



Making a difference...together

Minutes of the 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

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 11:25 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 of October 29, 2020 be approved.

CARRIED

4. Adoption of Minutes of February 24, 2020

MOVED by Commissioner L. Travelbea, **SECONDED** by Director Holman,
That the combined Highland/Fernwood Water Service Commission approve the minutes of February 24, 2020 as submitted.

CARRIED

5. **Chair and Director Reports - Highland/Fernwood Water Service Commission-** No reports

6. **New Business**

6.1 **Highland Fernwood Water Conservation Plan**

- This water conservation plan is required as part of the grant application for Maliview Sewer.

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

CARRIED

6.2 **2021 Operating and Capital Budget**

- 2020 saw a deficit due to repairs and water main breaks
- Under revenue and carrying forward \$100,000 (+/-)
- Continue to build reserves and prepare for future borrowing

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman,

That the Highland/Fernwood Water Service Commission:

A. HIGHLAND/FERNWOOD WATER SERVICE

1. Approve the 2021 operating and capital budget as presented and that the 2020 actual operating deficit be carried forward to 2021 budget to be recovered by user charge;
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Highland/Fernwood Water Service as presented;

B. HIGHLAND WATER SERVICE

1. Approve the 2021 operating and capital budget as presented; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Highland Water Service as presented.

C. FERNWOOD WATER SERVICE

1. Approve the 2021 operating budget as presented; and,

2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating Budget and the five year Financial Plan for the Fernwood Water Service as presented.

CARRIED

The Commission took a short recess from 11:55 am to 12:11 pm

7. Outstanding Business

7.1 Bylaw 4371 – Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1 2020

- House-keeping change to separate out Maliview Sewer from the Fernwood/Highland water service.

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

1. That Bylaw 4371, “Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020” be introduced and read a first, second, and third time.
2. That Bylaw 4371 be adopted.

CARRIED

7.2 Highland Fernwood Asset Management Plans

- Water reservoirs and distribution system near end of life cycle
- Highland legacy fund has defined work for the middle reservoir
- Any designs will be brought to the Commission and then forward for public consultation and rate payer approval to borrow funding.

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, That the Highland Fernwood asset management plans be received for information

CARRIED

8. Adjournment

MOVED by Director Holman, **SECONDED** by Commissioner B. Travelbea, That the meeting be adjourned at 12:30 pm.

CARRIED

CHAIR

SENIOR MANAGER