



Making a difference...together

MINUTES OF THE ANNUAL GENERAL MEETING OF THE SKANA WATER SERVICE COMMITTEE Held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members By WebEx:** R. Pellerine (Chair), R. Hagkull, R. Johnston, J. Sanders

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: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10 am.

1. RESOLUTION FOR APPROVAL

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

CARRIED

2. APPROVAL OF AGENDA

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the agenda be approved.

CARRIED

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

MOVED by R. Pellerine, **SECONDED** by R. Hagkull,
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 the meeting.

5. APPOINTMENT OF COMMITTEE MEMBERS

The Chair stated that the two member positions set to expire on June 30, 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 June 30, 2022. The following nominations were received and agreed to stand

- Robert Percival
- Bev Hill
- Angelo Dicerni

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

- Robert Percival
- Bev Hill

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the Skana Water 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:
 - Robert Percival
 - Bev Hill
2. Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Skana Water Service Committee appointments 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;
 - b. Any copies of the list of owners and occupants within the service area used for the purposes of voting proceedings.

CARRIED

The Chair thanked two outgoing members, Ramon Hagkull and John Sanders, for their service, and thanked nominee Angelo Dicerni for agreeing to stand as a nominee.

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by R. Pellerine, **SECONDED** by J. Sanders,
That the meeting be adjourned at 10:05 am.

CARRIED

Chair

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)

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

The meeting was called to order at 10:06 am.

1. ELECTION OF CHAIR

Nominations were called for Chair of the Skana Water Service Committee for a one-year term. Rick Pellerine was nominated and agreed to stand. Nominations were called two additional times, and hearing none, Rick Pellerine was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by R. Pellerine, **SECONDED** by J. Sanders,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 26, 2019

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the minutes of November 26, 2019 be adopted.

CARRIED

4. 2021 OPERATING AND CAPITAL BUDGET

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

MOVED by R. Pellerine, **SECONDED** by J. Sanders,

That the Skana Water Service Committee:

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

CARRIED

5. CORRESPONDENCE

There was no correspondence.

6. NEW BUSINESS

Staff answered questions from the Committee regarding:

- Water conservation wording on sandwich boards.
- Annual General Meeting for 2021.

7. ADJOURNMENT

MOVED by R. Pellerine, **SECONDED** by R. Hagkull,
That the meeting be adjourned at 10:21 am.

CARRIED

Chair

Secretary