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Minutes of the Highland / Fernwood Water Services Commission; Highland Water Service; Fernwood Water Service
Held September 19, 2016 at the Portlock Portable Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC

DRAFT

Director: Wayne McIntyre

Commission Members: Lorrie Hunt (Chair), Eli Trory, Sharon Bywater, Carol Newmeyer

Staff: Karla Campbell, Senior Manager SSI Electoral Area; Keith Wahlstrom, Manager, Engineering SSI Electoral Area; Matthew McCrank, Senior Manager, Infrastructure Operations; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Tracey Shaver, Recording Secretary

The Chair called the meeting to order at 10:06 am

1. Approval of Agenda

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory,
That the Highland Water Services Commission combined meeting agenda of September 19, 2016 be approved.

CARRIED

2. Adoption of Minutes of September 15, 2015

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory,
That the Highland Water Services Commission combined meeting minutes of September 15, 2015 be approved.

CARRIED

Adoption of Minutes of June 14, 2016 – Highland Water Service- to be distributed

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the Highland Water Services Commission combined meeting minutes of June 14, 2016 be approved.

CARRIED

3. Chair and Director Reports - Highland/Fernwood Water Service Commission

3.1 Chair Hunt- briefly reported on system functions. Requested review of system to establish potential service expansion to increase revenue.

3.2 Director McIntyre- briefly reported on the following:

- Union of British Columbia Municipalities Conference – Municipalities to vote on whether or not to change the status of 3 CRD Electoral Areas from “Urban” to “Rural”.
- Incorporation Study-The Provincial Government to announce the amount of compensation available to the community should a referendum for incorporation pass.
- CRD Board approves Independent Project Board Recommendation for Core Area Wastewater Treatment-part of the project will be to develop an integrated resource management for the region’s waste.
- CRD Integrated Solid Waste and Resource Management Plan to begin a local public engagement process in October for solid waste.

- CRD/SD64 affordable housing project on Drake Road has been delayed due to NSSWD water moratorium.

4. Reports – 2016 Operating and Capital Budget Report

Staff reviewed report and budget considerations. It is expected that water sales will continue to decline as system users practice water conservation.

4.1 Highland/Fernwood Water Service

MOVED by Commissioner Trory, **SECONDED** by Commissioner Bywater, That the Highland/Fernwood Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Highland/Fernwood Water Service as presented; and
2. Approve the 2017 parcel tax of \$173.84, fixed user charges of \$828.65, and consumption charge rates as presented for the Highland/Fernwood Water Service; and
3. Balance the 2016 actual revenue and expenditures on the 2017 deficit carry forward and adjust the 2017 user charge and parcel tax accordingly.

CARRIED

4.2 Highland Water Service

MOVED by Commissioner Trory, **SECONDED** by Commissioner Bywater, That the Highland Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating budget for the Highland Water Service as presented; and
2. Approve the 2017 parcel tax of \$154.06 for the Highland Water Service.
3. Balance the 2016 actual revenue and expenditures on the 2017 deficit carry forward and adjust the 2017 parcel tax accordingly.

CARRIED

4.3 Fernwood Water Service

MOVED by Commissioner Trory, **SECONDED** by Commissioner Bywater, That the Fernwood Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating budget for the Fernwood Water Service as presented; and
2. Approve the 2017 parcel tax of \$256.73 for the Fernwood Water Service.
3. Balance the 2016 actual revenue and expenditures on the 2017 deficit carry forward and adjust the 2017 parcel tax accordingly.

CARRIED

5. New Business

5.1 New Referral- REP2016-00250 for New Water Licence on St Mary Lake

The Commission reviewed the licence request and felt that it is important to know who and how much water is being directly drawn from the lake. The practice of registering water licenses and the allowed withdrawal amounts is beneficial.

MOVED by Commissioner Hunt, **SECONDED** by Commissioner Bywater,
That the Highland / Fernwood Water Services Commission interests are unaffected by the water licence referral identified as REP2016-00250; and that the Commission request the Province to consider a more integrated planning approach with water licencing over the St Mary Lake water source.

CARRIED

5.2 Request for Inclusion into the Water Service Area

The Commission briefly discussed the request to include the 174 Fernwood Road into the water system.

- Develop a capacity connection charge (for properties outside the service area)
- Service area taxable folios is 333 with 319 connected properties; 14 undeveloped lots
- Previous owners of property chose not to be included
- Staff resources for researching capacity questions

MOVED by Commissioner Hunt, **SECONDED** by Commissioner Bywater,
That the Highland / Fernwood Water Services Commission recommends that a response to the request for inclusion in the water service area by the property identified at 174 Fernwood Road be deferred until staff resources are available to research and identify the service area capacity.

CARRIED

6. Outstanding Business

6.1 Record of Referral Responses

Items received for information

7. Adjournment

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory,
That the meeting be adjourned at 11:58 am.

CARRIED

CHAIR

SENIOR MANAGER

