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**Minutes of the Sticks Allison Water Local Service Committee  
Held Tuesday, September 22, 2015 in the Main Conference Room, 479 Island Highway,  
Victoria, BC**

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**PRESENT:**   **Committee Members:** D. Knight (Chair), B. Russell, Alternate Southern Gulf Islands Regional Director, P. LeBlond  
**Staff:** M. Cowley, Senior Manager, Infrastructure Engineering, P. Dayton, Senior Financial Analyst, S. Mason, Manager, Water Engineering and Planning, D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, J. Marr, Project Engineer, L. Siemens (recorder)

**ABSENT:**    Director Howe, P. Ramsay, M. Serink

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

**1.    Approval of Agenda**

**MOVED** by B Russell, **SECONDED** by P. LeBlond,  
That the agenda be approved as previously circulated.

**CARRIED**

**2.    Adoption of Minutes of October 29, 2014**

**MOVED** by B. Russell, **SECONDED** by D. Knight,  
That the minutes of October 29, 2014 be adopted.

**CARRIED**

**3.    Draft Strategic Asset Management Plan for Sticks Allison Water System**

S. Mason presented a written report and the draft Sticks Allison Water System Strategic Asset Management Plan document. The committee was asked to review the document and provide comments in order for staff to make revisions.

**MOVED** by P. LeBlond, **SECONDED** by B. Russell,  
That the Sticks Allison Water Local Service Committee accept the report and draft Strategic Asset Management Plan and direct the CRD staff to revise capital budget expenditures in the draft 2016 Operating and Capital budget as follows:

- Ground water study \$5,000 – move to 2017.

**CARRIED**

**4.    2016 Operating and Capital Budget**

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

The following changes were made to the budget:

- Schedule G – change the year for the ground water study from 2016 to 2017 for \$5,000. Change the Reserve Schedule table.
- Schedule G – Add the Water Audit Study in year 2017 for \$5,000.
- Update the capital description table (to reflect the above changes).

**MOVED** by B. Russell, **SECONDED** by P. LeBlond,

That the Sticks Allison Water Local Service Committee recommend that the Capital Regional District Board:

1. Approve the 2016 operating and capital budget for the Sticks Allison water service as amended;
2. Authorize the Parcel Tax of 215.76 and User Charge of \$1,149.12 for the Sticks Allison water service; and
3. Balance the 2015 actual revenue and expense for the Sticks Allison water service by carrying forward the estimated surplus to 2016 as revenue.

**CARRIED**

**5. New Business**

Staff were requested to forward information on well level elevation (in geodetic datum to the committee.

A discussion took place on water conservation measures and methods to communicate water conservation to the community.

**6. Adjournment**

**MOVED** by P. LeBlond, **SECONDED** by B. Russell,  
That the meeting be adjourned at 3:28 pm.

**CARRIED**