



Making a difference...together

Minutes of the Fiscal Year 2020 Annual General Meeting of the Fernwood and Highland Water Service Commission

Held Thursday, January 13, 2022, Creekside Meeting Room (CRD Office) 108-121 McPhillips Avenue, Salt Spring Island, BC

DRAFT

Present: **Director:** Gary Holman
Commission Members: Laura Travelbea and Brian Travelbea
Staff: Karla Campbell, Senior Manager; Dean Olafson, Manager Engineering; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations (via Zoom); Lia Xu, Manager, Finance Services (via Zoom); and Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair L. Travelbea provided a Territorial Acknowledgement and the meeting was called to order at 10:02 am.

2. Limited Space Meeting Resolution

MOVED by Commissioner Director Holman, **SECONDED** by Commissioner B. Travelbea, that this resolution applies to the Fernwood and Highland Water Service Commission for the meeting being held on January 13, 2022, 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 (10) 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 Director Holman, that the Fernwood and Highland Water Service Commission agenda for the Fiscal Year 2020 Annual General Meeting be approved.

CARRIED

4. Adoption of Minutes of the 2019 Annual General Meeting held October 29, 2020

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, that the Fernwood and Highland Water Service Commission meeting minutes from the FY 2019 held on October 29, 2020 be approved.

CARRIED

5. Chair's Report

Director Holman – No report

Chair Travelbea – No report

6. Report

6.1 Annual Report for 2020 Fiscal Year

- Staff to update page 7, Figure 2: Highland Fernwood Water Service Annual Water Production and Demand and circulate to the Commission.
- Staff to update page 8, Figure 3: Highlands-Fernwood Water Service Monthly Water Production and circulate to the Commission.
- Discussion with the Ministry of Environment (MOE) underway regarding potential residual land application processes.
- Onshore piping work to be completed still.
- Discussion regarding licence volume from Fernwood and Highland transferring to North Salt Spring Water Works District (NSSWD) underway with the possibility of future benefits for affordable housing.

MOVED by Commissioner L. Travelbea, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission receive this report for information.

CARRIED

7. Election of Officers

- Request for volunteers was advertised as per the requirements and staff called for nominations from the floor.
- Carollin Wentworth provided her application to the Commission which will be forwarded to the CRD Board for approval early 2022.
- Kevin Wilson provided his resignation to the Commission.

8. New Business

Daft pump staff report forthcoming.

9. Adjournment

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, that the meeting be adjourned at 10:50 am.

CARRIED

CHAIR

SENIOR MANAGER