



Making a difference...together

**Minutes of the Meeting of the Fernwood and Highland Water Service Commission  
Held Friday, October 15, 2021, Salt Spring Island Library, 129 McPhillips Avenue, Salt  
Spring Island, BC**

---

**DRAFT**

**Present:**

**CRD Director:** Gary Holman

**Commission Members:** Laura Travelbea, Brian Travelbea, and Kevin Wilson

**Staff:** Dan Ovington, Parks and Recreation Manager, Dean Olafson, Manager Engineering, Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations, Lia Xu, Manager, Finance Services, Shayla Burnham, Recording Secretary

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

Commissioner L. Travelbea provided a Territorial Acknowledgement and the meeting was called to order at 10:10 am.

**2. Limited Space Meeting Resolution**

**MOVED** by Commissioner Wilson, **SECONDED** by Director Holman, that this resolution applies to the Fernwood and Highland Water Service Commission for the meeting being held on October 15, 2021, 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 (20) 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 B. Travelbea, **SECONDED** by Commissioner Wilson, that the Fernwood and Highland Water Service Commission agenda of October 15, 2021 be approved as presented.

**CARRIED**

**4. Adoption of Minutes of October 29, 2020**

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Director Holman, that the Fernwood and Highland Water Service Commission approve the minutes of October 29, 2020.

**CARRIED**

**5. Chair and Director Reports**

**Director Holman** briefly reported:

- Provisional Budget to be approved by October 27, 2021 and Final Budget to be approved in March 2022.

**Chair Travelbea** No Report.

**6. New Business**

**6.1 2022 Operating and Capital Budget**

- Fernwood and Highland Water Services combined, creating one service plant and distribution service.
- The two individual budgets are debt servicing budgets specifically for the Fernwood Service and Highland Service.
- Staff first spoke to the Fernwood and Highlands operating budget and explained to the Commission that overages spent were due to watermain breaks.
- The Commission expressed concern for water quality.
- Staff confirmed that the Fernwood and Highland Water Service has the highest annual emergency watermain breaks out of all SSI water service areas.
- The Commission asked how many staff are on island to deal with emergency repairs and staff confirmed three.
- Repairs and maintenance funded by operating reserve fund.
- Staff exploring opportunity for resale/reuse of sludge removal.
- Staff confirmed capital improvements are underway but expressed watermain replacements are costly.

**A. FERNWOOD AND HIGHLAND WATER SERVICE**

**MOVED** by Commissioner Wilson, **SECONDED** by Commissioner L. Travelbea, that the Fernwood and Highland Water Service Commission approve the 2022 operating and capital budget as amended by keeping the user fees the same and to increase the transfer to operating reserve by \$27,681 and that the 2021 actual deficit be carried forward to the 2022 budget to be recovered by revenue immediately.

**CARRIED**

**MOVED** by Commissioner Wilson, **SECONDED** by Commissioner L. Travelbea, that the Fernwood and Highland Water Service Commission recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Fernwood and Highland Water Service as amended.

**CARRIED**

**B. HIGHLAND WATER SERVICE**

- Capital Reserve Legacy Fund.
- Intent was to use these funds for the Highland only side of the service for capital improvements and projects before the Highland and Fernwood services combined.

**MOVED** by Commissioner Wilson, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission approve the 2022 operating and capital budget as presented.

**CARRIED**

**MOVED** by Commissioner Wilson, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Highland Water Service as presented.

**CARRIED**

**C. FERNWOOD WATER SERVICE**

- No active projects.

**MOVED** by Commissioner Wilson, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission approve the 2022 operating budget as presented.

**MOVED** by Commissioner Wilson, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating Budget and the five-year Financial Plan for the Fernwood Water Service as presented.

**CARRIED**

**7. Outstanding Business – None**

**8. Adjournment**

**MOVED** by Director Holman, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission meeting be adjourned at 12:04 pm.

**CARRIED**

---

**CHAIR**

---

**SENIOR MANAGER**