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## **MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Friday, January 17, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commission Members:** C. Gilbert, Director M. Hicks, D. Pepino, D. Tallyn

**Staff:** T. Robbins, General Manager, Integrated Water Services; I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; S. Orr (recorder)

**Members of the Public:** 2

The meeting was called to order at 1:00 p.m.

### **1. CALL TO ORDER**

T. Robbins called the meeting to order and welcomed the Commissioners.

### **2. INTRODUCTION OF MEMBERS**

Newly appointed Commissioner Pepino introduced himself.

### **3. ELECTION OF CHAIR AND VICE-CHAIR**

The General Manager called for nominations for the position of Chair of the Wilderness Mountain Water Service Commission for 2020.

- Commissioner Pepino nominated Director Hicks; Commissioner Hicks accepted the nomination.
- Commissioner Tallyn nominated Commissioner Gilbert; Commissioner Gilbert accepted the nomination.
- The General Manager called for nominations a second time.
- The General Manager called for nominations a third and final time.
- Ballots were handed out for a vote, the ballots were collected in a secret ballot box and counted with the result being a tie.
- Director Hicks withdrew his nomination.
- Commissioner Gilbert was elected as Chair of the Wilderness Mountain Water Service Commission for 2020 by acclamation.

#### **Election of Vice Chair**

- The Chair called for nominations for the position of Vice Chair of the Wilderness Mountain Water Service Commission for 2020.
- The Chair nominated Commissioner Pepino; Commissioner Pepino declined the nomination.
- The Chair nominated Commissioner Tallyn; Commissioner Tallyn 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, Commissioner Tallyn was appointed Vice-Chair of the Wilderness Mountain Water Service Commission for 2020 by acclamation.

**MOVED** by D. Tallyn, **SECONDED** by M. Hicks,  
That the ballots be destroyed.

**CARRIED**

**4. APPROVAL OF AGENDA**

The following item was added under New Business:

8.1 Question and Answer Period

**MOVED** by D. Tallyn, **SECONDED** by D. Pepino,  
That the agenda be approved as amended.

**CARRIED**

**5. ADOPTION OF MINUTES**

**MOVED** by M. Hicks, and **SECONDED** by D. Tallyn,  
That the Wilderness Mountain Water Service Commission adopt:

- Minutes of the meeting held November 25, 2019; and,
- Minutes of the Annual General Meeting held November 27, 2019.

**CARRIED**

**6. CHAIR'S REMARKS**

The Chair had no remarks.

**7. GENERAL MANAGERS REPORT**

**7.1 Meeting Frequency and Preparation**

I. Jesney stated that in the past few years the Commission has typically met twice a year and that meetings are at the call of the Chair.

A discussion took place about adhering to official meeting procedures as set out in the Capital Regional District (CRD) Board Procedures Bylaw No. 3828.

Staff noted that inquiries and requests to staff from the Commission should be directed to the Chair who will communicate with the Senior Manager of Engineering, and to copy the Senior Manager of Infrastructure Operations.

**7.2 Boil Water Advisory Update**

M. McCrank provided a verbal update on the boil water advisory which began early January 2020; stating that increased turbidity levels coincided with heavy rainfall. He stated that staff continues to monitor the water quality and the CRD website is being updated weekly.

Staff answered questions from the commission about water testing.

## **8. NEW BUSINESS**

### **8.1 Question and Answer Period**

In response to questions from the Commission, staff provided information about the following:

- a. Commissioners were provided with copies of consultant's reports and documentation of the water treatment plant layout.
- b. The CRD owns the treatment plant assets as per CRD Bylaw No. 3503.
- c. Staff are not aware of any further action regarding the watershed land acquisition referred to in the minutes of the Wilderness Mountain Water Service Commission meeting held June 18, 2013.
- d. A handout was circulated showing the storage tank levels before and after the fire that occurred on August 8, 2019.
- e. Source Water Protection Plan is awaiting the grant application results and the project is scheduled for 2020.
- f. Communication to Island Health regarding the service's compliance plan.
- g. Arrangement of line items in the 2020 budget documents does not eliminate the need for filtration.
- h. Unpaid property taxes are handled by the Province, which takes ownership of the land and has procedures for debt repayment.
- i. Fees for water service connection charge are in accordance with CRD Bylaw 4274.
- j. The revenue figure noted in the 2020 budget documentation was generated by interest.
- k. There is an antenna on top of the water tower that staff will follow up on.
- l. Hydro charges at the water treatment plant are consistent with other utilities. Ultra-Violet can be shut down when not in use however may increase operational costs.
- m. Alternate filtration methods would require formal direction from the Commission.
- n. There are 73 lots connected to the service and 82 taxable folios; revenue was collected on 73 lots and requisition revenue on 82 lots for 2019.
- o. The CRD has a statutory right of way on Lot 4. There is no requisition paid as it would be a cost to the service.
- p. Staff are not aware of the locations of the septic fields amongst the 82 lots.
- q. \$223.03 charge on the utility bill is one of the revenue sources to fund operations.
- r. Operational maintenance and labour activities carried out at the water treatment plant were summarized. The Chair requested that staff forward a breakdown of the maintenance tasks.
- s. Commission permission for expenditures is granted with budget approval. The Electoral Area Director has the ability to approve necessary expenditures.
- t. Operating costs are covered by the three sources of revenue. Specific operating costs are not attached to any one revenue source. Debt is tied to the requisition only.

- u. The service pays for limited insurance. Individual home owner's insurance is responsible for flooding.
- v. Discussion took place about insurance details.
- w. Funds to rebuild/resurface the road and address the drainage issues are accounted for in the treatment plant upgrade capital project.
- x. Discussions took place regarding the road erosion and language in the covenant.

**Tree Removal**

There was discussion regarding the removal of trees around the water treatment plant.

**MOVED** by D. Tallyn, and **SECONDED** by C. Gilbert,  
That the Wilderness Mountain Water Service Commission direct staff to obtain a quote for the removal of trees surrounding the water treatment plant.

**CARRIED**

*Opposed: D. Pepino*

Commissioner Pepino circulated a handout and discussions took place regarding:

- Island Health requirement and compliance plan
- Boil water advisory
- Grant Application
- Budget expenditures

**9. ADJOURNMENT**

**MOVED** by M. Hicks, and **SECONDED** by D. Pepino,  
That the meeting be adjourned at 3:30 p.m.

**CARRIED**

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Chair

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Secretary