



Notice of Meeting and Meeting Agenda Wilderness Mountain Water Service Commission

Tuesday, February 18, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

Members of the public can watch the live meeting via MS Teams link: [Click here](#)
Audio and video is disabled.

D. Pepino, P. Twamley, A. Wickheim (EA Director), J. Wilson

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Election of Chair

3. Election of Vice Chair

4. Approval of Agenda

5. Adoption of Minutes

5.1. [25-0128](#) Minutes of the Wilderness Mountain Water Service Commission Meeting of November 1, 2024

Recommendation: That the minutes of the Wilderness Mountain Water Service Commission of November 1, 2024 be adopted as circulated.

Attachments: [Minutes - November 1, 2024](#)

6. Chair's Remarks

7. Presentations/Delegations

The public are welcome to attend CRD meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Commission at legserv@crd.bc.ca.

8. Commission Business

8.1. [25-0165](#) Senior Manager's Verbal Update

Recommendation: There is no recommendation. This verbal update is for information only.

8.2. [25-0122](#) Capital Projects and Operational Update - February 2025

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: Projects and Operational Update - February 2025](#)

8.3. [25-0126](#) Dam and Water License Update

Recommendation: That staff be directed to continue with the transfer of ownership of the William Brook Dam to the property owners at 5052 Mt. Matheson Road.

Attachments: [Staff Report: Dam and Water License Update](#)
[Appendix A: Conditional Water Licence 505202](#)
[Appendix B: Conditional Water Licence 506180](#)
[Appendix C: William Brook Dam \(July 30, 2020 - Staff Report\)](#)
[Appendix D: Source Water Vulnerability Study \(Nov. 24, 2020 - Staff Report\)](#)
[Appendix E: Source Water Protection Plan 2022 \(June 28, 2022 - Staff Report\)](#)

9. Notice(s) of Motion

10. New Business

11. Adjournment

The next meeting is at the call of the Chair.

To ensure quorum, please advise Megan MacDonald (mmmacdonald@crd.bc.ca) if you or your alternate cannot attend.



Making a difference...together

MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Friday, November 1, 2024 at 9:30 am, In the Goldstream Conference Room, Victoria, BC

PRESENT: Commissioners: D. Pepino (Chair); L. Cutler (Vice Chair); A. Wickheim (EA Director); P. Twamley
Staff: S. Irg, Senior Manager, Infrastructure Water Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; K. Vincent, Senior Financial Advisor; L. Xu; Manager, Financial Services and Corporate Grants; M. Risvold (Recorder)

REGRETS:

EP = Electronic Participation

The meeting was called to order at 9:30 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

- Appointment of commission members was added as Item 5.

MOVED by A. Wickheim, **SECONDED** by L. Cutler,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by L. Cutler, **SECONDED** by A. Wickheim,
That the minutes of the June 24, 2024 Wilderness Mountain Water Service Commission meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair's detailed remarks are attached to the minutes for the record.

He expressed concerns with the following:

- **Meeting Regulatory Objectives:** Island Health's Surface Water Treatment Objectives require system replacement to avoid fines, with costs passed to the community.
- **Community Frustration:** Since 2008, increased water costs were supposed to meet regulations, but numerous studies and rising expenses have not resolved the issue.
- **Commissioner's Challenge:** From 2020, efforts have aimed at finding a better solution, causing exhaustion and frustration due to ongoing disagreements.
- **Debt and Financial Concerns:** The community faces a potential doubling of current debt, extending it for 25 years, to possibly qualify for a grant for an unspecified regulatory-compliant solution.
- **Alternative Solution:** Point of Entry/Point of Use system, suitable for small services, initially considered but dismissed, could now be a viable solution to benefit similar small communities.

5. APPOINTMENT OF COMMISSION MEMBERS

The chair advised there are two commission membership opportunities beginning next year. One nomination has been received which leaves one vacancy remaining. The community is encouraged to submit nominations for new membership. The Electoral Area Director and S. Irg thanked L. Cutler for his contributions.

Advertisements for the vacancy have been posted on the Capital Regional District (CRD) website and shared via social media.

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGER'S REPORT

S. Irg advised there is currently a boil water advisory for the Wilderness Mountain Water Service as of Friday, October 25, 2024.

S. Irg provided the following updates:

- Review of potential short pump cycles. Staff reviewed the data and advised that the issue appears to be with the SCADA connection, which is used for monitoring, between the Wilderness Mountain treatment plant and the Goldstream treatment plant. The connection is weak and intermittent, causing communication problems. As a result, the pump appears to be starting and stopping, but the problem lies with the connection, not the pump itself.
- Update on the water license application. S. Irg advised it has been a long process over to separate the licenses for William Brook and Wilfred Brook Reservoirs. The updated water license was just received and there will now be two licenses, one for Wilfred Brook and one for William Brook. Staff will provide a report with background and recommendations for the commission to consider at the February 2025 meeting.
- The difference between a floating intake and extending the intake. S. Irg advised that the intake cannot be extended without converting it to a floating intake. Extending the intake without converting it to floating is not feasible engineering-wise due to the risk of structural failure. Previous studies and recommendations on this matter had been submitted to the commission.
- Island Health regulations regarding the location of septic systems: C. Moch advised that files were requested and received from Island Health, and it was determined that the location of the septic system meets the regulation requirements.

8. COMMISSION BUSINESS

8.1. 2025 Operating and Capital Budget

S. Irg introduced the report and provided an overview of the 2025 operating and capital budget.

Discussion ensued on the process of cleaning the storage tanks. S. Irg explained that the concrete tanks are drained and then cleaned internally with chlorine. He highlighted that entering confined spaces for cleaning is among the most hazardous tasks for employees. The runoff from the drained tanks is discharged into the ditch, as it is treated with chlorine and considered safe.

S. Irg and L. Xu emphasized the importance of including upcoming projects on capital plans, as this enables the ability to apply for grants when they become available. Should a grant opportunity arise, staff would notify the commission and apply for the opportunity.

There was a discussion on the cost for a floating intake study. S. Irg advised that \$40,000 is allocated for reviewing and assessing the floating intake project and staff have included a placeholder for this study in the capital plan. The study will assess the necessity and feasibility of implementing the floating intake. S. Irg advised that the Electoral Area Director agreed to increase the Community Works Funds (CWF) allocation to \$50,000 for additional works, which would require a capital plan amendment. L. Xu advised that a motion is required to advance the project since it is not currently included in the capital plan. She also reminded the commission that CWF cannot be used for CRD staff time.

Discussion ensued regarding:

- Covenants on Mt. Matheson Estates that preclude the ability of residents having secondary suites.
- Potential for future piped water up Mt. Matheson.
- Potential of grant applications being denied.

MOVED by L. Cutler, **SECONDED** by A. Wickheim,

That project 24-01 "Wooden Intake Platform Replacement" be carried forward to 2025 with an additional project budget of \$50,000 from Community Works Funds resulting in a total revised project budget of \$100,000.

CARRIED

There was a discussion about the lifecycle of a floating intake. S. Irg advised that a floating intake typically has a lifespan of around 25 years, although this can vary based on maintenance and other factors.

