



Making a difference...together

WILDERNESS MOUNTAIN WATER SERVICE COMMISSION

Notice of Meeting on **Tuesday, February 22, 2022 at 1:00 p.m.**

Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

M. Hicks, Electoral Area Director

L. Cutler

M. Lechowicz

D. Pepino

AGENDA

1. ELECTION OF CHAIR

*Pursuant to Section 10 (a) Bylaw No. 3511
Election conducted by Senior Manager*

2. ELECTION OF VICE CHAIR

*Pursuant to Section 10 (a) Bylaw No. 3511
Election conducted by newly elected Chair*

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES3

Recommendation: That the minutes of the October 28, 2021 meeting be adopted.

5. CHAIR'S REMARKS

6. PRESENTATIONS/DELEGATIONS

Due to limited seating capacity this meeting will be held by without the public present. A phone in number is provided above that will allow the public to listen to the meeting.

Presentation and Delegation requests can be made [online](#) or complete this [printable form](#) (PDF). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

7. SENIOR MANAGER'S REPORT

7.1. 2022 Commission Schedule

8. COMMISSION BUSINESS

8.1. Project and Operations Update7

Recommendation: That the Wilderness Mountain Water Service Commission receives this report for information.

*To ensure quorum, advise **Mikayla Risvold 250.474.9518** if you cannot attend.*

9. CORRESPONDENCE

9.1. Wilderness Mountain Water System (Capital Regional District), 706 Cains Way,
Sooke, BC9

10. NEW BUSINESS

11. ADJOURNMENT

Next Meeting: Tuesday, June 28, 2022



Making a difference...together

MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION, held Thursday, October 28, 2021 at 1:30 pm, Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: M. Hicks (Electoral Area Director) (Chair); L. Cutler; M. Lechowicz; D. Pepino (EP)

Staff: T. Robbins, General Manager; S. Irg, Senior Manager, Water Infrastructure Operations; D. Puskas, Manager, Capital Projects; C. Moch, Manager, Water Quality and Demand Management; L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (Recorder)

EP = Electronic Participation

The meeting was called to order at 1:31 pm.

1. APPROVAL OF AGENDA

The following items were added to the agenda under New Business:

1. Correspondence from Island Health
2. Asset Ownership and Liability
3. Nomination Process

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

CARRIED

2. ADOPTION OF MINUTES

The following corrections were made to the November 24, 2020 Annual General meeting minutes:

1. Under Item 4, add the words "the source water protection plan" after "Island Health" in the first sentence of the first paragraph.
2. Under Item 5 add the following paragraph after the first paragraph:

"On November 8, 2020, in a conference call with the Commission, staff recommended and the Commission agreed, not to move forward with the Investing in Canada Infrastructure Program grant application for treatment improvements. The Commission also declined to move forward with any other grant applications for the next year."

MOVED by L. Cutler, **SECONDED** by M. Lechowicz,
That the minutes of the November 24, 2020 Annual General Meeting be adopted as amended.

CARRIED

MOVED by L. Cutler, **SECONDED** by M. Lechowicz,
That the minutes of the following meetings be adopted as circulated:

- November 24, 2020 Budget Meeting
- February 16, 2021 Meeting
- June 2, 2021 Special Meeting

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMISSION BUSINESS

5.1. Wilderness Mountain Water Service 2022 Operating and Capital Budget

S. Irg spoke to the item. He advised that a letter from Island Health was received after the staff report was written. The letter, which was in response to a letter submitted from the Commission in August, reiterated the requirement to have a proposed timeline for bringing the service into compliance.

He outlined the 5 year capital plan for meeting the Island Health requirement as follows:

- In 2022 the first step is to prepare the conceptual design, estimated at \$50,000, which will allow staff to understand estimated construction costs.
- Once the construction costs are known, the next step would be to move to an Alternative Approval Process (AAP) in 2022.

Discussion ensued regarding Community Works Funds (CWF) and whether those funds could be used to cover the \$50,000 for the conceptual design. Staff confirmed that it could be used for that less any staff time which is estimated at \$5,000.

Discussion ensued regarding the implications of the letter from Island Health. T. Robbins stated that Island Health has put the onus on the Commission to demonstrate that the technology proposed will meet the provincial water treatment objectives and that the Capital Regional District (CRD) is still obligated to provide a response to the letter. Staff would like to respond by the end of the year showing the compliance plan which Island Health indicated in its letter is still outstanding from September 2020.

