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## SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE

Notice of Annual General Meeting on **Monday, November 30, 2020 at 1:30 pm**  
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.

Louis Vallee (Chair)  
Wesley Mulvin

Richard Bougie  
Joan Sutherland

Director D. Howe

### AGENDA

#### 1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Surfside Park Estates 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 Surfside Park Estates Water Service Committee, because:
  - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Surfside Park Estates Water Service Committee and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the Surfside Park Estates Water Service Committee and the public in sufficient numbers; and
3. That the Surfside Park Estates 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 Surfside Park Estates Water Service Committee adopt the resolution as presented.*

#### 2. APPROVAL OF AGENDA

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

To ensure quorum, advise Sharon 250.474.9622 or [sorr@crd.b.ca](mailto:sorr@crd.b.ca) if you are unable to attend.

**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**

**5. APPOINTMENT OF COMMITTEE MEMBERS**

*Recommendation: That the Surfside Park Estates Water Service Committee: direct staff to forward the names of the nominees to the Capital Regional District Board for appointment;*

**6. NEW BUSINESS**

**7. ADJOURNMENT**

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



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Agenda Item #3

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE SURFSIDE PARK ESTATES 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:** L. Vallee (Chair), J. Sutherland, R. Bougie, 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:** 1

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

The meeting was called to order at 12:01 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by J. Sutherland, **SECONDED** by B. Maberley,  
That the agenda be approved as distributed.

**CARRIED**

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

**MOVED** by J. Sutherland, **SECONDED** by B. Maberley,  
That the minutes of May 31, 2018 be adopted as circulated.

**CARRIED**

**3. CHAIRS REPORT**

The Chair reported that he is happy to see the financial debt will be retired within a year but there is still some concern about leakage. He stated that the water quality is great and everything seems to be going well.

**4. ANNUAL REPORT**

M. McCrank presented the annual report and advised that all local service annual reports are available on the Capital Regional District (CRD) website.

Staff answered questions from the committee.

**MOVED** by J. Sutherland, **SECONDED** by B. Maberley,  
That the 2018 Annual Report be received for information.

**CARRIED**

**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:

- Louis Vallee
- Wesley Mulvin

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. Sutherland, **SECONDED** by B. Maberley,  
That the following names be forwarded to the Capital Regional District Board for appointment:

- Louis Vallee
- Wesley Mulvin

**CARRIED**

**6. NEW BUSINESS**

Discussions took place regarding:

- Individual billing
- Water conservation signage
- Current debt and operating budget
- Water tank replacement

**7. ADJOURNMENT**

**MOVED** by L. Vallee, **SECONDED** by J. Sutherland,  
That the meeting be adjourned at 12:34 p.m.

**CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary