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**Minutes of Highland Water and Sewer Services Commission (Maliview)
Held September 19, 2016 at the Portlock Park Meeting Room, 145 Vesuvius Bay Road,
Salt Spring Island, BC**

DRAFT

Director: Wayne McIntyre

Commission Members: Sharon Bywater (Chair), Carol Newmeyer

Staff: Karla Campbell, Senior Manager SSI Electoral Area; Keith Wahlstrom, Manager, Engineering SSI Electoral Area; Matthew McCrank, Senior Manager, Infrastructure Operations; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Tracey Shaver, Recording Secretary

The Chair called the meeting to order at 12:27 pm.

1. Approval of Agenda

MOVED by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater, That the Highland Water and Sewer Service Commission (Maliview) meeting agenda of September 19, 2016 be approved with the addition of item 5.1 Duplex fees and charges.

CARRIED

2. Approval of Minutes of August 25, 2016

MOVED by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater, That the Highland Water and Sewer Service Commission (Maliview) meeting minutes of August 25, 2016 be approved.

CARRIED

3. Chair Report

Chair Bywater reported that communications have improved with CRD staff and that she appreciated the extra time taken by Director McIntyre to explore the use of Community Works Funding to lessen the burden on Maliview rate payers.

4. Reports

4.1 Operating and Capital Budget

Staff reviewed the report and budget considerations.

MOVED by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater, That the Highland Water and Sewer (Maliview) Service Commission recommend that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Highland Water and Sewer (Maliview) Service as presented;
2. Approve the 2017 user charge of \$1,163.26, and variable consumption charge of \$1.75/m³ for the Highland Water and Sewer (Maliview) Service as presented;
3. Balance the 2016 actual revenue and expenditures on the 2016 transfer to maintenance and capital reserves.

CARRIED

5. **New Business**

5.1 Sewer Service Connection Fees and Charges for Duplexes

Chair Bywater requested that further investigations into tracking duplex connections.

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the Highland Water and Sewer Commission (Maliview) requests that the fees and charges bylaw be amended so that duplexes being charged for one "sewer service connection" be charged as a single family dwelling unit or equivalent.

CARRIED

6. **Outstanding Business**

Director McIntyre reported that a report requesting Community Works Funding for Maliview Sewer is going to the October meeting of the Electoral Area Services Committee.

7. **Adjournment**

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the meeting be adjourned at 12:55 pm.

CARRIED

CHAIR

SENIOR MANAGER