Discussion ensued regarding the need for an AAP or a referendum. Staff advised that, as set out in the Local Government Act, either an AAP or a referendum is needed in order to gain elector assent to have the electors/users approve the loan authorization bylaw to undertake the construction work. An AAP needs 10% votes against to fail, a referendum needs 50% votes in favour to pass.

The Commission questioned the need to transfer \$25,000 to the Capital Reserve. Discussion ensued regarding options to mitigate a large rate increase. Staff advised that if the Capital Reserve Fund continues to be cut, eventually there will need to be a transfer of funds, as the service will have no buffer funds to deal with any emergency issues or system failure. The Commission requested to withhold the transfer to the Capital Reserve fund this year in order to alleviate a large rate increase.

MOVED by L. Cutler, **SECONDED** by M. Lechowicz,

That the Wilderness Mountain Water Service Commission:

1. Amend the 2022 budget to reduce the contribution to the capital reserve fund from \$25,000 to \$0;
2. Direct staff to apply for \$45,000 from the Community Works Fund and that Project 22-02 reflect \$5,000 capital reserve funding and \$45,000 from Community Works Funding;
3. Approve the 2022 Operating and Capital Budget as amended, and that the 2021 actual surplus or deficit be balanced on 2021 transfer to Operating Reserve Fund; and,
4. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as amended.

CARRIED

Opposed: Pepino

6. NEW BUSINESS

6.1. Correspondence from Island Health

This item was discussed under Item 5.1 above.

6.2. Clarification on Asset Ownership and Liability

The Commission requested clarification around assets that are not currently being utilized in the operation of the service and whether the community is still liable should something happen to it.

T. Robbins advised that Wilderness Mountain and all of the assets, whether they are in operation or not, transferred to the CRD. Although an asset is not utilized it is an asset that was transferred to the CRD as part of the dissolution of the Water Service. Unless there was negligence on behalf of the community, the CRD carries the liability associated with that asset. Staff to confirm with CRD's Risk Manager the liability around the unused Dam in Wilderness Mountain.

6.3. Nomination Process

The Commission asked about the nomination process with the Annual General Meeting's (AGM) being cancelled this year.

Staff advised that there is one vacancy on the Commission. The vacancy was advertised in the local papers and through social media. The public was invited to submit nominations for candidates. The nominations close on October 29. The nominees will be sent to the Electoral Area Director for review and to put a name forward to the CRD Board for approval. The CRD is reviewing the bylaws for an amendment in 2022 that would see an end to AGMs and put forward a different nomination process.

**Wilderness Mountain Water Service Commission
Minutes – October 28, 2021**

4

Director Hicks requested that staff send the nominees to him. He will forward the names to the Commission for them to provide input on who they wish to be on the Commission. Director Hicks would then forward the selected nominee to the CRD Board for approval.

7. ADJOURNMENT

MOVED by M. Lechowicz, **SECONDED** by L. Cutler,
That the October 28, 2021 meeting be adjourned at 3:08 pm.

CARRIED

CHAIR

SECRETARY



REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION MEETING OF TUESDAY, FEBRUARY 22, 2022

SUBJECT Capital Project Status Reports and Operational Updates – February 2022

ISSUE SUMMARY

To provide the Wilderness Mountain Water Service Commission with capital project status reports and operational updates.

BACKGROUND

The Wilderness Mountain Water System is located near the top of Mount Matheson in East Sooke on Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 73 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation and maintenance, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Wilderness Mountain Water System is overseen by the CRD Water Quality Division.

CAPITAL PROJECT UPDATE

21-01 | Source Water Protection Plan

Project Description: Source Water Protection Plan

Project Rationale: Provide a regulatory required Source Water Protection Plan for the Wilfred Reservoir.

Project Update and Milestones:

| Milestone | Completion Date |
|---|------------------------|
| Confirmation with Island Health on Source Water Protection Plan Requirements | January 27, 2021 |
| First Technical Advisory Committee Meeting | September 20, 2021 |
| Draft Source Water Protection Plan submitted by WSP | November 30, 2021 |
| Draft Source Water Protection Plan presented at stakeholder meeting – revisions were discussed and to be incorporated into the final draft. | January 24, 2022 |
| Final draft submitted by consultant | February 21, 2022 |

22-02 | Water Treatment Plant Conceptual Design

Project Description: Conceptually design the water treatment plant upgrades

Project Rationale: Update previous conceptual water treatment plant upgrade designs to inform borrowing requests.

