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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION
Held Tuesday, January 13, 2015, Goldstream Conference Room, 479 Island Highway**

PRESENT: **Commissioners:** B. Gramigna, M. Hicks, G. Logan, J. Rogers, L. Szpak, W. Sifert,
G. Baird, K. Pearson
 Staff: T. Robbins, P. Sparanese, M. Montague (Recorder)
GUESTS: K. Brehart, Kemp Lake Water Improvement District

The meeting was called to order at 12 pm.

1. ELECTION OF CHAIR AND VICE CHAIR

T. Robbins called for nominations for the position of Chair of the Juan de Fuca Water Distribution Commission for 2015.

Commissioner Szpak nominated Commissioner Gramigna.

T. Robbins called for nominations a second and third time and hearing none, proclaimed Commissioner Gramigna Chair of the Juan de Fuca Water Distribution Commission for 2014 by acclamation. Commissioner Gramigna assumed the Chair.

The Chair called for nominations for Vice Chair of the Juan de Fuca Water Distribution Commission for 2015.

Commissioner Hicks nominated Commissioner Rogers.

The Chair called for nominations a second and third time and hearing none, proclaimed Commissioner Rogers Vice-Chair of the Juan de Fuca Water Distribution Commission for 2014 by acclamation.

2. APPROVAL OF AGENDA

The following changes were made to the agenda:

- Item 6 Commission Orientation was moved to follow Item 8 on the agenda;
- Loan Authorization Bylaw and Appointment of Member to the Water Advisory Committee were added under New Business.

MOVED by Commissioner Baird and **SECONDED** by Commissioner Logan,
That the Juan de Fuca Water Distribution Commission approve the agenda as amended.

CARRIED

3. ADOPTION OF MINUTES OF OCTOBER 7, 2014

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Sifert,
That the Juan de Fuca Water Distribution Commission adopt the minutes of October 7, 2014 as distributed.

CARRIED

4. CHAIR'S REMARKS

The Chair remarked as follows:

- He recognized Commissioners Sifert, Szpak, Hicks, and Rogers for the amount of experience and background they bring to the table.

5. PRESENTATIONS/DELEGATIONS

No one requested to speak.

6. UPDATE TO WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013

T. Robbins spoke to the report.

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Hicks,

1. That the Juan de Fuca Water Distribution Commission endorse the proposed amendments to Bylaw No. 3889, Capital Regional District Water Distribution Local Service Conditions, Fees and Charges, Bylaw No. 1, 2013; and
2. That the Juan de Fuca Water Distribution Commission recommend to the Capital Regional District Board that Bylaw No. 4004, Capital Regional District Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 3, 2015, be introduced and read a first and second time, read a third time, and adopted.

CARRIED

7. NEW BUILDING CANADA – SMALL COMMUNITY FUND: GRANT APPLICATION FOR KEMP LAKE WATER IMPROVEMENT DISTRICT

T. Robbins spoke to the report.

MOVED by Commissioner Szpak and **SECONDED** by Commissioner Hicks

That the Juan de Fuca Water Distribution Commission recommends to the Electoral Area Services Committee that CRD staff be directed to prepare and submit an application for a New Building Canada - Small Community Fund grant for the water main extension in the Juan de Fuca Water Distribution service area.

CARRIED

8. NEW BUSINESS

Loan Authorization Bylaw - T. Robbins reported on the process for the loan authorization bylaw, which the Commission reviewed at its meeting on October 7, 2014. The bylaw was given first three readings at the Board meeting in November and has been sent to the Province for approval. Under the *Local Government Act*, participating area approval is required for the loan authorization and can be obtained through the Alternative Approval Process, which is the most time and cost efficient process. Notices for the Alternative Approval Process will be published in the local newspapers. It was agreed that a fact sheet will be prepared to assist the Commissioners in answering questions from the public.

Appointment of Member to the Water Advisory Committee – The Chair noted that Commissioner Rogers has agreed to sit as the Juan de Fuca Water Distribution Commission representative on the Water Advisory Committee.

9. WATER WATCH

MOVED by Commissioner Logan and **SECONDED** by Commissioner Sifert, that the Juan de Fuca Water Distribution Commission receive the staff report for information.

CARRIED

Commissioners Rogers and Logan left the meeting.

10. COMMISSION ORIENTATION

T. Robbins provided an orientation for the Commission on the Juan de Fuca Water Distribution Service.

11. **ADJOURNMENT**

MOVED by Commissioner Pearson and **SECONDED** by Commissioner Szpak,
that the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 1:25 pm.

CARRIED

Chair

Secretary