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**MINUTES OF A MEETING OF THE SAANICH PENINSULA WASTEWATER COMMISSION
Held October 19, 2017 in the Saanich Peninsula Treatment Plant Meeting Room,
9055 Mainwaring Road, North Saanich, BC**

PRESENT: COMMISSIONERS: M. Williams (Chair), R. Barnhart, M. Lougher-Goodey, R. Windsor, M. Doehnel, M. Weisenberger, C. Stock, P. Wainwright, A. Holman (for Z. King)

STAFF: T. Robbins, M. McCrank, I. Jesney, A. To, B. Semmens, D. Robson, G. Harris, S. Orr (recorder)

ABSENT: M. Thompson, Z. King

The meeting was called to order at 9:12 am.

1 APPROVAL OF AGENDA

MOVED by Commissioner Stock, **SECONDED** by Commissioner Barnhart,
That the Saanich Peninsula Wastewater Commission approve the agenda.

CARRIED

2 ADOPTION OF MINUTES

The Chair stated that the minutes required correction regarding attendance at the meeting held September 21, 2017: R. Windsor should be recorded as absent and R. Barnhart should be recorded as present.

MOVED by Commissioner Barnhart, **SECONDED** by Commissioner Stock,

That the Saanich Peninsula Wastewater Commission adopt the minutes of the September 21, 2017 meeting as amended.

CARRIED

3 CHAIR'S REMARKS

The Chair had no remarks.

4 PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5 2018 SERVICE PLANS REVIEW PROCESS

T. Robbins spoke to the report.

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Stock,

That the Saanich Peninsula Wastewater Commission recommend to the Capital Regional District Board that the attached service plans be approved as presented.

CARRIED

6 2018 CAPITAL AND OPERATING BUDGET REPORT

T. Robbins thanked staff for their contributions on the 2018 budget and introduced Athena To, accountant for the wastewater services and senior financial analyst. He spoke to the report and provided an overview of the 2018 wastewater service operating and capital budget and commented on changes between the 2017 and 2018 budget.

A brief discussion took place about the District Energy System Budget.

A brief discussion took place about capital project 18-07 Bazan Bay Outfall replacement.

MOVED by Commissioner Windsor, SECONDED by Commissioner Stock,

That the Saanich Peninsula Wastewater Commission direct staff to bring back a report to the Saanich Peninsula Wastewater Commission regarding Capital Project 18-07 Bazan Bay Outfall Replacement on an interim basis before the full assessment is made.

CARRIED

MOVED by Commissioner Lougher-Goodey, SECONDED by Commissioner Stock,

That the Saanich Peninsula Wastewater Commission:

1. Approve the 2018 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2018 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget; and
2. Balance the 2017 actual revenue and expense on the transfer to capital reserve fund.

CARRIED

7 NEW BUSINESS

There was no new business.

8 ADJOURNMENT

MOVED by Commissioner Lougher-Goodey, SECONDED by Commissioner Stock,

That the Saanich Peninsula Wastewater Commission meeting be adjourned at 9:52 am.

CARRIED

CHAIR