



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, July 10, 2024

11:00 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

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P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

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. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [24-689](#) Minutes of the June 12, 2024 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of June 12, 2024 be adopted as circulated.

**Attachments:** [Minutes - June 12, 2024](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

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

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://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 CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

**6.1.**      [24-678](#)      Appointment of Officers

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers. (NWA)

**Attachments:**      [Staff Report: Appointment of Officers](#)

**6.2.**      [24-652](#)      Request for Inclusion of Property in the Ganges Sewer Service Area -  
101 Bittancourt Road (Sea Breeze Inn)

**Recommendation:** The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.
2. The Applicant agrees to pay all costs associated with including the property in the service area and the capacity purchase charge.
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property. (NWA)
4. That Bylaw 4609, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024", be introduced and read a first, second and third time. (NWA)

**Attachments:**      [Staff Report: Request for Incl. of Property in the Ganges SSA](#)

[Appendix A: Lady Minto Hosp. Fdn. – App. Ltr. & Supporting Docs 2024-02-20](#)

[Appendix B: Bylaw No. 4609](#)

**6.3.**      [24-690](#)      Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for  
the Genset Upgrade Project

**Recommendation:** That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board: That the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund. (WA)

**Attachments:**      [Staff Report: PRUSC 2024 Capital Plan Amendment](#)

**6.4.**      [24-637](#)      Previous Minutes of Other CRD Committees and Commissions for Information

- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) Lyall Harbour Boot Cove Water Local Service Committee minutes of November 20, 2023
  - b) Magic Lake Estates Water and Sewer Committee minutes of November 14, 2023
  - c) Magic Lake Estates Water and Sewer Committee minutes of April 9, 2024
  - d) Mayne Island Parks and Recreation Commission minutes of May 9, 2024
  - e) Port Renfrew Utility Services Committee minutes of November 10, 2023
  - f) Skana Water Service Committee minutes of November 9, 2023
  - g) Sticks Allison Water Local Service Committee minutes of February 14, 2024
  - h) Surfside Park Estates Water Service Committee minutes of November 14, 2023
  - i) Wilderness Mountain Water Service Commission minutes of November 10, 2023
  - j) Wilderness Mountain Water Service Commission minutes of February 15, 2024

- Attachments:**
- [Minutes: Lyall Hrbr/Boot Cove Water Lcl Svc Cttee-Nov 20, 2023](#)
  - [Minutes: Magic Lake Estates Water & Sewer Cttee-Nov 14, 2023](#)
  - [Minutes: Magic Lake Estates Water & Sewer Cttee-Apr 9, 2024](#)
  - [Minutes: Mayne Island Parks & Rec Commiss-May 9, 2024](#)
  - [Minutes: Port Renfrew Utility Services Cttee-Nov 10, 2023](#)
  - [Minutes: Skana Water Service Cttee-Nov 9, 2023](#)
  - [Minutes: Sticks Allison Water Lcl Svc Cttee-Feb 14, 2024](#)
  - [Minutes: Surfside Park Estates Water Svc Cttee-Nov 14, 2023](#)
  - [Minutes: Wilderness Mountain Water Svc Commiss-Nov 10, 2023](#)
  - [Minutes: Wilderness Mountain Water Svc Commiss-Feb 15, 2024](#)

**7. Notice(s) of Motion****8. New Business****9. Adjournment**

The next meeting is September 11, 2024.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, June 12, 2024

11:00 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

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#### PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; L. Jones, General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; C. Anderson, Manager, Electoral Area Fire and Emergency Programs; N. Elliott, Manager, Climate Action Programs, Parks & Environmental Services; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 11:01 am.

#### 1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the agenda for the June 12, 2024 Electoral Areas Committee meeting be approved as amended to add Building Inspection under New Business.  
**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That Director Little be permitted to participate (without vote) in the remaining 2024 sessions of the Electoral Areas Committee.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [24-535](#) Minutes of the May 8, 2024 Electoral Areas Committee Meeting

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of May 8, 2024 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

##### 6.1. [24-245](#)

Climate Projections for the Capital Region

N. Elliott presented Item 6.1. for information

Discussion ensued on climate action projections for the electoral areas and wind measures.

##### 6.2. [24-244](#)

Extreme Heat Vulnerability Mapping and Information Portal Project

N. Elliott presented Item 6.2. for information.

##### 6.3. [24-525](#)

Community Resiliency Initiative Grant: 2024 FireSmart Community Funding & Supports

C. Anderson spoke to Item 6.3.

Discussion ensued on the following:  
- fund amount and eligibility of funding  
- current emergency programs  
- public education and engagement

**MOVED by Director Holman, SECONDED by Director Brent,  
The Electoral Areas Committee recommends to the Capital Regional District Board:**

**That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the 2024 FireSmart Community Funding and Supports. Staff are directed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed projects.**

**CARRIED**

**6.4.**     [24-526](#)     Appointment of Officers

Discussion ensued on the following:

- employee classification (auxiliary versus regular) and work schedule
- request for service and availability of resounding officers
- shift pattern identification and call response

**MOVED by Director Wickheim, SECONDED by Director Brent,  
The Electoral Areas Committee recommends to the Capital Regional District  
Board:**

**That for the purpose of Section 233 of the Local Government Act and Section  
28(3) of the Offence Act and in accordance with Capital Regional District Bylaw  
No. 2681, Gray Wardle, Rachele Norris-Jones, Levi Holland, and Michael Riggs  
be appointed as Bylaw Enforcement Officers.**

**CARRIED**

**6.5.**     [24-524](#)     Previous Minutes of Other CRD Committees and Commissions for  
Information

The following minutes were received for information:

- a) Mayne Island Parks and Recreation Commission minutes of April 11, 2024
- b) Pender Island Parks and Recreation Commission minutes of April 8, 2024
- c) Southern Gulf Islands Electoral Area Community Economic Sustainability  
Commission minutes of January 16, 2024
- d) Southern Gulf Islands Electoral Area Community Economic Sustainability  
Commission minutes of February 6, 2024
- e) Willis Point Fire Protection and Recreation Facilities Commission minutes of  
April 23, 2024

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business****8.1. Building Inspection**

Director Holman advised the committee of a couple situations regarding building  
inspection and building code requirements.

**9. Adjournment**

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the June 12, 2024 Electoral Areas Committee meeting be adjourned at 11:41  
am.**

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JULY 10, 2024**

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**SUBJECT**     Appointment of Officers

**ISSUE SUMMARY**

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District (CRD) Bylaw and Animal Care Services Division.

**BACKGROUND**

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers.

*Alternative 2*

That this report be referred back to staff for further information based on Electoral Areas Committee direction.

**IMPLICATIONS**

*Service Delivery Implications*

These appointments ensure consistent bylaw enforcement in the CRD Bylaw and Animal Care Services Division.

**CONCLUSION**

The bylaw enforcement appointments reflect staff changes in the CRD Bylaw and Animal Care Services Division.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer





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**REPORT TO THE GANGES SEWER LOCAL SERVICES COMMISSION  
MEETING OF June 27, 2024**

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**SUBJECT**     **REQUEST FOR INCLUSION OF PROPERTY IN THE GANGES SEWER  
SERVICE AREA – 101 BITTANCOURT ROAD (SEA BREEZE INN)**

**ISSUE**

To consider expanding the boundary of the Ganges Sewer Service Area to include 101 Bittancourt Road, the location of the Sea Breeze Inn.

**BACKGROUND**

The Lady Minto Hospital Foundation (LMHF) has purchased the property at 101 Bittancourt Road, south of downtown Ganges, and is developing the property from a former multi-unit commercial motel into staff accommodation for hospital workers. It is planned to include seventeen (17) units for a total of 11,195 ft<sup>2</sup> or 1,040 m<sup>2</sup>. The applicant has informed the Capital Regional District that the present septic system serving the property is inadequate for their needs and wishes to connect to the Ganges sewer system. The previous owner of the property had experienced problems with the septic system, including surface leaks, in January of 2022.

LMHF has requested that the boundary of the Service Area be revised to include 101 Bittancourt Road, which lies approximately 230 meters south of the existing Service Area. The main sewer line will need to be extended to reach this location, and it is hoped that this extension can precede roadwork that the Ministry of Transportation and Infrastructure (MoTI) has planned for 2024 to re-align and resurface Fulford – Ganges Road in that area.

