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**Minutes of the Fernwood Highland Water Services Commission Budget Meeting
Held October 31, 2023 at the Salt Spring Island Multi Space, 124 Rainbow Road,
Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commission Members: Laura Travelbea (Chair); Brian Travelbea; and,
 Carolin Wentworth
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Lia Xu, Manager,
 Finance Services (via Zoom); Dan Robson, Manager, Saanich Peninsula and
 Gulf Islands Operations (via Zoom); Dean Olafson, Manager Engineering; and,
 MacKenzie Williamson, Committee Clerk

These minutes follow the order of the agenda although the sequence may have varied.

1. Call to Order

Commissioner L. Travelbea called the meeting to order at 10:07 am.

2. Territorial Acknowledgement / Call Meeting to Order

Commissioner L. Travelbea provided a Territorial Acknowledgement.

- Commission acknowledges Committee Clerk Shayla Burnham for her service to the commission and welcomes MacKenzie Williamson as Committee Clerk.

3. Approval of Agenda

MOVED by Commissioner B. Travelbea, **SECONDED** by Commissioner Wentworth, that the Fernwood and Highland Water Services Commission agenda of October 31, 2023 be approved as amended by adding item number 4. Director and Commissioner Reports, as well as moving item number 4. Adoption of Minutes of October 17, 2022 to item number 5 and following items be reordered accordingly.

CARRIED

4. Director and Commissioner Report

- Provisional Capital Regional District Board approval of 2024 Capital Budget.
- Salt Spring Island Local Community Commission currently reviewing referral from the Islands Trust regarding the possibly acquiring the Salt Spring Island Watershed Protection Alliance (SSIWPA) Service.

5. Adoption of the Minutes of October 03, 2022

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, that the Fernwood Highland water Services Commission meeting minutes of October 03, 2022 be adopted as presented.

CARRIED

6. New Business

6.1 2024 Operating and Capital Budget

Commissioner Wentworth left the meeting at 10:50 am.

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, That the Fernwood and Highland Water Service Commission:

A. FERNWOOD AND HIGHLAND WATER SERVICE

1. Approve the 2024 operating and capital budget as presented, and that the 2023 actual deficit be balanced on the 2023 Reserve Funds transfer (CRF and/or ORF), and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2024 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 2024 operating and capital budget as presented; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Highland Water Service as presented.

C. FERNWOOD WATER SERVICE

1. Approve the 2024 operating budget as presented; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2024 Operating Budget and the Five-Year Financial Plan for the Fernwood Water Service as presented.

CARRIED

6. Next meeting – TBD

7. Adjournment

MOVED by Commissioner L. Travelbea,
That the meeting be adjourned at 11:25 a.m.
CARRIED

CHAIR

SENIOR MANAGER