



Making a difference...together

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE STICKS ALLISON WATER LOCAL SERVICE COMMITTEE held Tuesday, November 24, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members by WebEx:** P. Ramsay (Chair); J. Fenby; D. Knight; G. Menyhart; P. Brent, Southern Gulf Islands Alternate Electoral Area Director

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; S. Orr (recorder)

**By WebEx:** T. Duthie, Manager Administrative Services

The meeting was called to order at 10:03 am.

**1. RESOLUTION FOR APPROVAL**

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

**MOVED** by P. Ramsay, **SECONDED** by D. Knight,  
That the Sticks Allison Water Local Service Committee adopt the resolution as presented.

**CARRIED**

**2. APPROVAL OF AGENDA**

**MOVED** by D. Knight, **SECONDED** by P. Brent,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF AUGUST 20, 2019**

**MOVED** by P. Ramsay, **SECONDED** by P. Brent,  
That the minutes of the Annual General Meeting of August 20, 2019 be adopted.

**CARRIED**

**4. CHAIR'S REPORT**

The Chair provided an update regarding the affordable housing project on Galiano Island and potential impacts to the water service.

**5. APPOINTMENT OF COMMITTEE MEMBERS**

M. McCrank stated that the two member positions set to expire on October 31, 2020 were extended to expire December 31, 2020 due to COVID-19 impacts affecting in person meetings. He stated there were three nominations received for a term beginning January 1, 2021 and expiring October 31, 2022. The following nominations were received and agreed to stand:

- Maria Carmita de Menyhart
- Brian Russell
- Mel Serink

The following two nominees received the most votes by mail-in ballots:

- Maria Carmita de Menyhart
- Brian Russell

**MOVED** by P. Ramsay, **SECONDED** by P. Brent,

That the Sticks Allison Water Local Service Committee:

1. Direct staff to forward the following names of the nominees with the most mail-in votes to the Capital Regional District Board for appointment;
  - Maria Carmita de Menyhart
  - Brian Russell
2. Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Sticks Allison Water Local Service Committee appointment(s) 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.

**CARRIED**

6. **CORRESPONDENCE**

There was no correspondence.

7. **NEW BUSINESS**

There was no new business.

8. **ADJOURNMENT**

**MOVED** by P. Ramsay, **SECONDED** by J. Fenby,  
That the meeting be adjourned at 10:23 am.

**CARRIED**

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Chair

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Secretary



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**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; S. Orr (recorder)

The meeting was called to order at 10:23 am.

**1. ELECTION OF CHAIR**

Nominations were called for election of Chair for the Sticks Allison Water Local Service Committee for the remainder of the term. Patrick Ramsay was nominated and declined to stand.

Patrick Ramsay nominated Douglas Knight and Douglas Knight agreed to stand,

Nominations were called two additional times, and hearing none, Douglas Knight was elected Chair by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by D. Knight, **SECONDED** by P. Ramsay,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES OF NOVEMBER 18, 2019**

**MOVED** by D. Knight, **SECONDED** by P. Ramsay,  
That the minutes of November 18, 2019 be adopted.

**CARRIED**

**4. STICKS 20-01 2021 OPERATING AND CAPITAL BUDGET**

M. McCrank spoke to the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

Staff answered questions from the committee regarding:

- Parcel tax
- Aquifer Impact Study
- Generator purchase
- User charges

**MOVED** by D. Knight, **SECONDED** by P. Brent,  
That the Sticks Allison Water Local Service Committee defer Capital Project 20-02- Aquifer Impact Study to 2022 and transfer the amount of \$5,000 to the Capital Reserve Fund.

**CARRIED**

**MOVED** by D. Knight, **SECONDED** by P. Brent,  
That the Sticks Allison Water Local Service Committee:

1. Approve the 2021 Operating and Capital Budget as amended, and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund and Operating Reserve Fund; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Sticks Allison Water Service as amended.

**CARRIED**

**5. CORRESPONDENCE**

There was no correspondence.

**6. NEW BUSINESS**

There was no new business.

**7. ADJOURNMENT**

**MOVED** by J. Fenby, **SECONDED** by D. Knight,  
That the meeting be adjourned at 10:53 am.

**CARRIED**

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Chair

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Secretary