LMHF has agreed to pay the requisite capacity purchase charge in accordance with Bylaw No. 3262 in the amount of \$27,532.80.

LMHF has also agreed to enter into a Latecomer Agreement with the Capital Regional District in order to recover some of the proportional costs at a later date (up to 15 years) as other property owners along or adjacent to the future sewer extension route should a property connect to the sewer system.

The engineer and architect working for LMHF have determined that the existing conveyance system is adequately sized to accommodate the increased flow from 101 Bittancourt as well as future connections along the proposed route. Information provided by the LMHF engineer and architect is attached to this report as Appendix A.

**ALTERNATIVES**

*Alternative 1*

The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.

2. The Applicant agrees to pay all costs associated with including the property in the service area and the capacity purchase charge.
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.
4. That Bylaw 4609, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024", be introduced and read a first, second and third time.

*Alternative 2*

That the request to include 101 Bittancourt Road into the Ganges Local Area Services boundary be denied.

*Alternative 3*

That this report be referred to staff for additional information.

**IMPLICATIONS**

***Service Delivery Implications:***

*Alternative 1:*

The expansion of the Service Area to include 101 Bittancourt Road will allow the LMHF to provide much-needed staff housing for hospital workers on Salt Spring Island. The Average Daily Flow (ADF) will not add a significant volume to adversely affect the throughput capacity of the Ganges Wastewater Treatment Plant, and none of the sewer conveyance lines in the area are close to a surcharged condition.

The applicant has agreed to pay for all costs related to (1) including the property in the service area, capacity purchase charge for the planned development, and ongoing parcel taxes and user fees for the service; and (2) all engineering, administration, permit fees and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.

To support the development of this project, a bylaw amending the service area boundaries is required. After the third reading, the Inspector of Municipalities reviews the bylaw for approval and the Salt Spring Island Electoral Area Director for consent. Once the bylaw is adopted, the applicant can proceed with the design and construction of the service extension and connection.

*Alternative 2*

Denying the expansion of the boundary of the Service Area to include 101 Bittancourt Road would prevent LMHF from developing 101 Bittancourt Road into much-needed hospital staff housing to serve the needs of the Salt Spring Island community.

*Alternative 2*

Given that MoTI plans to re-align and re-surface Fulford Ganges Road starting the summer of 2024, it is highly preferred that the sewer work precedes the MoTI project. Any delay could result in repairs to a new road surface and increased costs to the LMHF.

**CONCLUSION**

Expanding the Ganges Local Area Service boundary to include 101 Bittancourt Road will allow the LMHF to provide much-needed hospital staff housing on Salt Spring. The addition of the Sea Breeze Inn will not add a significant volume to adversely affect the capacity of the Ganges Wastewater Treatment Plant, and none of the sewer conveyance lines in the area are close to a surcharged condition.

**RECOMMENDATION**

The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.
2. The Applicant agrees to pay all costs associated with including the property in the service area and the capacity purchase charge.
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.
4. That Bylaw 4609, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024”, be introduced and read a first, second and third time.

Submitted by:	Dean Olafson, P. Eng., MBA, Manager of Engineering, SSI Electoral Area
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: Lady Minto Hospital Foundation – Application cover letter and supporting documents, February 24<sup>th</sup>, 2024.

Appendix B: Bylaw 4609, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024”.



111-957 Langford Parkway  
 Victoria, BC V9B 0A5  
 T: (250) 478-7875  
 www.oppel.ca

## Memorandum

File: 355-01

Date: February 24, 2024

**Jensen Group Architects**  
 Suite 111 1034 Johnson Street  
 Victoria, BC  
 V8V 3N7

**Attention: Don Brown, Architect AIBC**

**Reference: 101 Bittancourt Application for Sanitary Extension Rev. A**

On Point Project Engineers Ltd. has prepared the following memorandum Revision A to accommodate the 101 Bittancourt application for the sanitary extension. The revision addresses comments from the CRD requesting inclusion of 276 Fulford-Ganges property as well as extending the sewer beyond 101 Bittancourt. The project requests the sanitary sewer be extended 330m from the existing gravity main at Dean Road and Fulford-Ganges Road to 101 Bittancourt Road (Refer to Exhibit A) to service the Sea Breeze Inn being renovated by the Lady Minto Hospital Foundation to provide long term housing for healthcare workers.