Discussion ensued regarding what happens if a budget is not approved by a commission. L. Xu advised that budget deliberation allows for amendments. If the commission wishes to make changes to the budget presented, amendments can be made today. Once the budget is approved as presented or amended by the commission, the budget is recommended to the Electoral Areas Committee, and then to the CRD Board for final approval.

MOVED by A. Wickheim, **SECONDED** by P. Twamley,

1. That the 2025 operating and capital budget for Wilderness Mount Water Service be approved as presented and that the 2024 actual operating deficit be carried forward to the 2025 operating budget; and
2. That the Wilderness Mountain Water Service Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Wilderness Mountain Water Service as presented.

CARRIED

8.2. PROJECT AND OPERATIONS UPDATE

S. Irg spoke to item 8.2.

The commission had no questions, and the report was received for information.

9. CORRESPONDENCE

9.1. Conditional Water Licenses C072678, C112795, and C112797 on William and Wilfred Brooks – November 24, 2011

Water license applications were discussed during item 7.

10. NEW BUSINESS

The Chair discussed a manganese scare from a year ago and asked if more information should be provided in the reports. C. Moch advised that regular monthly metal testing is conducted and if levels exceed the limits, a community advisory will be issued.

Discussion ensued regarding making the monthly metal test results available on the CRD website.

11. ADJOURNMENT

MOVED by P. Twamley, **SECONDED** by L. Cutler,

That the November 1, 2024 Wilderness Mountain Water Service Commission meeting be adjourned at 10:44 am.

CARRIED

CHAIR

SECRETARY

It is 4:45 Am on Friday Nov 1.
Rock and a hard place.
This is where I feel I am at this moment.

Why?

On the one hand, to meet the Surface Water Treatment Objectives set by Island Health, our CRD Partners feel our current treatment system will need to be totally replaced, at enormous cost. They need to do something to avoid being fined. If they get fined, those costs get passed along to the community based on the current rules we operate under.

On the other hand, the community is upset because when this relationship with the CRD started in 2008, it was based on an understanding that the large increase in costs for water at the time would give us water meeting the tightened regulations that flowed from the Walkerton disaster in 2000. Since that time there have been study after study, reports after reports, all the while cost increases after cost increases, leading us to spend on a system fast approaching the cost of trucked in water, while still not meeting regulation.

As a Wilderness Mountain Water Service Commissioner, the time from 2020 until today has been a continuing push to find a better way forward, that benefits everyone.

It has been exhausting, frustrating, emotional and mind numbing for all involved, and frankly I have reached my limit of patience with the current finger pointing approaches.

Today's agenda, amongst the details, appears to ask our 74 families who are finally on the verge of paying off our current debt, to now double it and extend it for 25 more years! This presumably demonstrates our commitment to be considered to possibly receive an enormous grant for a yet to be determined solution that meets regulation imposed by a centralized system delivering potable water.

Is there any alternative?

The regulatory answer is yes. It is called a Point of Entry/Point of Use system, designed exclusively for small services our size. It was initially considered by CRD in the 2005-2007 timeframe, but discarded in favour of the more traditional centralized systems.

It is now time to recognize our circumstance is not unique in the Province, and by solving our challenges with this method, we make life better for a lot of other small communities like ours.

Today we need to start on the path to the alternative.

DOug Pepino

Chair, WMWS Commission '23-'24

**REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION
MEETING OF TUESDAY, FEBRUARY 18, 2025**

SUBJECT Capital Projects and Operational Update - February 2025

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 74 customers. Capital Regional District (CRD) Infrastructure and Water Services is responsible for the overall operation of the water system with day-to-day operation, maintenance, design and construction of water system facilities provided by the CRD Infrastructure, Planning and Engineering and Infrastructure 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

24-01 | Wooden Intake Platform Replacement

Project Description: Replacement of the existing water intake platform.

Project Rationale: The existing intake platform is deteriorating and considered a hazard. Replacement is required for continued safe operation and maintenance activities.

Project Update and Milestones:

- After dismantling of decking on intake platform was completed to allow detailed structural assessment, it was determined that the supporting structure was in a significantly deteriorated state and would not be able to be relied upon for the replacement structure. CRD worked with a contractor and engineer to determine an alternate replacement option that could be done for the limited budget.
- Pier and pipe support rebuild completed in late 2024. Floating intake portion is scheduled to be designed and constructed in the first or second quarter (Q1/Q2) of 2025 with 2025 funding.

Milestone	Completion Date
Floating Platform Construction	Q1/Q2 2025 (forecast)
Pier and pipe support rebuilt	Dec 20, 2024
Revised scope and budget contemplated for review	Q4 2024
Initial Demo and Investigation Completed	Q3 2024
Construction Contract Awarded	July 2024
Invitation to Quote	Q2 2024
Site Visits with Contractors	Q2 2024
Budget Approval	March 2024

OPERATIONAL UPDATE

The following provides a summary of operational activities completed since November 2024.

- November 15: Monthly site safety inspections.
- November 19: Monthly dam inspections.
- November 20: Power outage (heavy wind and trees down).
- November 21: Power outage, backup Uninterruptible Power Supply (UPS) installed at the reservoirs to re-establish communications. Hydro removed trees at ~9:30pm and backup generator connected.
- November 22: Extended power failures, reset the default settings in the Remote Terminal Unit (RTU).
- November 23: Hydro re-energized, removed backup generator.
- November 25: Boil Water Advisory rescinded.
- November 29: Manganese Advisory issued.
- December 10 & 11: Replace gas detectors.
- December 10: Regular maintenance turbidity meter.
- December 11: Regular maintenance chlorine analyzer.
- December 15: Monthly site safety inspections.
- December 17: Monthly dam inspections.
- January 14, 2025: Monthly dam inspections.
- January 14, 2025: Monthly site safety inspections.
- January 15, 2025: Hypo dosing pump call out.
- January 29, 2025: Manganese Advisory rescinded.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Shayne Irg, P.Eng., Senior Manager, Water Infrastructure Operations
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Planning and Engineering
Concurrence:	Alicia Fraser, P.Eng., General Manager, Infrastructure and Water Services

**REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION
MEETING OF TUESDAY, FEBRUARY 18, 2025**

SUBJECT Dam and Water License Update

ISSUE SUMMARY

To inform the Wilderness Mountain Water Service Commission (Commission) of the amendments to the water licenses and to seek direction regarding the William Brook Dam Ownership and Reservoir Management.

BACKGROUND

The Wilderness Mountain Water Service was originally constructed and operated by a developer as a private water utility. In 2008, the Capital Regional District (CRD) assumed ownership of the system following a petition from the customers requesting the CRD to provide the water service. Consequently, the CRD took over the water system assets including the William Brook Dam located at 5052 Mt. Matheson Road.

The water licences were amended about that same time and issued to the CRD for the William Brook and Wilfred Brook Dams for water works purposes including to divert, store, and use water for the drinking water system.

