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**Minutes of the Highland Water and Sewer Services Commission (Maliview)
Held Thursday October 22, 2020, in the Lions Hall, 103 Bonnet Ave, Salt Spring Island,
BC**

Present: **Commission Members:** Laura Travelbea, Brian Travelbea, Director Holman
Staff: Karla Campbell, Senior Manager; Allen Xu, Manager Engineering; Tracey Shaver, Recording Secretary.
Participant: Sharon Bywater

Chair Travelbea called the meeting to order at 1:00 PM.

1. Approval of Agenda

MOVED by Commissioner L. Travelbea, **SECONDED** by B. Travelbea,
That the meeting agenda of October 22, 2020 for Maliview Sewer Service Commission be approved.

CARRIED

2. Adoption of Minutes of November 21, 2019

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman,
That the Maliview Sewer Service Commission meeting minutes from November 21, 2019 be approved.

CARRIED

3. Chair and Director Report – no reports

4. New Business

4.1 Request to Increase Budget to Develop Detailed Engineering Design and Cost Estimates for the Maliview Wastewater Treatment Plant Upgrading

- Background and planning strategies reviewed
- Need regulatory approval of concept design
- Detail design not necessary for grant approval but will get project shovel ready
- Unknowns for project are archeologic and geotechnical (contingency in budget to address)
- Current treatment plant design fits within footprint of property
- Tight timeline to complete construction and meet regulatory requirements (end of 2022)
- Alternative 2 would delay project if the grant is not received

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman,
That the Highland Water and Sewer (Maliview) Service Commission recommends that the Capital Regional District Board amend the Highland Water and Sewer (Maliview) service Five Year Financial Plan to include a project for Maliview WWTP Upgrade Design in year 2020 with the total budget of \$257,620 funded by the combination of capital reserve fund (\$22,000) and Community Work Fund (\$235,620).

CARRIED

4.2 Highland Fernwood Water Conservation Plan

- Water conservation plan is needed as part of the grant application
- Plan is to achieve 20% water loss reduction and to 10% water use reduction in ten years by 2030
- Need distribution system repairs and water conservation education to accomplish

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, That Highland Water and Sewer Service Commission recommend the Electoral Areas Committee recommend to the Capital Regional District Board endorse the Water Conservation Plan Dated October 14, 2020.

CARRIED

4.3 Maliview Wastewater Treatment Plant Upgrade Loan Authorization and Amend Service Establishment-Process and Next Steps

- Discussion on communication strategies to rate payers regarding choices
- Choices for style of voter ascent and loan amortization rates as will be surveyed for best possible outcomes
- Determine who is eligible to vote
- Proof of secure funding is necessary for grant approval; Loan Bylaws to be held at third reading until grant award is known

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, The Highland Water and Sewer Local Service Area recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
3. Present the project and funding option to the ratepayers in the first quarter of 2021; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

CARRIED

5. Outstanding Business- none

6. Next Meeting: TBA

7. Adjournment

MOVED by Commissioner L. Travelbea, **SECONDED** by B. Travelbea,

That the meeting be adjourned at 2:50 pm.

CHAIR

SENIOR MANAGER