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**Minutes of a Meeting of the Sticks Allison Water Local Service Committee  
Held Wednesday, November 28, 2012 in the Main Conference Room, 479 Island Highway,  
Victoria, BC**

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**PRESENT:** **Committee Members:** D. Knight (Chair), A. Finlayson, J. Stephenson, Alternate Director D. Masselink,  
**Staff:** J. Poncelet, Senior Financial Analyst, T. Tanton, Senior Manager, Infrastructure Engineering; L. Siemens (recorder)  
**ABSENT:** B. Russell

The meeting was called to order at 2:30 pm.

**1. Approval of Agenda**

**MOVED** by J. Stephenson, **SECONDED** by A. Finlayson,  
That the agenda be approved as previously circulated.

**CARRIED**

**2. Election of Chair**

Nominations were called for chair of the Sticks Allison Water Local Service Committee for a one-year term. D. Knight was nominated and agreed to stand. J. Stephenson was nominated and declined. There were no further nominations. D. Knight was acclaimed as Chair.

**3. Adoption of Minutes of December 12, 2011**

**MOVED** by J. Stephenson, **SECONDED** by A. Finlayson,  
That the minutes of December 12, 2011 be adopted as previously circulated.

**CARRIED**

**4. 2013 Operating and Capital Budget**

T. Tanton presented a written report and the 2013 Operating and Capital budget documents.

**MOVED** by J. Stephenson, **SECONDED** by A. Finlayson,  
That the Sticks Allison Water Local Service Committee recommend that the Capital Regional District Board:

1. Approve the 2013 operating and capital budget for the Sticks Allison Water Local Service as presented;
2. Authorize an increase in the user charge for the Sticks Allison Water Local Service as required to balance the 2013 budget; and

3. Balance the 2012 actual revenue and expense on the 2013 contingency.

**CARRIED**

Staff were requested to:

- Forward a well consumption report (graph) to the committee.
- Contact VIHA and advise if a UV unit is required for the water system before \$5,000 is spent as a capital item, and to amend the operating permit if it is not required.

**5. New Business**

Staff were requested to send out a budget summary document to property owners, including a link to the website.

**6. Adjournment**

The meeting was adjourned at 3:30 pm.

DRAFT