The transfer of water system ownership in 2008 included the William Brook Dam along with the obligation to own and operate the dam, and manage the reservoir, even though the dam and reservoir had no benefit for the water utility. The CRD continues to operate, maintain and inspect the dams in accordance with the Province of British Columbia's Dam Safety Regulation and Water Sustainability Act (Act). Specifically, in order to own and operate a dam to store water, the dam owner requires a water licence and needs to meet the obligations of the Dam Safety Regulation. Dam owners must have an Operation, Maintenance and Surveillance Manual and Dam Emergency Plan. All three of the dams related to this water service are operated in accordance with the Dam Safety Regulation.

The Act states, if a water licence is not being used for the intended purpose, it needs to be abandoned or amended. The CRD continues to own and operate the William Brook Dam and therefore, in accordance with the Act, the CRD has sought to amend the water licence for William Brook Dam. During this process, a problem arose with the previous licences issued by the Province. These licences were unique and unusual as they combined licenced water amounts for both William Brook and Wilfred Brook Dams. The CRD sought advice from the Province on how to address this issue, and the Province recommended that the CRD proceed with a water licence amendment.

The CRD applied to amend the licences and after several years, the Province has issued revised water licences. In essence, the CRD abandoned the previous licences (C125531, C125686 and C125687) and new licences were issued and detailed as follows:

1. Conditional Water Licence 505202 (Appendix A) – this licence is related to the stream William Brook, for a storage site and the purpose for the licence is “land improvement” as defined by the Province. The related authorized works include the dam, reservoir and spillway.

2. Conditional Water Licence 506180 (Appendix B) – This licence is related to the water source Wilfred Brook, for a storage reservoir and the purpose for the licence is “waterworks and storage (stream non-power)” as defined by the Province. The related authorized works include diversion structure, pump, tanks (2), pipes, dams (2), spillway, and reservoir.

It was confirmed by the previous water system owner, the Provincial Regulator (Water Management Branch), and the source water protection study (November 2020) that the water related to the William Brook reservoir is not required for long-term water supply, noting that William Brook was the initial water source for the earlier phase of the development and was replaced by Wilfred Brook reservoir.

At the direction of the Commission, CRD staff explored opportunities for dam decommissioning and other ownership. Decommissioning (full or partial removal) was deemed unfeasible due to environmental issues. The East Sooke Fire Department was interested, but ultimately declined. Thereafter, the property owners, at 5052 Mt. Matheson Road, showed interest in owning and operating the dam and reservoir. A staff report was brought to the Commission on July 30, 2020 that recommended to dispose of the William Brook Dam to the property owners at 5052 Mt. Matheson Road. The Commission decided that more discussion was needed in regard to source water vulnerability and water quality prior to disposal of the dam. Since July 2020 both the source water vulnerability study (November 2020) and the Source Water Protection Plan (June 28, 2022), were presented to the commission.

With the water licence issues now resolved, the William Brook dam ownership and the plan to transfer ownership of the dam to the property owners could continue.

Should the Commission wish to continue with the transfer of ownership of the dam to the property owners, then the following are the proposed next steps:

1. Reengage the Property Owners – since some time has passed, it would be advisable to contact the property owners and confirm their intent and determine if they have or will be obtaining a water licence.
2. Transfer of Ownership – review and update the draft agreement, present the agreement to the property owners and work towards execution of the agreement.
3. Determine Regulatory Process - determine the process for disposal of water works assets in accordance with the Local Government Act. In addition, determine the process for extinguishing the right-of-way from title after the CRD interests are divested from the subject property.
4. Report to the Commission – report back to the Commission (and the CRD Board) regarding progress.

ALTERNATIVES

Alternative 1

That staff be directed to continue with the transfer of ownership of the William Brook Dam to the property owners at 5052 Mt. Matheson Road.

Alternative 2

That staff be directed to maintain the current dam ownership and continue to operate, maintain and inspect the William Brook dam.

Alternative 3

That this report be referred back to staff for additional information.

IMPLICATIONS

Transferring the dam ownership to the property owners, reduces the liability of the dam on the CRD and the Commission, and future operating efforts and any capital renewal expenditures would no longer be required. The annual effort for dam operation, maintenance, and surveillance would also be reduced.

Continuing to own and operate the William Brook dam, would mean that the CRD would continue to incur costs for operating, maintaining and inspecting the dam, as well as bear any liability for future upgrades required for the dam.

CONCLUSION

The Capital Regional District (CRD) assumed ownership of the Wilderness Mountain Water System in 2008 and consequently, acquired the William Brook Dam which was not used for the drinking water service, nor intended to be used in the future. The dam is a liability with no benefit for the water service and is required to be owned and operated in accordance with the Water Sustainability Act and Dam Safety Regulation at ongoing operating costs and potential future renewal costs. The existing properties owners expressed an interest in owning and operating the dam and reservoir for their benefit. A transfer of ownership would relieve the CRD of any interest in the dam asset and therefore would extinguish the existing Right-of-Way on the land title and surrender the related water licence. The revised water licence is required to remain in place in the interim and the property owners would have to obtain a water licence for an applicable water use (i.e. to divert, store and use for the purpose(s) of irrigation, land improvement, etc.).

RECOMMENDATION

That staff be directed to continue with the transfer of ownership of the William Brook Dam to the property owners at 5052 Mt. Matheson Road.

Submitted by:	Scott Mason, B.Sc., P.Eng., Manager, Water Supply Engineering and Planning
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Planning and Engineering
Concurrence:	Shayne Irg, P.Eng., Senior Manager, Water Infrastructure Operations
Concurrence:	Alicia Fraser, P.Eng., General Manager, Infrastructure and Water Services

ATTACHMENT(S)

Appendix A: Conditional Water Licence 505202

Appendix B: Conditional Water Licence 506180

Appendix C: William Brook Dam – Disposition of Improvement to Lands
(July 30, 2020 Staff Report and Minutes)

Appendix D: Source Water Vulnerability Study (November 24, 2020- Staff Report)

Appendix E: Source Water Protection Plan 2022 (June 28, 2022- Staff Report)



