposal Local Services Commission recommends that the contract be issued to WorleyParsons for engineering consulting services required to complete Phase 1 defined as the Engineering Consulting Services for the selection and installation of an automated septage receiving station and storage tanks at the Burgoyne Bay Liquid Waste Treatment Facility including design, tendering and construction services.

CARRIED

- 5.2 Update on the Project Plan for the Proposed Upgrades to the Salt Spring Island Burgoyne Bay Liquid Waste Treatment Facility.

Report was briefly discussed and received for information.

6. Other Business

- 6.1 Commission Membership
J. Sprague announced that he will be stepping down at the end of his term this year and moving on to other projects. Advertisements have been placed in the Driftwood for vacancies and Commissioners are encouraged to seek interested members of the public to join the commission.
- 6.2 Tank Refund
The CRD has determined that there was no deposit made on the whisper tanks and therefore no refund.
- 6.3 Financial Reporting
Clarification of capital reserve and operation funds will be dealt with at the AGM/Budget meetings.
- 6.4 Island Trust
Island Trust staff advised Commission that an amended application would be required for an irrigation pipe to cross the ALC zoned lands to irrigate the forest wood lot.

7. Adjournment

The next meeting date is to be determined.
The meeting was adjourned at 4:43 pm.