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**Minutes of a Meeting of the Lyall Harbour/Boot Cove Water Local Service Committee  
Held November 13, 2013 at the Capital Regional District Offices, 625 Fisgard Street,  
Victoria, BC**

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**PRESENT:** **Committee Members:** D. Thachuk (Acting Chair), B. Bruce, J. Money, I Rowe  
**Staff:** T. Tanton, Senior Manager, Infrastructure Engineering; D. Robson, Manager Saanich Peninsula and Gulf Islands Operations, J. Poncelet, Senior Financial Analyst, L. Siemens (recorder)  
**GUESTS:** Sara Collins, Ron Lewis  
**ABSENT:** M. Harter, Director D. Howe

The meeting was called to order at 9:45 am.

**1. Approval of Agenda**

**MOVED** by J. Money, **SECONDED** by D. Thachuk,  
That the agenda be approved as distributed.

**CARRIED**

**2. Election of Chair**

Nominations were called for election of the chair for a one-year term. D. Thachuk was nominated and agreed to stand. Nominations were called for two more times and there were no further nominations. D. Thachuk was elected as chair.

**3. Budget Meeting Notes of November 13, 2012**

The meeting notes of November 13, 2012 were received for information only. The meeting of November 13 did not have a quorum present.

**4. 2014 Operating and Capital Budget**

T. Tanton presented a written report and the 2014 Operating and Capital budget documents.

**MOVED** by B. Bruce, **SECONDED** by J. Money,  
That the Lyall Harbour Boot Cove Water Local Service Committee recommend that the Capital Regional District Board:

1. Approve the 2014 operating and capital budget for the Lyall Harbour/Boot Cove Water Local Service Committee as amended;
2. Authorize an increase in the user charge to \$442 and an increase in the parcel tax to \$600 for the Lyall Harbour/Boot Cove water service as required to balance the 2014 budget;

3. Balance the Lyall Harbour/Boot Cove water service 2013 actual revenue and expense on the User Charge in 2014;
4. Approve \$4,000 of funding from the Capital Fund WLA3587 be applied to Storm Culvert Headwall Improvements in 2013;
5. Approve \$7,000 of funding from the Capital Reserve Account be applied to Engineering Design for Dam Safety Improvements in 2013; and
6. Approve \$8,000 of funding from the Capital Fund WLA3587 be applied to Operating Labour on the Water System Improvements capital project.

**CARRIED**

**5. New Business**

T. Tanton advised that staff plan to send a draft version of the Strategic Asset Management Plan to the committee for review by the end of 2013.

**6. Adjournment**

The meeting was adjourned at 11:40 am.