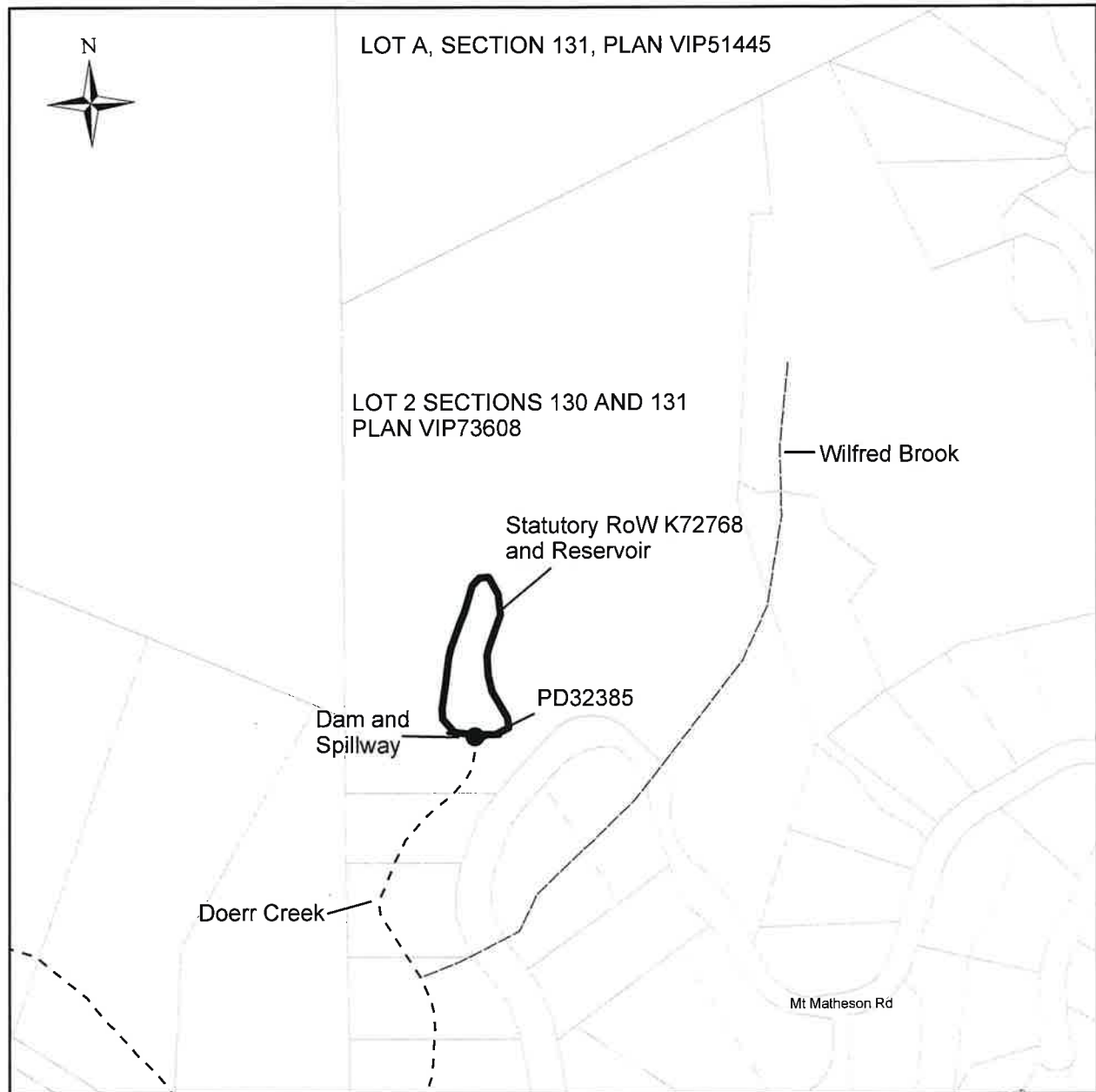
Province of British Columbia
Water Sustainability Act

CONDITIONAL WATER LICENCE

The owner(s) of the land improvement project to which this licence is appurtenant is/are hereby authorized to store water as follows:

- a) The stream on which the rights are granted is William Brook.
- b) The storage site is located as shown on the attached plan.
- c) The date from which this licence shall have precedence is October 6, 2021.
- d) The purpose for which this licence is issued is land improvement.
- e) The maximum quantity of water which may be held in storage is 22,912 cubic metres per year.
- f) The period of the year during which water may be diverted into storage is the whole year.
- g) The land upon which the water is to be used and to which this licence is appurtenant is the land improvement project of the licensee within that part of Lot 2, Sections 130 and 131, Sooke District, Plan VIP73608, as set out in Statutory Right-of-Way K72768.
- h) The authorized works are dam, reservoir, spillway which shall be located approximately as shown on the attached plan.
- i) The construction of the said works has been completed and the water is being beneficially used. The licensee shall continue to make regular beneficial use of the water in a manner authorized herein.
- j) The dam authorized under clause (h) is subject to the Dam Safety Regulation and shall be designed, constructed and maintained to the satisfaction of a Dam Safety Officer under the *Water Sustainability Act* and in accordance with the Canadian Dam Association Guidelines.
- k) The diversion of water authorized under this licence may be restricted or prohibited at any time by an Order in writing under the *Water Sustainability Act*, in order to maintain a minimum flow in a stream for the preservation of fish or for maintaining the health of aquatic ecosystems.

S. Staplin
Water Manager




WATER DISTRICT: Victoria
 PRECINCT: Victoria
 LAND DISTRICT: Sooke
 WATERSHED: SANJ - Veitch

Signature: 
 Date: October 7, 2024

LEGEND:

Scale: 1:5,218
 Point of Diversion: ●
 Map Number: 92B.032.4.2
 Pipe: -----

C.L.: 505202
 FILE: 20020657

The boundaries of the land to which this licence
 is appurtenant are shown thus: 



