

## SKANA WATER SERVICE COMMITTEE

Notice of Annual General Meeting on **Monday, November 30, 2020 at 10 am**  
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the public who wish to listen to the meeting via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

R. Pellerine (Chair)  
R. Johnston

Director D. Howe  
J. Sanders

R. Hagkull

### AGENDA

#### 1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Skana Water Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Skana Water Service Committee, because:
  - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Skana Water Service Committee and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the Skana Water Service Committee and the public in sufficient numbers; and
3. That the Skana Water Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
  - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
  - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
  - c. 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,
  - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
  - e. By making the minutes of the meeting available on the CRD website following the meeting.

**Recommendation:** *That the Skana Water Service Committee adopt the resolution as presented.*

#### 2. APPROVAL OF AGENDA

**Recommendation:** *That the agenda be approved.*

#### 3. ADOPTION OF MINUTES OF THE ANNUAL GENERAL MEETING OF MAY 30, 2019

**Recommendation:** *That the minutes of the Annual General Meeting of May 30, 2019 be adopted.*

#### 4. CHAIRS REPORT

*Continued on next page*

**5. APPOINTMENT OF COMMITTEE MEMBERS**

*Recommendation: That the Skana Water Service Committee:*

1. *Direct staff to forward the names of the nominees with the most mail-in votes to the Capital Regional District Board for appointment;*
2. *Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Skana Water Service Committee appointments and make them available for public inspection upon request; and*
3. *Direct staff to destroy polling materials as soon as practicable following 56 days after the Capital Regional District Board ratification of the appointments, including:*
  - a. *The ballots used in the election; and*
  - b. *Any copies of the list of owners and occupants within the service area used for the purposes of voting proceedings.*

**6. CORRESPONDENCE****7. NEW BUSINESS****8. ADJOURNMENT**

Inquires arising from this meeting may be sent to [IWSAdmin@crd.bc.ca](mailto:IWSAdmin@crd.bc.ca) for direct response.



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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE SKANA WATER SERVICE COMMITTEE Held Thursday, May 30, 2019 at the Mayne Island Agricultural Hall, 430 Fernhill Road, Mayne Island, BC**

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**PRESENT:** **Committee Members:** J. Sanders (Chair), G. Fryling, R. Hagkull, R. Johnston, B. Maberley, Southern Gulf Islands Regional Alternate Director

**Staff:** M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, S. Orr (recorder)

**PUBLIC:** 6 members of the public

**ABSENT:** D. Howe, Southern Gulf Islands Regional Director

The meeting was called to order at 2 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by G.Fryling, **SECONDED** by R. Johnston,  
That the agenda be approved as distributed.

**CARRIED**

**2. ADOPTION OF MINUTES OF MAY 31, 2018**

**MOVED** by G.Fryling, **SECONDED** by R. Hakgull,  
That the minutes of May 31, 2018 be adopted.

**CARRIED**

**3. CHAIR'S REPORT**

The Chair did not have a report.

**4. ANNUAL REPORT**

M. McCrank presented the 2018 Annual Report and advised that all local service annual reports are available on the Capital Regional District (CRD) website. A question and answer period followed.

**5. APPOINTMENT OF COMMITTEE MEMBERS**

Nominations were called for two positions for a term beginning July 1, 2019 and expiring on June 30, 2021. The following nominations were received:

- Robert Johnston (re-appointment)
- Richard Pellerine (new member)

Both agreed to stand for election. Nominations were called a second time and third time and there were no further nominations. Their names will be forwarded to the CRD Board for appointment.

**MOVED** by J. Sanders, **SECONDED** by R. Hagkull,

That the following names be forwarded to the Capital Regional District Board for appointment:

- Robert Johnston
- Richard Pellerine

**CARRIED**

## 6. NEW BUSINESS

There was no new business.

## 7. ADJOURNMENT

**MOVED** by J. Sanders **SECONDED** by R. Hakgull,  
The meeting was adjourned at 2:14 p.m.

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Chair

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Secretary