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**Minutes of a Meeting of the Lyall Harbour/Boot Cove Water Local Service Committee  
Held November 18, 2016 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, M. Fry, Director D. Howe, Southern Gulf Islands Regional Director  
**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering, M. McCrank, Senior Manager, Infrastructure Operations, D. Robson, Manager Saanich Peninsula and Gulf Islands Operations, S. Mason, Manager, Water Engineering and Planning, M. Cowley, Manager, Wastewater Engineering and Operations, D. Gosper, Project Engineer, Kyu-Chang Jo, Financial Analyst, L. Siemens (recorder)

The meeting was called to order at 1:30 p.m.

**1. Approval of Agenda**

The following item was added to the agenda under New Business:

Parcel Taxes

- Verbal update by staff regarding the committee's motion to explore the idea of finding additional revenue from properties not located in the water service area.

**MOVED** by M. Fry, **SECONDED** by J. Money,  
That the agenda be approved as amended.

**CARRIED**

**2. Adoption of Minutes of September 25, 2015**

**MOVED** by J. Money, **SECONDED** by M. Fry,  
That the minutes of September 25, 2015 be adopted as previously circulated.

**CARRIED**

**3. 2017 Operating and Capital Budget**

I. Jesney presented a written report and the 2017 Operating and Capital budget documents.

The following amendments were made to the budget:

- Move Capital Budget Item No. 17-04 to 2018
- Remove Capital Budget Item No. 17-05

**MOVED** by R. Lewis, **SECONDED** by M. Fry,  
That the Lyall Harbour Boot Cove Water Local Service Committee recommend that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Lyall Harbour Boot Cove Water Service as amended;
2. Approve the 2017 Parcel Tax of \$671.11 and User Charge of \$535.34 for the Lyall Harbour Boot Cove Water Service; and
3. Balance the 2016 actual revenue and expense on the 2016 transfer to capital reserve fund.

**CARRIED**

**4. Draft Strategic Asset Management Plan for Lyall Harbour Boot Cove Water System**

M. Cowley presented a written report and distributed a copy of the Draft Strategic Asset Management Plan to each committee member.

**MOVED** by R. Lewis, **SECONDED** by M. Fry,  
That the Lyall Harbour Boot Cove Water Local Service Committee receive the report and draft Strategic Asset Management Plan (SAMP) and provide comments back to CRD staff so that the SAMP can be finalized by June 1, 2017.

**CARRIED**

It was agreed that a workshop would be held with committee members and CRD staff in late March to discuss the SAMP.

**5. Money Lake Dam No. 1 – Soil Investigation and Seismic Stability Assessment**

S. Mason presented a written report.

**MOVED** by R. Lewis, **SECONDED** by I. Rowe,  
That the Lyall Harbour Boot Cove Water Local Service Committee receive the report for information.

**CARRIED**

Director Howe left the meeting at 3:10 p.m.

**6. New Business**

Parcel Taxes

I. Jesney reported on the following motion from the Lyall Harbour Boot Cove Water Local Service Committee at the August 13, 2016 Annual General Meeting:

*"That CRD explore the idea of finding additional revenue from properties not located in the water service area since there are indirect benefits to the greater community of having the water service"*

It was reported that additional revenue from the properties could only be received if the service area was expanded to include the additional properties.

Signage

A discussion took place on the addition of signage at the dam site. In accordance with the *Dam Safety Regulation* and most recent inspection, the CRD will prepare and install signage, funded by the operating budget.

Emergency Notification System

M. McCrank advised that notices will be included in the utility bills advising of a program of voluntary sign up to the Emergency Notification System.

**7. Adjournment**

**MOVED** by R. Lewis, **SECONDED** by I. Rowe,  
That the meeting be adjourned at 3:25 p.m.

**CARRIED**