As outlined in the CRD Local Service Area Inclusion Requests Guideline (Exhibit B):

2. *Provide details on the whole development including, but not limited to:*
  - *Civic Address and Legal Description of the property:*
    - 101 Bittancourt Road, Salt Spring Island, BC. VIP 2947. LOT A SECTION 19 RANGE 4E COWICHAN PLAN VIP2947 PORTION NORTH SALT SPRING, EXCEPT PLAN 42952
  - *Current zoning of the property*
    - CA2(a).
  - *Number of existing or proposed buildings on the property, and their proposed use (i.e., residential, commercial, etc.):*
    - Three (3) adjoined buildings. Long term residential housing for health care workers.
  - *Total number of units and total square footage of all buildings:*
    - 17 Units. 11,195 sqft (1040m<sup>2</sup>)
  - *Equivalent population for the whole property to be served:*

- Equivalent Population: 48 (2.8 persons per unit)
- *Average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)*
  - Average Daily Dry Weather Flow: 240 litres per day per capita (L/d/c)  
(Per MMCD Design Guidelines 2022).
  - Peak Hourly Flow: 2,160 litres / hour (L / hr)
  - Inflow & Infiltration Allowance: 0.1 litres / second

The downstream capacity of the existing system should be confirmed adequate before additional sanitary connections are made. Preliminary flow calculations show the 200mm main may run at 3% capacity upstream (approximately 1.7L/s) of the existing sanitary main with the assumed connections from the lots highlighted in Exhibit C. The proposed 200mm main at 95% could handle approximately 62 L/s therefore this portion of the system provides capacity for either densification within the site boundary or future extensions of the main. If the lot is rezoned to CA1 zoning the property could be allowed up to 50 units. Exhibit D demonstrates the increased flow may result in the pipe running at 4% capacity upstream of the existing sanitary main. This extension provides the possibility of connection from properties fronting Fulford – Ganges Road with the potential for sanitary extensions along Dean Road, Bittancourt & Alders.

Sincerely,

Prepared by:




Tanner Dobson, P.Eng.

Reviewed:



Michelle Ting, P.Eng.

PERMIT TO PRACTICE  
On Point Project Engineers Ltd.  
  
2024-02-23  
Michelle Ting, P.Eng.  
PERMIT NUMBER 1002973  
Engineers and Geoscientists of BC

c.

Frank Copley – On Point Project Engineers Ltd.

#### Attachments

- Exhibit A – Sketch Sanitary Extensions Concept
- Exhibit B – CRD Local Service Area Inclusion Requests Guideline
- Exhibit C – Residents Included
- Exhibit D – Calculations

355-01

EXHIBIT A:

PROJECT No.: 355-01

PROJECT: 101 BITTANCOURT

ISSUE: SANITARY EXTENSION CONCEPT FOR

AREA EXTENSION INCLUSION

NAME: T. DOBSON, P.ENG.

