



Making a difference...together

**Minutes of the 2016 Annual General Meeting of the Highland/Fernwood, Highland and Fernwood Local Water Service Commissions**  
**Held Tuesday November 28, 2017, in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC**

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**Present:**       **CRD Director:** Wayne McIntyre  
                  **Commission Members:** Eli Trory, Lorries Hunt, Sharon Bywater; Carol Newmeyer  
                  **Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary

**1. Call to Order**

Chair Hunt called the meeting to order at 10:00 am.

**2. Approval of Agenda**

**MOVED** by Commissioner Bywater, **SECONDED** by Commissioner Trory,  
That the combined Highland/Fernwood Water Service Commission 2016 Annual General agenda of November 28, 2017 be approved.

**CARRIED**

**3. Adoption of Minutes of the 2015 Annual General Meeting held on June 14, 2016.**

**MOVED** by Commissioner Trory, **SECONDED** by Commissioner Bywater,  
That the combined Highland/Fernwood Water Service Commission Minutes of 2015 Annual General Meeting be approved.

**CARRIED**

**4. Chair's Report**

Chair Hunt briefly reported:

- Year of the Leaks! 40% water loss
- Equipment failures and age of plant and service lines
- Perception that there was less rain in the fall
- Conservation efforts should continue
- Desperately need volunteers to participate on Commission

**5. Report**

**5.1 Annual Report for 2016 Fiscal Year**

Staff presented the various sections of the AGM report for 2016 Fiscal Year.

- Metered water revenue is up

- Unmetered water use is higher and the leaks are harder to find
- 41 % unaccounted for; in small systems the acceptable amount is generally 15 to 20%
- 6 repairs on leaks; additional attempts to detect leaks are being made at night when usage is low and by listening for sound vibrations at valves.
- SAMP to give direction on repairs or replacements needs
- Uncompleted capital projects brought forward to 2017

## 6. Election of Officers

Nominations were called for from the floor for volunteers. None being heard, it was advised that if there is not enough local participation from the service area the annual operating reports and budget decisions will be heard and decided on by the CRD Electoral Area Services Committee.

Carol Newmeyer and Eli Trory reluctantly agreed to extend their terms as commission members.

## 7. New Business

Emergency notification system being worked on.

- Residents sign up to receive information via email, text or phone.
- Specific messages related to areas in the EASC

## 8. Adjournment

**MOVED** By Commissioner Bywater, **SECONDED** by Commissioner Trory,  
That the meeting adjourn at 11:04 am.

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**CHAIR**

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**SENIOR MANAGER**