

## Meeting Minutes

### Fernwood and Highland Water Service Commission

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Tuesday, January 21, 2025

1:00 PM

SIMS Boardroom  
124 Rainbow Road  
Salt Spring Island BC

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#### Annual General Meeting- Rescheduled

PRESENT:

COMMISSIONERS: G. Holman, B. Travelbea, L. Travelbea,

STAFF: D. Ovington, Senior Manager, SSI Administration, J. Bilodeau, Manager, Local Services Water and Wastewater Ops., D. Olafson, Manager SSI Engineering, D. Robson, Manager Saanich Peninsula Gulf Island Ops (EP), L. Xu, Manager, Finance Services (EP), and M. Williamson, Committee Clerk, (Recorder)

Electronic Participation- (EP)

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

The meeting was called to order at 1:01 pm.

#### 1. Territorial Acknowledgment

Commissioner L. Travelbea provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED By Commissioner B. Travelbea, SECONDED by Director Holman,**  
**That agenda for the January 21, 2025, Annual General Meeting of the Fernwood**  
**and Highland Water Services Commission be approved as amended table 2 on**  
**page 15 of the agenda package being replaced with an updated table.**  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. Minutes of June 08, 2023 and June 13, 2024 Fernwood and Highland Water Service Commission

**MOVED By Commissioner B. Travelbea, SECONDED by Director Holman,**  
**That the minutes of the following meetings be adopted as presented:**  
**-June 08, 2023 Annual General Meeting (AGM)**  
**-June 13, 2024 Special Meeting**  
**CARRIED**

#### 4. Director and Chair's Report

Nothing to Report.

#### 5. Report

##### 5.1. Fernwood and Highland Water Service Annual Report 2023

D. Ovington presented the report.

This report was received for information.

Debt retiring in 2025 for the separate Highland water and Fernwood water Service. Final payments on interest in 2027.

#### 6. Election of Commissioners

Request for volunteers was advertised as per the requirements and staff confirmed no new nominations were received.

Commissioners B. Travelbea, and L. Travelbea expressed their intent to serve on the commission for the February 12, 2025 to December 31, 2026 term.

#### 7. New Business

Discussion ensued regarding payment collection process of user charge.

#### 8. Outstanding Business

There was no outstanding business.

#### 9. Adjournment

**MOVED By Director Holman, SECONDED by Commissioner L. Travelbea,  
That the Fernwood and Highland Water Service Commission adjourn the  
meeting at 01:53pm.  
CARRIED**

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**CHAIR**

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**SENIOR MANAGER**