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**Minutes of a Meeting of the Lyall Harbour/Boot Cove Water Local Service Committee
Held October 8, 2014 at the Capital Regional District Offices, 625 Fisgard Street, Victoria,
BC**

PRESENT: **Committee Members:** D. Thachuk (Chair), R. Lewis, J. Money, I Rowe, S. Collins

Staff: P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; D. Robson, Manager Saanich Peninsula and Gulf Islands Operations, S. Mason, Manager, Water Engineering and Planning, P. Dayton, Senior Financial Analyst, L. Siemens (recorder)

ABSENT: Director D. Howe

The meeting was called to order at 9:40 am.

1. Approval of Agenda

The following changes were made to the agenda:

- Move Item #4 up to follow Item #2.

MOVED by J. Money, **SECONDED** by S. Collins,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes of November 13, 2013

P. Sparanese provided an explanation of the budget approval process, in particular how it related to the minutes of November 13, 2013.

MOVED by R. Lewis, **SECONDED** by I. Rowe,
That the minutes of November 13, 2013 be adopted as previously distributed.

CARRIED

3. Dam Safety Improvements – Money Lake No. 1

S. Mason provided a verbal report on dam safety improvements identified in the 2016 capital program. Staff advised that a written report will be provided at the next meeting.

4. 2015 Operating and Capital Budget – Pre-Budget Meeting

P. Sparanese presented a written report and the 2015 budget documents. The committee was updated regarding the November 13, 2013 budget approvals (2014 Operating and Capital) as follows:

- 2013 estimated actual deficit was projected at \$17,856.
- Transferred \$8,000 of deficit to capital fund WLA 3587 - \$9,856.
- Final budget deficit 2013 was \$12,841.

- Reason for increased deficit was due to water main break and ozone repair.
- Therefore user fee increased in order to balance budget.
- Item #4, Storm Culvert Headwall budgeted at \$4,000. Actual cost was \$3,062.53. Unspent funds transferred back to Capital Fund.
- Item #5, Engineering Design for Dam Safety Improvement budgeted at \$7,000. Actual cost was \$5,486. Unspent funds transferred back to Capital Reserve.
- This was unaudited.

Discussions took place on the following topics:

- Strategy to build a reserve fund.
- Strategy to fund capital through parcel tax and/or user charge for improvements identified in the 5-year plan.
- Process of Board and committee approval of budgets.

MOVED by J. Money, **SECONDED** by R. Lewis,

That the Lyll Harbour Boot Cove Water Local Service Committee not approve the operating and capital budget as presented and that staff revise the budget documents to be considered at a future meeting.

CARRIED

5. New Business

The next meeting is scheduled for October 22. A teleconference with staff will be held prior to October 22 to review the amended budget.

6. Adjournment

The meeting was adjourned at 12:05 pm.