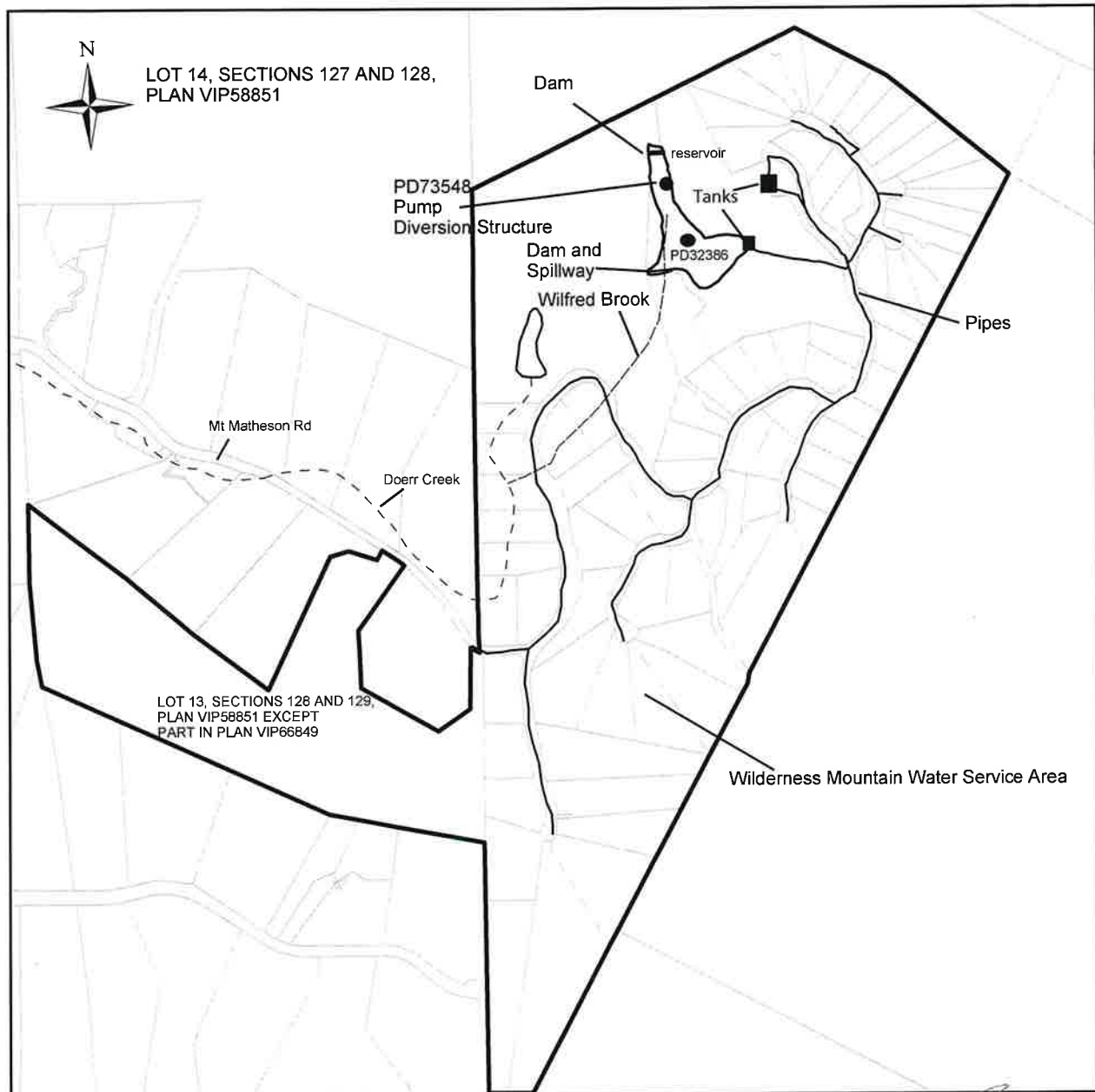
Province of British Columbia

Water Sustainability Act

CONDITIONAL WATER LICENCE

The Capital Regional District is hereby authorized to divert, use, and store water as follows:

- a) The source on which the rights are granted are Wilfred Brook and storage is in a reservoir.
- b) The points of diversion and the reservoir are located as shown on the attached plan.
- c) The date from which this licence shall have precedence is December 6, 1982.
- d) The purposes for which this licence is issued are waterworks and storage (stream - non power).
- e) The maximum quantity of water which may be held in storage is 56,740.16425 cubic metres per year and the maximum quantity of stored water which may be diverted for waterworks purpose is 29,038.14988 cubic metres per year provided the maximum daily diversion does not exceed 181.8436 cubic metres, subject to the water being available from storage.
- f) The period of the year during which water may be diverted into storage is the whole year, and the stored water may be used for waterworks purpose during the whole year.
- g) The land upon which the water is to be used and to which this licence is appurtenant is all the lands within the boundaries of Capital Regional District's Wilderness Mountain Water Service Area.
- h) The authorized works are diversion structure, pump, tanks (2), pipes, dams (2), spillway, and reservoir, which shall be located approximately as shown on the attached plan.
- i) The construction of the said works has been completed and the water is being beneficially used. The licensee shall continue to make regular beneficial use of the water in a manner authorized herein.
- j) The dams authorized under clause (h) are subject to the Dam Safety Regulation and shall be designed, constructed and maintained to the satisfaction of a Dam Safety Officer under the *Water Sustainability Act* and in accordance with the Canadian Dam Association Guidelines.
- k) Any water diverted and used pursuant to this licence must be taken from storage provided in the reservoir authorized under this licence or any licence issued in substitution thereof.



WATER DISTRICT:

Victoria

PRECINCT:

Victoria

LAND DISTRICT:

Sooke

Watershed:

SANJ - Veitch

LEGEND:

Scale:

1:11,950

Point of Diversion:



Map Number:

92B.032.4.2

Signature:

Date:

October 7, 2024

The boundaries of the land to which this licence
is appurtenant are shown thus:

C.L.: 506180

FILE: 1000106

This licence is issued in substitution of
Conditional Water Licences C125531, C125686 and C125687

**REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION
MEETING OF THURSDAY, JULY 30, 2020**

SUBJECT William Brook Dam- Disposition of Improvements to Lands

ISSUE SUMMARY

The William Brook Dam and reservoir are not required as a raw water source to serve the Wilderness Mountain Water Service (WMWS), and the Wilderness Mountain Water Service Commission (WMWSC) wishes to dispose of the dam and related improvements.

BACKGROUND

The William Brook Dam and reservoir are located at 5052 Mt. Matheson Road (see location on Attachment 1). The property is owned by Douglas and Carla Funk, legally described as PID 025-399-268, Lot 2 Sections 130 and 131 Sooke District Plan VIP736.

On March 31, 2015 a staff report to the WMWSC concluded that the William Brook reservoir was no longer required as a raw water source. The recommendation at that time was that staff approach the East Sooke Fire Protection and Emergency Response Service Commission (East Sooke Fire) to determine if they desired to own and operate the William Brook Dam and reservoir.

At their meeting held February 15, 2016, East Sooke Fire, declined the offer to own and operate the dam and reservoir. Subsequently, at their meeting held March 29, 2016 the WMWSC decided to continue to operate the dam until a new owner could be found.

Aside from a public entity with a beneficial interest in owning the dam and reservoir, such as East Sooke Fire, there is no ownership potential other than the property owners (currently Douglas and Carla Funk) as access to the lands is owned and controlled by the Funks.

The property owners have agreed to take over the ownership of the William Brook Dam and related improvements including all responsibilities and liabilities, current, future and historical, associated with ownership of the dam and improvements. The property owners have also been made aware of the responsibilities and liabilities and have met on site with the Province's Dam Safety Officer and Capital Regional District (CRD) staff. Current dam safety liabilities and requirements include:

- Maintenance activities requiring the routine removal of vegetative growth from the dam structure and spillway
- Monthly site surveillance
- Annual formal inspection
- Preparation of a Dam Emergency Plan
- Preparation of an Operation, Maintenance and Surveillance plan

The consideration payable to the CRD of \$10 will be in exchange for discharging the remaining encumbrances over the property which includes a Covenant, Conservation Covenant and the statutory right of ways (SRW) listed below:

- Water Licenses C125686;C125687;C125531
- Covenant ET42852
- Conservation Covenant ET42850
- Statutory Right of Ways ET42851 and K72768
- Rent Charge ET44602

With regard to the three water licenses referenced above, they would be amended to remove the William Brook water source from CRD licenses. The CRD is currently in discussions with the Province in order to sort out the various water licenses as they are currently linked with another reservoir in the WMWS. The CRD is giving up the water licenses governing the William Brook Dam and Reservoir, as required by the Water Sustainability Act when licenses are not being used. Removal of the CRD will then allow Douglas and Carla Funk to apply for their own water license. Transfer of the dam will not take place until the water licenses are sorted out by the Province, and to the satisfaction of the CRD and property owners.

Covenant ET42852 is in favour of the CRD, and ensures the current landowner's house and driveway were constructed in a way that would retain the integrity of CRD's infrastructure. The Covenant is no longer required if CRD is not going to be responsible for the infrastructure.

