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**Minutes of the Meeting of the Fernwood and Highland Water Service Commission
Held Friday, October 17, 2022, Salt Spring Island Library, 129 McPhillips Avenue, Salt
Spring Island, BC**

DRAFT

Present:

CRD Director: Gary Holman

Commission Members: Laura Travelbea (via Zoom), Brian Travelbea (via Zoom), and Carolin Wentworth

Staff: Karla Campbell, Senior Manager, SSI Administration; Dean Olafson, Manager Engineering; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Lia Xu, Manager, Finance Services; and 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 10:02 am.

2. Approval of Agenda

MOVED by Commissioner Wentworth, **SECONDED** by Director Holman, that the Fernwood and Highland Water Service Commission agenda of October 17, 2022 be approved as presented.

CARRIED

3. Adoption of Minutes of October 15, 2021

MOVED by Director Holman, **SECONDED** by Commissioner L. Travelbea, that the Fernwood and Highland Water Service Commission approve the minutes of October 15, 2021 as presented.

CARRIED

4. Chair and Director Reports – no reports

5. New Business

5.1 2023 Operating and Capital Budget

- Staff provided an overview of the 2023 Operating and Capital Budget.
- Ongoing water system breaks and treatment system repairs discussed.
- Staff confirmed borrowing for the service is to be approved by rate payers.
- It was asked if replacement of the watermains could be completed during repair

work and staff confirmed the initial construction would focus on the continued watermain break areas.

- It was confirmed that watermain replacement repairs would also include water meter connections.
- A discussion around lower cost residual disposition methods occurred.

MOVED by Director Holman, **SECONDED** by Commissioner Wentworth, that the Fernwood and Highland Water Service Commission request staff examine possible lower costs for water residual disposition methods for the Highland and Fernwood Water Service.

CARRIED

MOVED by Commissioner B. Travelbea, **SECONDED** by Commissioner Wentworth, that the Fernwood and Highland Water Service Commission:

A. FERNWOOD AND HIGHLAND WATER SERVICE

1. Approve the 2023 operating and capital budget as presented, and that the 2022 actual deficit be balanced on the 2022 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund) and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Fernwood and Highland Water Service as presented.

B. HIGHLAND WATER SERVICE

1. Approve the 2023 operating and capital budget as presented; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Highland Water Service as presented.

C. FERNWOOD WATER SERVICE

1. Approve the 2023 operating budget as presented; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating Budget and the five-year Financial Plan for the Fernwood Water Service as presented.

CARRIED

6. Outstanding Business – None

7. Election of Chair and Commissioners

- The Membership Opportunities ads were posted to the Salt Spring Exchange and printed in the Driftwood Publishing Ltd. for the month of June 2022 and September 2022 and no new applications were received.
- Both Laura Travelbea and Brian Travelbea requested staff forward their information to the CRD Board for re-appointment to the Commission for the January 1, 2023 – December 31, 2024 term.
- Election of the Chair deferred to the first Commission meeting of 2023.

8. Next Meeting – TBD

9. Adjournment

MOVED by Director Holman, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission meeting be adjourned at 11:09 pm.

CARRIED

CHAIR

SENIOR MANAGER