Project Update and Milestones:

- Project is not approved by the CRD Board yet, upon approval March 16, 2022 staff will finalize procurement of a consultant to undertake the update works.

| Milestone | Estimated Completion Date |
|---|----------------------------------|
| Community Works Fund (CWF) Vetting Application | February 15, 2022 |
| CWF Application Submission | February 18, 2022 |
| Request for Proposal (RFP) Scope of Works & Issue | February 25, 2022 |
| CWF Application Approval | March 4, 2022 |
| CRD Board Approval | March 16, 2022 |
| RFP Close | March 29, 2022 |
| Project Kick-off Meeting | April 14, 2022 |

OPERATIONAL UPDATE

- January 4 – Replacement of intake pump at Wilfred Reservoir. A spare pump is kept in reserve at all times.
- January 4 – Replacement of ultraviolet (UV) sensors at the Water Treatment Plant. This is typically completed on a yearly basis.
- January 22 – Power outage at the Water Treatment Plant lasting approximately 17 hours. Upon the return of power, remote plant operation/communication was not established. A CRD electrician visited the site and completed repairs to re-established communication.

RECOMMENDATION

That the Wilderness Mountain Water Service Commission receives this report for information.

| | |
|---------------|---|
| Submitted by: | Shayne Irg, P. Eng., Senior Manager, Water Infrastructure Operations |
| Submitted by: | Joseph Marr, P. Eng., Acting Senior Manager, Infrastructure Engineering |
| Concurrence: | Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services |



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January 20, 2022

File: 5240-20
Wilderness Mountain – Water

Mr. Kazuhiro Takeuchi, B.Sc., B.Tech., CPHI(C)
Environmental Health Officer
Island Health, Gateway Village Health Unit
Suite 201 – 771 Vernon Avenue
Victoria, BC V8X 5A7

Dear Mr. Takeuchi,

**RE: WILDERNESS MOUNTAIN WATER SYSTEM (CAPITAL REGIONAL DISTRICT), 706
CAINS WAY, SOOKE, BC**

This letter is to provide your office with an update in regards to the Wilderness Mountain Water System (WMWS) and the plans to meet the Drinking Water Treatment Objectives (microbiological) for Surface Water Supplies in British Columbia (SWTO). Unfortunately, the Capital Regional District (CRD) has been unable to meet the timelines proposed, (in our July 21, 2020 letter), to achieve the SWTO.

The CRD plans to meet the Drinking Water Treatment Objectives (microbiological) for SWTO with the following updated schedule:

- 1) Source Water Vulnerability Study to determine the vulnerability of the source water and its viability as an ongoing water source, (complete October 30, 2020).
- 2) Examine options to provide conventional filtration on the existing treatment plant and water source to meet Island Health objectives if the existing water source is viable long term, (complete October 30, 2020).
- 3) Source Water Protection Plan to select and develop the most appropriate management measures and address permitting considerations associated with the reservoir management, (currently being undertaken, final plan early 2022).
- 4) Explore and implement alternative less costly treatment plant improvements as requested by the Wilderness Mountain Water Service Commission Members, (2022 to 2024).
 - o Conceptual design to determine if less costly treatment plant options are feasible to update the treatment process in order to meet the Drinking Water Treatment Objectives (microbiological) for Surface Water Supplies in British Columbia (SWTO), (2022).

Mr. Kazuhiro Takeuchi – January 20, 2022
Wilderness Mountain Water System

2

- Referendum to borrow funds for detailed design and construction improvements, (end of 2022).
- Detailed design, construction and commissioning of improvements, (2023 to 2024).

5) Water Supply from the Juan de Fuca Water Distribution System, (2027 to 2031).

- The preceding option is considered a short-term solution as a water supply connection from the Juan de Fuca Water Distribution System is a likely possibility within five to nine years.
- The CRD is presently considering extending the water supply from the Juan de Fuca Water Distribution System – East Sooke system with a water main aligned along the road to East Sooke and near the WMWS, (alignment ~7.7km).
- The CRD is currently working with the Juan de Fuca Electoral Area Director to determine potential development in the area that would require piped water and that could help affordably bring the greatest benefit to area residents, including the WMWS community.

Please confirm Island Health's acceptance of this revised plan. Should you wish to discuss this plan or the CRD's current operating permit, or if you have any questions or require additional information, please contact me at trobbins@crd.bc.ca or 250.360.3061.

Yours truly,



Ted Robbins, B.Sc., C.Tech.
General Manager
Integrated Water Services

cc: Rory Beise, Land Use/Drinking Water Consultant