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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,  
Held Tuesday, October 3, 2017, Goldstream Conference Room, 479 Island Highway,  
Victoria, BC**

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**PRESENT:** **Commissioners:** B. Gramigna, G. Baird, M. Hicks, C. Day (for G. Logan), K. Pearson, J. Rogers, M. Sahlstrom (for L. Szpak)  
**Staff:** T. Robbins, B. Lapham, B. Semmens, M. McCrank, I. Jesney, J. van Niekerk, M. Montague, Recorder

The meeting was called to order at 12:00 pm.

**1. APPROVAL OF AGENDA**

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

- Verbal update on the Colwood Corner main break.

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

CARRIED

**2. ADOPTION OF THE MINUTES OF SEPTEMBER 5, 2017**

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Baird,  
That the Juan de Fuca Water Distribution Commission adopt the minutes of the meeting  
held September 5, 2017.

CARRIED

**3. CHAIR'S REMARKS**

The Chair remarked that the budget will be reviewed today and he is looking forward to a discussion on different mechanisms for establishing future water rates.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations/delegations.

**5. RECOMMENDATIONS FROM OTHER WATER COMMISSIONS**

**MOVED** by Commissioner Baird and **SECONDED** by Commissioner Rogers,  
That the Juan de Fuca Water Distribution Commission receive the staff report for  
information.

CARRIED

**6. WESTSHORE DIRECTORS & ALTERNATES MEETING**

The Chair noted that there was nothing new to report at this time.

**7. 2018 SERVICE PLANS REVIEW PROCESS**

T. Robbins spoke to the report. He noted that the service and financial planning process are integral to providing ongoing service delivery, and that the departmental service plans set out key trends and issues, service levels, divisional initiatives, performance objectives, and budget implications. Service plans are presented to appropriate standing committees to provide a detailed assessment of service delivery and programs.

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Baird,  
That the Juan de Fuca Water Distribution Commission direct staff to reinstate the Divisional Initiative, titled Disaster Response Plan for Water Supply and Distribution, into the Infrastructure Operations Service Plan.

CARRIED

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Baird,  
That the Juan de Fuca Water Distribution Commission recommend to the Capital Regional District Board that the attached service plans be approved as amended.

CARRIED

**8. 2018 CAPITAL AND OPERATING BUDGET**

T. Robbins spoke to the report. He noted that the purpose of the report is to provide an overview of the 2018 Juan de Fuca Water Distribution Service budget, highlighting the proposed significant changes and additions. The report generally follows the sequence of information provided in the draft budget document provided to the Commission.

Commissioner Pearson left the meeting.

**MOVED** by Commissioner Baird and **SECONDED** by Commissioner Rogers,  
That the Juan de Fuca Water Distribution Commission recommends that the Capital Regional District Board:

1. Approve the 2018 Capital Budget and the Five Year Capital Plan;
2. Approve the 2018 Operating Budget;
3. Approve the 2018 Juan de Fuca Water Distribution Service retail water rate of \$2.0739 per cubic metre, adjusted if necessary by any change in the Regional Water Supply wholesale water rate; and
4. Amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

CARRIED

**9. WATER WATCH**

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Day,  
That the Juan de Fuca Water Distribution Commission receive the staff report for information.

CARRIED

**10. NEW BUSINESS**

Colwood Corner Main Break – T. Robbins provided an update on the recent main break near Colwood Corner, north of the new private school being built. The water was discharged into Colwood Creek, and testing indicated that there were no exceedances of chlorine. Twelve homes in the area were affected and the repair was completed by mid-afternoon.

**11. ADJOURNMENT**

**MOVED** by Commissioner Day and **SECONDED** by Commissioner Baird,  
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 1:18 pm.

CARRIED

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Chair

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Secretary