



Making a difference...together

**Minutes of the Fiscal Year 2019 Annual General Meeting of the Highland/Fernwood,  
Highland and Fernwood Local Water Service Commissions  
Held Thursday, October 29, 2020, Lions Hall, 103 Bonnet Ave, Salt Spring Island, BC**

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**DRAFT**

**Present:** **Commission Members:** Laura Travelbea, Brian Travelbea, Director Holman  
**Staff:** Karla Campbell, Senior Manager; Allen Xu, Manager Engineering; Matt McCrank, Senior Manager, Wastewater Infrastructure Operations; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Lia Xu, Manager, Finance Services; Tracey Shaver, Recording Secretary.  
**Absent:** Kevin Wilson

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

Chair L. Travelbea called the meeting to order at 11:00 am with a Territorial Acknowledgement.

**2. Limited Space Meeting Resolution**

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Director Holman,  
That this resolution applies to the Highland/Fernwood Water Service Commission for the meeting being held on October 29, 2020, 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 (30) 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 L. Travelbea, **SECONDED** by Commissioner B. Travelbea,  
That the combined Highland/Fernwood Water Service Commission agenda for the Fiscal Year 2019 Annual General Meeting be approved.

**CARRIED**

**4. Adoption of Minutes of the 2018 Annual General Meeting held April 17, 2019**

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Director Holman,  
That the combined Highland/Fernwood Water Service Commission meeting minutes from the FY 2018 held on April 17, 2019 be approved.

**CARRIED**

5. **Chair's Report-** no report

6. **Report**

6.1 **Annual Report for 2019 Fiscal Year**

- 29% loss of water if high for small system
- Three reservoirs with leaking pipes; upper reservoir is at end of life cycle (40 yrs)
- Repairs and emergency responses driving costs; little left for preventative maintenance

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Director Holman,  
That the fiscal year 2019 staff report for the combined highland/Fernwood water service  
be accepted for information.

**CARRIED**

7. **Election of Officers**

- Requests for volunteers was advertised for 30 days in advance of AGM.
- No nominations have come forward.
- Both Laura and Brian Travelbea agreed to continue for a second term beginning in 2021.

8. **New Business** - none

9. **Adjournment**

**MOVED** by Director Holman, **SECONDED** by Commissioner B. Travelbea,  
That the meeting be adjourned at 11:24 am.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**