The Conservation Covenant ET42850, Statutory Right of Way ET42851, and Rent Charge ET44602 includes the Capital Regional District, the Habitat Acquisition Trust (HAT) and The Land Conservancy (TLC) on the title. These are related to a conservation covenant for flora and fauna that was associated with the CRD's infrastructure. The transfer of the infrastructure to the landowner removes the requirement for CRD to hold these charges, and accordingly the CRD would be removed from holding these charges, and HAT and TLC can remain.

Statutory Right of Way K72768 is in favor of the CRD, and provides the right to access, construct, operate and maintain a dam on the landowner's property. With the CRD no longer having an interest in the dam, this charge would be removed from their title.

To proceed with the disposal, WMWSC and CRD Board approvals are required.

ALTERNATIVES

Alternative 1

The Wilderness Mountain Water Service Commission recommends to the Electoral Areas Committee and the Capital Regional District Board:

1. That staff be directed to dispose of the improvements including the William Brook Dam, at the address 5052 Mt. Matheson Road (PID 025 399 268) in Metchosin to the landowner for \$10, and,
2. That the General Manager be authorized to execute any agreements and do all things incidental to finalizing the disposition.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

With the transfer of the dam and reservoir, there will be a reduction in inspection and maintenance costs that vary between \$1,000 and \$5,000 each year, depending on the requirement for tree and brush removal from the dam structure and the spillway.

CONCLUSION

The William Brook Dam and reservoir are not required as a raw water source to serve the Wilderness Mountain Water Service, and the WMWSC wishes to dispose of the dam and related improvements. The current property owners, Douglas and Carla Funk are agreeable to taking over ownership of the dam and related improvements. WMWSC and CRD Board approval are required.

RECOMMENDATION

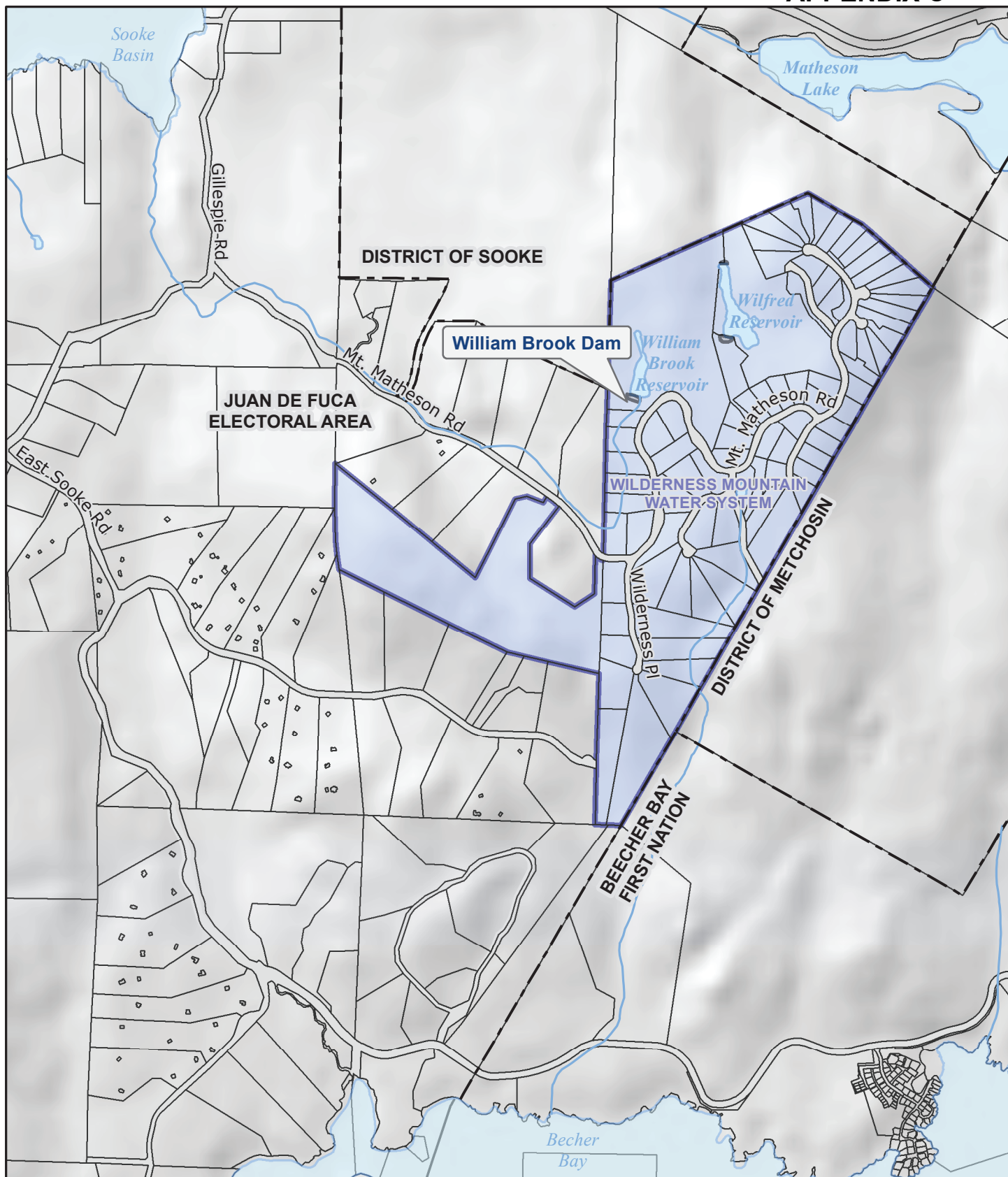
The Wilderness Mountain Water Service Commission recommends to the Electoral Areas Committee and the Capital Regional District Board:

1. That staff be directed to dispose of the improvements including the William Brook Dam, at the address 5052 Mt. Matheson Road (PID 025 399 268) in Metchosin to the landowner for \$10, and,
2. That the General Manager be authorized to execute any agreements and do all things incidental to finalizing the disposition.

Submitted by	Ian Jesney, P.Eng. Senior Manager, Infrastructure Engineering
Concurrence	Stephen Henderson, B.Sc., P.G. Dip.Eng, M.B.A., Manager Real Estate Services
Concurrence	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Attachment 1: William Brook Dam and Reservoir Location Plan



0 50 100 200 300 Metres

UTM Zone 10N NAD 1983



DISCLAIMER

This map is for general information only and may contain inaccuracies.

July 2020 | LS_WildernessMountain_WilliamBrookLocation | helpdesk@crd.bc.ca

William Brook Dam & Reservoir



Making a difference...together

MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Thursday July 30, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Commissioners:** Director M. Hicks (Chair); D. Pepino; D. Tallyn; M. Lechowicz

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Acting Senior Manager, Water Infrastructure Operations; S. Orr (recorder)

The meeting was called to order at 2:00 pm.

1. APPROVAL OF RESOLUTION

1. That this resolution applies to the Wilderness Mountain Water Service Commission for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Wilderness Mountain Water Service Commission because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Wilderness Mountain Water Service Commission and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Wilderness Mountain Water Service Commission and the public in sufficient numbers; and
3. That the Wilderness Mountain Water Service Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by Commissioner Pepino, and **SECONDED** by Commissioner Lechowicz,
That the Wilderness Mountain Water Service Commission adopt the resolution as presented.

