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**Minutes of a Meeting of the Skana Water Service Committee  
Held Monday, September 21, 2015 in the Main Conference Room, 479 Island Highway,  
Victoria, BC**

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**PRESENT:** **Committee Members:** J. Sanders (C), B. Bovet, G. DeBeer, Director  
D. Howe, G. Fryling  
**Staff:** M. Cowley, Senior Manager, Infrastructure Engineering and Operations; P.  
Dayton, Senior Financial Analyst, D. Robson, Manager, Saanich Peninsula and  
Gulf Islands Operations, S. Mason, Manager, Water Engineering and Planning, L.  
Siemens (recorder)

The meeting was called to order at 9:30 am.

**1. Approval of Agenda**

**MOVED** by Director Howe, **SECONDED** by B. Bovet,  
That the agenda be approved as distributed.

**CARRIED**

**2. Election of Chair**

Nominations were called for the election of the chair for a one-year term. Jon Sanders was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, John Sanders was elected as chair of the Skana Water Service Committee.

**3. Adoption of Minutes of October 9, 2014**

**MOVED** by Director Howe, **SECONDED** by G. Debeer,  
That the minutes of the Skana Water Service Committee meeting of October 9, 2014 be adopted as previously circulated.

**CARRIED**

**4. 2016 Operating and Capital Budget**

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

The following changes were made to the budget:

- Transfer \$11,112 from LA 3090 to the Capital Reserve fund.

**MOVED** by B. Bovet, **SECONDED** by Director Howe,  
That the Skana Water Service Committee recommend that the CRD Board:

1. Approve the 2016 operating and capital budget for the Skana Water Service as amended;

2. Authorize the Parcel Tax of \$279.00 and User Charge of \$813.11 for the Skana Water Service; and
3. Carry over \$8,100 to 2016 as revenue and balance the 2015 revenue and expense on the 2015 transfer to capital reserve fund.

**CARRIED**

Staff advised that the Strategic Asset Management Plan for the Skana water system is in the process of being drafted. The draft will be sent out to the committee for review in November. A meeting will be scheduled in the spring of 2016 to review the SAMP and receive comments from the committee.

The committee discussed metering and rate structures for billing purposes. Staff provided examples of block rate structures at the meeting and noted it could be discussed further at a future meeting. Committee members advised that they will seek community input on metering and rate structures and advise staff.

**5. New Business**

There was no new business

**6. Adjournment**

**MOVED** by Director Howe, **SECONDED** by J. Sanders,  
That the meeting be adjourned at 10:55 am.

**CARRIED**