



Making a difference...together

**MINUTES OF THE MEETING OF THE SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:**     **Committee Members** L. Vallee (Chair)

**By WebEx:** R. Bougie, W. Mulvin

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

**REGRETS:**     D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 1:45 pm.

**1. ELECTION OF CHAIR**

M. McCrank called for nominations for Chair of the Surfside Park Estates Water Service Committee for a one-year term. Louis Vallee was nominated and agreed to stand. Nominations were called two more times, and hearing none, Louis Vallee was elected as Chair by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES OF NOVEMBER 28, 2019**

**MOVED** by W. Mulvin, **SECONDED** by R. Bougie,  
That the minutes of November 28, 2019 be adopted.

**CARRIED**

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

M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2021 Operating and Capital Budget.

Staff answered questions from the committee regarding:

- Media replacement
- Water quality
- Infrastructure review
- Asset Management Plan
- Parcel tax rate

**MOVED** by W. Mulvin, **SECONDED** by R. Bougie,  
That the Surfside Park Estates Water Service Committee:

1. Approve the 2021 Operating and Capital Budget as presented, and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the operating reserve fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

**5. MOTION TO CLOSE THE MEETING**

**MOVED** by W. Mulvin, **SECONDED** by R. Bougie,  
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, Section 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

**CARRIED**

**6. RISE AND REPORT**

The Committee rose from its closed session without report.

**7. NEW BUSINESS**

There was no new business.

**8. ADJOURNMENT**

**MOVED** by L. Vallee, **SECONDED** by R. Bougie,  
That the meeting be adjourned at 2:16 pm.

**CARRIED**

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Chair

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Committee Clerk



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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE SURFSIDE PARK ESTATES  
WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream  
Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:**     **Committee Members** L. Vallee (Chair)

**By WebEx:** R. Bougie, W. Mulvin

**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

**REGRETS:**     Southern Gulf Islands Electoral Area Director, D. Howe

The meeting was called to order at 1:31 pm.

**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.

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,

That the Surfside Park Estates Water Service Committee adopt the resolution as presented.

**CARRIED**

2. **APPROVAL OF AGENDA**

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,  
That the agenda be approved.

**CARRIED**

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

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,  
That the minutes of the Annual General Meeting of May 30, 2019 be adopted.

**CARRIED**

4. **CHAIR'S REPORT**

The Chair thanked everyone for attending.

5. **APPOINTMENT OF COMMITTEE MEMBERS**

The Chair stated that the two positions originally set to expire on June 30, 2020 were extended to expire on December 31, 2020, due to impacts affecting in-person meetings resulting from the pandemic. He stated two nominations were received for the two outgoing positions, for a term beginning January 1, 2021 and expiring June 30, 2022. The following nominations were received and agreed to stand:

- Rob Noyes
- Richard Bougie

**MOVED** by W. Mulvin, **SECONDED** by R. Bougie,  
That the Surfside Park Estates Water Service Committee direct staff to forward the following names of the nominees to the Capital Regional District Board for appointment:

- Rob Noyes
- Richard Bougie

**CARRIED**

6. **NEW BUSINESS**

Staff answered questions regarding parcel tax payments

7. **ADJOURNMENT**

**MOVED** by W. Mulvin, **SECONDED** by R. Bougie,  
That the meeting be adjourned at 1:45 pm.

**CARRIED**

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Chair

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Secretary