CARRIED

2. APPROVAL OF AGENDA

The following items were added:

8. New Business
 - 8.1 - 2020 Annual General Meeting
 - 8.2 - Correspondence

- 8.3 - Debt Repayment

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

CARRIED

3. ADOPTION OF MINUTES OF JUNE 15, 2020

MOVED by Commissioner Pepino, and **SECONDED** by Commissioner Tallyn,
That the Minutes of June 15, 2020 be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair did not have any remarks.

5. WM 20-03 PROPOSED PROJECTS UPDATE

I. Jesney provided a summary of the report and updated the Commission on some unplanned projects required for ongoing water system operation.

Discussion took place and staff answered questions from the Commission regarding:

- Hazardous tree removal
- Access road improvement
- Mold remediation at the treatment buildings
- Budget process and project funding

MOVED by Director Hicks, and **SECONDED** by Commissioner Tallyn,
That the Wilderness Mountain Water Service Commission approve projects #1, #3 and #4 to be funded in 2020 by the Community Works Fund.

CARRIED

6. WM 20-04 RURAL AND NORTHERN COMMUNITIES FUND GRANT OPPORTUNITY

I. Jesney provided a summary of the report as presented and stated that a provincial grant funding opportunity is available, *Investing in Canada Infrastructure Program – British Columbia - Rural and Northern Communities Infrastructure Grant*, and the closing date is October 22, 2020.

Discussion took place and staff answered questions from the Commission regarding:

- Island Health Filtration Deferral and water quality
- Source Water Vulnerability Study
- Project funding
- Consultant procurement

MOVED by Commissioner Tallyn, and **SECONDED** by Commissioner Pepino,
That the Wilderness Mountain Water Service Commission recommends to the Electoral Areas Committee and the Capital Regional District Board:

That staff be directed to prepare and submit an application for an Investing in Canada Infrastructure Program – British Columbia - Rural and Northern Communities Infrastructure.

CARRIED

7. WM 20-05 WILLIAM BROOK DAM- DISPOSITION OF IMPROVEMENTS TO LANDS

I. Jesney provided a summary of the report and stated the last direction from the Wilderness Mountain Water Service Commission was to dispose of the William Brook Dam reservoir and related improvements.

Discussion took place and staff answered questions from the Commission regarding:

- Property access and liability
- Water quality
- Emergency water supply
- Source Water Vulnerability Study

The Commission decided that more information was needed regarding source water vulnerability study and water quality.

MOVED by Commissioner Pepino, **and SECONDED** by Commissioner Lechowicz,

That this report be referred back to staff for additional information.

CARRIED

8. NEW BUSINESS

8.1 Annual General Meeting

Discussion took place and staff answered questions from the Commission about the upcoming nomination and voting process.

8.2 Correspondence

I. Jesney introduced copies of correspondence as circulated:

- Letter from Island Health, dated July 19, 2017, re: Wilderness Mountain Water System 706 Cains Way
-
- Letter from Island Health, dated November 15, 2017, re: Wilderness Mountain Water System, 706 Cains Way
- Letter from Island Health, dated December 6, 2017, re: Wilderness Mountain Water System, 706 Cains Way
- Permit to Operate, Island Health, dated January 11, 2018
- Wilderness Mountain Drinking Water System Inspection Report, Island Health, dated March 3, 2020
- Letter from Island Health, dated July 21, 2020, re: Wilderness Mountain Water System, 706 Cains Way
- Drinking Water Treatment Objectives, Version 1.1, dated November 2012

- Copy of Thurber Engineering Ltd. report to Doug Funk, dated June 30, 2020, re: William Brook Dam Geotechnical Assessment

MOVED by Commissioner Pepino, and **SECONDED** by Commissioner Lechowicz,
That the correspondence be received for information.

CARRIED

8.3 Debt Repayment

Commissioner Pepino stated he would like information regarding the debt repayment schedule and the time frame to start paying it back.

MOVED by Commissioner Pepino, and **SECONDED** by Commissioner Tallyn,
That the Wilderness Mountain Water Service Commission direct staff to report back to the Commission on the anniversary date of the debt.

CARRIED

9. ADJOURNMENT

MOVED by Commissioner Pepino, and **SECONDED** by Commissioner Tallyn,
That the meeting be adjourned at 3:50 pm.

CARRIED

Chair

Secretary



**REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION
MEETING OF TUESDAY, NOVEMBER 24, 2020**

SUBJECT Wilderness Mountain Water Service - Source Water Vulnerability Study

ISSUE SUMMARY

To provide the Wilderness Mountain Water Service Commission (WMWSC) with a Source Water Vulnerability Study prepared by WSP Canada Inc. (WSP) in response to an Island Health Authority (IHA) requirement.

BACKGROUND

In July 2017, IHA issued a letter requiring the Capital Regional District (CRD) to submit a Source Water Vulnerability Study for the Wilderness Mountain Water Service. The project to deliver the study was deferred until 2020 awaiting the results of a grant application that would provide an alternate water source to the service. The grant application was unsuccessful and a consultant, WSP, was retained to deliver the study.

The study was completed in November 2020 with input from local residents and WMWSC members. The study is attached as Appendix A with recommendations and conclusions on page 28 of the document.

Next steps are to submit the study to IHA and await their response as well as consider the potential financial implications of the recommendations and report back to the WMWSC at a future date.

ALTERNATIVES

Alternative 1

The Wilderness Mountain Water Service Commission receives this report for information.

Alternative 2

That this report be referred back to staff for additional information with specific direction to scope and budget to provide the information.

IMPLICATIONS

There are no implications to receiving this report.

CONCLUSION

In 2017 Island Health required the CRD to provide a Source Water Vulnerability Study be carried out on the Wilderness Mountain Water System. The project was deferred until 2020 to consider a grant application, which was unsuccessful, and the study was completed in November 2020.

The next step is to submit the study to IHA for their consideration.

RECOMMENDATION

The Wilderness Mountain Water Service Commission receives this report for information.

Submitted by	Dale Puskas, P.Eng., Manager, Capital Projects
Concurrence	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence	Ian Jesney, P.Eng., Acting General Manager, Integrated Water Services
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Wilderness Mountain Water Supply System – Source Water Vulnerability Study

**REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION
MEETING OF TUESDAY, JUNE 28, 2022**

SUBJECT Wilderness Mountain Water Service – Source Water Protection Plan 2022

ISSUE SUMMARY

As directed by the Capital Regional District (CRD), WSP Ltd. (WSP) completed a Source Water Protection Plan (SWPP) for Wilfred Reservoir in the Wilderness Mountain Water Service. The final report has been received along with recommendations to address source water risks and hazards. CRD staff have prepared a plan to address the report recommendation.

