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**Minutes of a Meeting of the Lyall Harbour/Boot Cove Water Local Service Committee  
Held September 25, 2015 at Capital Regional District Headquarters, 625 Fisgard Street,  
Victoria, BC**

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**PRESENT:**     **Committee Members:** D. Thachuk (Chair), R. Lewis, I Rowe, J. Money, D. Howe, Southern Gulf Islands Regional Director  
                  **Staff:** M. Cowley, 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:**     M. Fry

The meeting was called to order at 10:30 am.

**1.     Approval of Agenda**

**MOVED** by J. Money, **SECONDED** by I. Rowe,  
That the agenda be approved as distributed.

**CARRIED**

**2.     Adoption of Minutes of November 7, 2014**

**MOVED** by R. Lewis, **SECONDED** by J. Money,  
That the minutes of November 7, 2014 be adopted as distributed.

**CARRIED**

**3.     Draft Operation, Maintenance and Surveillance Plan and Emergency Preparedness Plan Document Update**

S. Mason provided a verbal report and distributed draft copies of the Lyall Harbour Money Lake No. 1 Operations, Maintenance and Surveillance Plan and Emergency Preparedness Plan. Initial comments from the committee included adding emergency notification procedures to key on-island stakeholders (i.e. Fire Department). The committee was requested to review the document and provide comments and any information to staff.

**MOVED** by J. Money, **SECONDED** by R. Lewis,  
That the Lyall Harbour Boot Cove Water Local Service Committee receive the Lyall Harbour Money Lake No. 1 Operations and Surveillance Plan and Emergency Preparedness Plan for information and that the committee provide comments and any information to staff by November 15, 2015.

**CARRIED**

**4. 2016 Operating and Capital Budget**

M. Cowley presented a written report and the 2016 Operating and Capital budget documents.

Chair Thachuk was provided with a copy of the October 15, 2014 Electoral Area Services Committee (EASC) meeting staff report entitled "Community Works Fund (CWF) Allocation: Lyall Harbour Boot Cove Water System – Capital Works"

The staff report was approved by the EASC and committed contributions up to \$112,000 from the SGI-CWF to cover 50% of water system improvements. The current list of capital projects (from 2015 to 2019) as presented in the 2015 budget totalled \$202,500 of which \$101,250 is funded from the CWF.

Therefore, since only \$101,250 of the \$112,000 is committed from the community works fund, the committee requested that \$10,000 of surplus CWF be allocated towards the 2016 capital project "Dam Safety Improvements".

**MOVED** by D. Thachuk, **SECONDED** by R. Lewis,  
That the Lyall Harbour Boot Cove Water Local Service Committee:

1. Approve the 2016 operating and capital budget for the Lyall Harbour Boot Cove Water Service subject to CRD Finance approval that the 2016 capital project "Dam Safety Improvements" can be funded by \$10,000 from the capital reserve fund and \$30,000 from the SGI Community Works Fund;
2. Approve the 2016 Parcel Tax of \$654.18 and User Charge of \$528.24 for the Lyall Harbour Boot Cove Water Service; and
3. Balance the 2015 actual revenue and expense on the 2015 transfer to capital reserve fund.

**CARRIED**

**5. New Business**

Staff updated the committee on 2015 projects.

It was noted that scope for "Re-caulk Spillway Joint" had more than doubled from 24 lineal feet to 54 lineal feet once it had been cleaned and assessed. Therefore, the budget for this work needs to increase from \$2,000 to \$4,000. However, it was noted that two other projects (Filter Building Roof Replacement and draft OMS/EPP Manual) will be under budget by about \$2,000.

The committee approved increasing the budget for Re-Caulk spillway Joint as long as the overall budget for all projects remains the same.

**6. Adjournment**

The meeting was adjourned at 12:20 pm.