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**Minutes of a Meeting of the Skana Water Service Committee  
Held Tuesday, November 20, 2012 in the Main Conference Room, 479 Island Highway,  
Victoria, BC**

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**PRESENT:** **Committee Members:** J. Sanders (Chair), B. Bovet, G. DeBeer, Director D. Howe, Alternate Director D. Masselink.  
**Staff:** J. Poncelet, Senior Financial Analyst, T. Tanton, Senior Manager, Infrastructure Engineering; L. Siemens (recorder)

**ABSENT:** G. Fryling

The meeting was called to order at 1:39 pm.

**1. Approval of Agenda**

**MOVED** by J. Sanders, **SECONDED** by Director Howe,  
That the agenda be approved as distributed.

**CARRIED**

**2. Election of Chair**

Nominations were called for the election of the chair for a one-year term. Jon Sanders was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, John Sanders was elected as chair of the Skana Water Service Committee.

**3. Adoption of Minutes of December 15, 2011**

**MOVED** by B. Bovet, **SECONDED** by J. Sanders,  
That the minutes of the Skana Water Service Committee meeting of December 15, 2011 be adopted as previously circulated.

**CARRIED**

**4. 2013 Operating and Capital Budget**

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

**MOVED** by B. Bovet, **SECONDED** by J. Sanders,  
That the Skana Water Service Committee recommend that the CRD Board:

1. Approve the 2013 operating and capital budget for the Skana Water Service as presented; and
2. Balance the 2012 actual revenue and expense on 2013 Contingency.

**CARRIED**

5. New Business

Staff were requested to:

- Investigate chlorine odours.
- Send an anonymous usage report to committee members in order for them to identify their own usage compared to others in the service area.

6. **Adjournment**

The meeting was adjourned at 2:03 pm.