



Making a difference...together

MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Wednesday, February 14, 2024 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: H. Schofield (Chair) (EP); J. Fenby (Vice Chair) (EP); P. Brent (EA Director) (EP); C. Menyhart (EP); B. Russell (EP)

Staff: J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula & Gulf Island Operations; J. Dales, Senior Manager, Wastewater Infrastructure Operations; M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:32 am.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2024.

B. Russell nominated H. Schofield. H. Schofield accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared H. Schofield Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2024, by acclamation.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2024.

C. Menyhart nominated J. Fenby. J. Fenby accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared J. Fenby Vice Chair of the Sticks Allison Water Local Service Committee for the term ending December 31, 2024, by acclamation.

3. APPROVAL OF AGENDA

MOVED by H. Schofield, **SECONDED** by B. Russell,
That the agenda be approved.

CARRIED

4. ADOPTION OF MINUTES

The following amendments were added to the November 7, 2023, minutes.

Item 6.1:

- “The CRD is not underfunded in the sense that it meets current obligations.
- A cap of about \$5,000 on the CRF seems reasonable.
- Majority of Sticks Allison stakeholders may prefer to "self-fund" the reserve, by using personal funds at the time needed, in preference to having CRD hold the funds.
- The committee is aware of future infrastructure needs over the next decade or so and is taking that into consideration.”

Item 8.2:

“Staff advised the fire service requires 1,000 litres per minute over a two-hour period which the current system is unable to provide. As per the senior manager's email to the chair on November 3, 2023, the fire underwriters survey requires a water system in Canada to be capable of delivering not less than 1000 liters per minute for two hours to qualify for insurance, which is also in addition to the domestic consumption at the maximum daily demand. Given the size of our storage tank and pumping rate, staff does not see how the Sticks Allison system could meet this requirement. Staff added that hydrants also serve an important maintenance function for system flushing and would be able to supplement fire protection at a throttled rate during an emergency through a gate valve. The information has been provided to the South Galiano Fire Service. Tank capacity is 90,000 litres.”

MOVED by H. Schofield, **SECONDED** by B. Russell,
That the minutes of the November 7, 2023 meeting be adopted as amended.

CARRIED

5. CHAIR'S REMARKS

The Chair made the following remarks:

“Thanks to everyone on this committee for their effort and commitment to serving the stakeholders. Special thanks to Brian Russell who has supported this committee as Chair for so many years and been diligent in attention to detail and bringing his knowledge of water chemistry and potability. And thanks to CRD staff for providing this meeting session and attending today. I appreciate how we all work together to make 37 stakeholders have fresh clean water every minute of every day all year around. I think it's pretty impressive how it all hangs together.

I've noted several new residents of our tiny water community during the past year, and there is still a lot of potential for more since cottage buildout has not yet reached the maximum possible. As we see increased water usage and increasing drought, our efforts here on the committee become even more significant. I note that the rainfall in 2023 is somewhere between 3/4 and 2/3 of the average and that's worrying. Reducing our consumption per capita even though the population grows, encouraging conservation, and suggesting rainwater capture are all increasingly important goals. Thanks, all.”

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGER'S REPORT

D. Robson advised he is taking on a more senior role with the committee moving forward and is looking forward to working with the committee in 2024.

Staff advised that 9 of the 37 stakeholders receive their bills electronically. The committee noted that when an insert is included with the paper bills, the 9 stakeholders receiving electronic bills do not receive the inserts. Staff will follow-up with the Water Billing department to determine the process for electronic water bill inserts.

The committee requested to receive the previous year's Annual Report data before June. Staff advised the data is collected and unaudited until it has been reviewed in the first quarter. The data can be provided to the committee via email but cautioned the committee as it is raw and unaudited data. Staff also noted that if Water Billing detects high consumption, they have processes in place to notify the residence. The committee requested to receive the data, acknowledging that the data will be provided unaudited. Discussion ensued.

Requests from the committee:

- Staff to follow up with Water Billing to determine the process for electronic water bill inserts.
- Staff to confirm the percentage of water use that triggers an alert with Water Billing.

8. COMMITTEE BUSINESS

8.1. Project and Operations Update

D. Robson spoke to item 8.1.

Staff responded to the following questions:

- If there was an official arborist report completed prior to removing the danger tree. Staff advised an assessment was provided on the overall health of the tree, but it was not an official arborist report.
- If there was a request for proposal (RFP) to choose the contractor for the danger tree removal. Staff advised CRD's procurement policy procedures were followed due to the dollar value being under \$5,000.
- Why the committee was not consulted prior to engaging services required to remove the danger tree. Staff advised this was an operating administrative action which is spent under the operating budget as it is not a capital project. Staff do not typically seek committee approval for operating costs as the authority is granted to staff through the budgeting process and is outlined in the bylaw.

Staff welcomed all feedback and cautioned the committee of overstepping into the operational management of the system which is defined by in the bylaws. Staff noted they are open to improving communications, however, cautioned the committee with directing the overall operation of the service. The committee advised they would appreciate consultation to reduce costs and improve efficiency. Discussion ensued.

Requests from the committee:

- Staff to send CRD's Procurement Policy to the Chair.

9. STICKS ALLISON WATER LOCAL SERVICE COMMITTEE MEETING SCHEDULE

Regular meetings of the Sticks Allison Water Local Service Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC in February, June, and in November to approve the Operating and Capital Budget.

10. CORRESPONDENCE

There was none.

11. NEW BUSINESS

There was none.

12. ADJOURNMENT

MOVED by H. Schofield, **SECONDED** by B. Russell,
That the February 14, 2024 meeting be adjourned at 10:08 am.

CARRIED

CHAIR

SECRETARY