BACKGROUND

The Wilderness Mountain Water Service extracts water from Wilfred Reservoir and treats for potable use. In recent years the water service has experienced extended boil water advisories due to turbidity exceeding Island Health Authority's guidelines for surface water drinking water quality. A SWPP was completed in 2022.

The following milestones and key dates were instrumental in the completion of the Wilderness Mountain Water Service's SWPP:

Activity	Completion Date
WSP Completed the Source Water Vulnerability Assessment	November 6, 2020
Confirmation with Island Health on SWPP Requirements	January 27, 2021
First Technical Advisory Committee Meeting	September 20, 2021
Draft SWPP submitted by WSP	November 30, 2021
Draft SWPP presented at stakeholder meeting – revisions were discussed and to be incorporated into the final draft	January 24, 2022
Final draft submitted by the consultant	April 19, 2022

In preparation for the SWPP, CRD contacted Island Health Authority to confirm the requirements. It was agreed that, for the Wilderness Mountain Water Service, the Ministry of Healthy Living and Sport's Comprehensive Source to Tap Assessment 2010 would be followed. The following modules were used to limit the assessment in scope:

- Module 1 – Delineate and characterize drinking water sources
- Module 2 – Conduct contaminant source inventory
- Module 7 – Characterize risks from source to tap
- Module 8 – Recommend actions to improve drinking water protection

A technical advisory group of Wilfred Reservoir stakeholders was struck and was made up of the following:

Organization	Contact	Role
Capital Regional District	Dale Puskas	Manager, Capital Projects
Capital Regional District	Christoph Moch	Manager, Water Quality
Wilderness Mountain Water Commission	Doug Pepino	Water Service Commission Chair, water user
Wilderness Mountain Water Commission	Larry Cutler	Water Service Commission Member, water user
Wilderness Mountain Water Commission	Martin Lechowicz	Water Service Commission Member, water user
Island Health Authority	Rory Beise	Environmental Health Officer
Habitat Acquisition Trust (HAT)	Sara Lax	Habitat Management Coordinator
Land Owner	Doug Funk	Owner of a portion of the watershed, water user
Land Owner	Chris Gilbert	Owner of water treatment plant property and a portion of the watershed property, water user

Two meetings were held:

- The first meeting was held on September 20, 2021 to review the watershed boundary and identify risks and hazards.
- The second meeting was held on January 24, 2022 to review the draft SWPP.

Feedback from all stakeholders, information obtained from a site visit, and a previously conducted watershed vulnerability study were utilized by WSP to complete the first draft of the SWPP, and presented at the second Technical Advisory Committee meeting on January 24, 2022.

WSP submitted the final SWPP report on April 19, 2022. The final SWPP recommendations from the identified risks and hazards were made in Module 8 – Recommendations for Risk Management, page 34 of the SWPP report. The recommendations are a mix of capital works, operational requirements, and administrative tasks. Some of the recommendations are currently being actioned through the Conceptual Water Treatment Plant Design Project.

Source Water Protection Action Plan

CRD staff have prepared an action plan based upon the recommendations from the SWPP:

SWPP Recommendation	Action
1.1 Intake Upgrade	Design a floating intake further from shore. Start with hydraulic assessment on whether the existing pump can accommodate the increased suction head requirements.

SWPP Recommendation	Action
	Capital funding will be required. Item to be added to 5-year capital plan.
1.2 Treatment Plant Upgrade	Currently started a conceptual water treatment plant design, to be completed in 2022 with outcome informing next steps.
2.1 Ongoing Monitoring	Develop and implement a monitoring plan. Operational funding will be required to develop and execute a source water monitoring plan.
2.2 Installation of a syphon drain system at the bottom of a reservoir	Assess whether feasible, then if feasible, design and construct a syphon drain system with an operating plan. Capital funding will be required for the feasibility, design and construction. Item to be added to the 5-year capital plan. Operating funds will be required for ongoing operation.
2.3 Steep slope assessment mapping and erosion control	Develop and implement a plan for assessing the possibility of significant erosion on the steep slopes. Capital funding will be required. Item to be added to the 5-year capital plan.
2.4 Preventative maintenance and asset management	Continue with refining preventative maintenance on the water system, update the asset management plan and implement. Asset management plan updates should occur after the treatment plant upgrades, with no immediate funding requirements.
2.5 Inspection of pole-mounted transformers	Add an annual preventive maintenance item for inspection of the pole-mounted transformers. No additional funds are required.
2.6 Vegetation management around the reservoir	Develop and implement a plan to minimize organics from near-shore vegetation entering the reservoir. Planning will require input from the landowners and Habitat Acquisition Trust. Additional operating funds will be required to develop and implement the plan as well as carry it out annually.
3.1 Update existing Emergency Response Plan	Include identified risks into the existing Emergency Response Plan and ensure the Spill Response Plan is up to date. No additional funds are required.
3.2 Coordination with Metchosin Fire Department and Province	Establish a chemical-free firefighting area within the reservoir catchment. No additional funds are required.
3.3 Water Conservation Bylaw	Develop and implement a water conservation bylaw so that it can be enforced in the Wilderness Mountain System. No additional funds are required.
4.2 Hydrogeological Study for ground infiltration path of 4928 Mt Matheson septic disposal	Assess whether the septic system for 4928 Mt. Matheson can drain into the reservoir. Capital funds are required to assess the work.

An operations and capital expenditures plan has been drafted to address the noted recommendations and is attached as Appendix B – Wilderness Mountain Source Water Protection Plan Cost Implications.

ALTERNATIVES*Alternative 1*

That the Commission endorse the Source Water Protection Plan, and prior to directing staff to implement the recommendations, await the results of the Conceptual Water Treatment Plant Design Project to avoid duplication and confirm regulatory requirements from Island Health.

Alternative 2

That staff be directed to provide further information.

IMPLICATIONS*Regulatory*

An Island Health Authority representative, as part of the Technical Advisory Committee, provided feedback during the plan preparation with the expectation that action is taken on the created plan.

Financial

Implementing the SWPP will require one-time capital and ongoing operational expenditures. Currently, capital expenditures are estimated at \$490,000 over the next five years, not including treatment plant upgrades as the planning is currently underway. On-going estimated operational expenditures total \$47,000 annually starting in 2024 and gradually being implemented until 2025.

Operational expenditures are funded through water rates which will have to be increased to fund the additional tasks.

CONCLUSION

The completion of the Wilderness Mountain Source Water Protection Plan has identified the risks to the Wilfred Reservoir and made recommendations to address them. To continue to use the surface water as a source for potable water steps are required to protect it.

RECOMMENDATION

That the Commission endorse the Source Water Protection Plan, and prior to directing staff to implement the recommendations, await the results of the Conceptual Water Treatment Plant Design Project to avoid duplication and confirm regulatory requirements from Island Health.

Submitted by:	Shayne Irg, P.Eng., Senior Manager, Water Infrastructure Operations
Concurrence:	Ian Jesney P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, C.Tech., General Manager, Integrated Water Services

ATTACHMENTS

Appendix A: Wilderness Mountain Water System – Source Water Protection Plan
Appendix B: Wilderness Mountain Source Water Protection Plan Cost Implications