DATE: 2024-02-22

SCALE: NTS

MH EX  
RIM ELEV: 43m

MH #1  
RIM ELEV: 46m

MH #2  
RIM ELEV: 53m

MH #3  
RIM ELEV: 57m

STUB  
ROAD ELEV:  
67m

TOTAL LENGTH: 330m

34.88 m

39.34 m

100.79 m

47.38 m

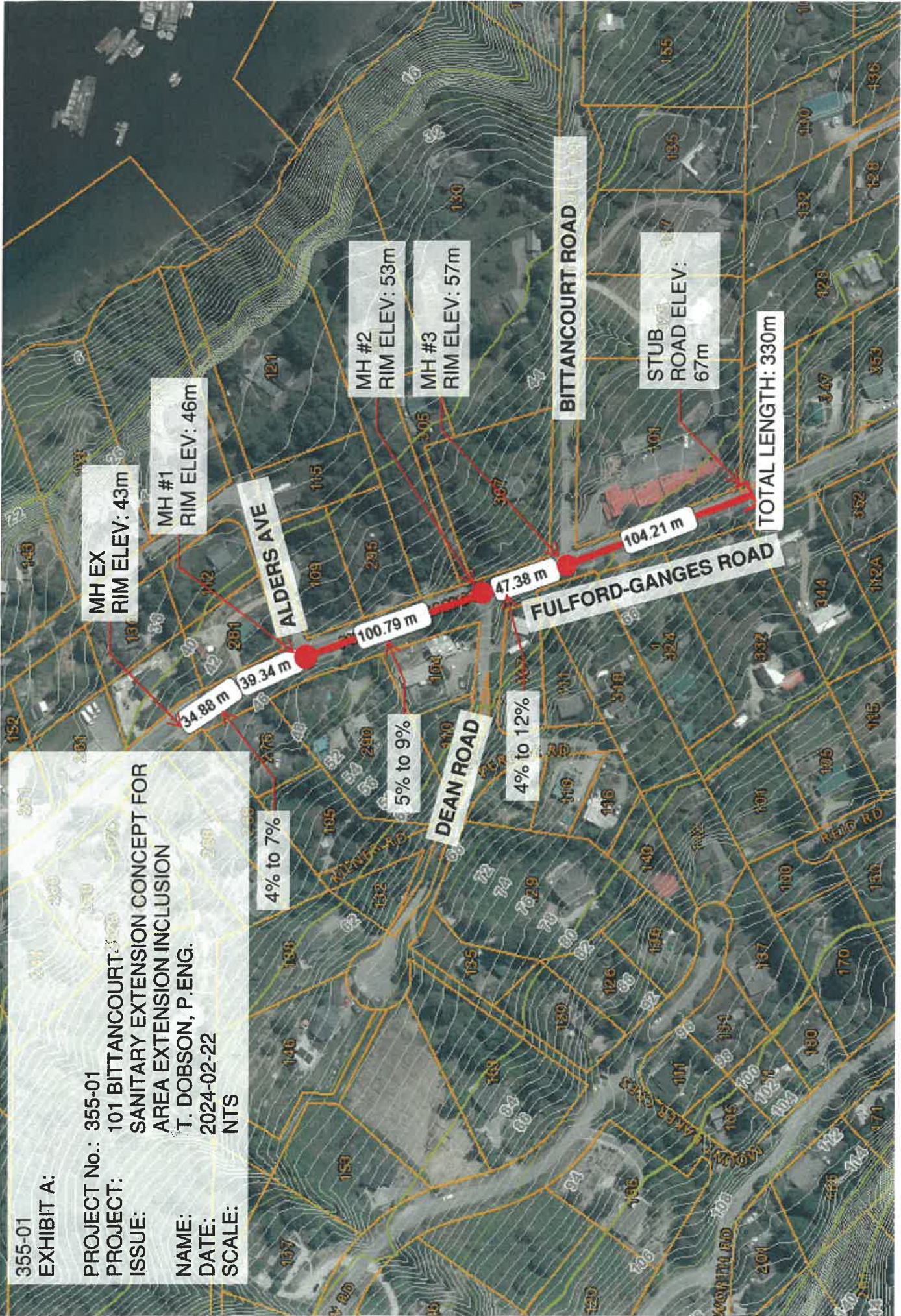
104.21 m

4% to 7%

5% to 9%

4% to 12%

355-01  
EXHIBIT A:  
PROJECT No.: 355-01  
PROJECT: 101 BITTANCOURT  
ISSUE: SANITARY EXTENSION CONCEPT FOR  
AREA EXTENSION INCLUSION  
NAME: T. DOBSON, P.ENG.  
DATE: 2024-02-22  
SCALE: NTS



## CRD LOCAL SERVICE AREA INCLUSION REQUESTS GUIDELINE

Below is a general step-by-step process for a property that is currently located outside of a CRD Local Service Area but would like to be included in the Service Area:

1. Write a letter to the Capital Regional District (CRD) requesting inclusion into the Service Area.
2. Provide details on the whole development including, but not limited to:
  - Civic Address and Legal Description of the property
  - Current zoning of the property
  - number of existing or proposed buildings on the property, and their proposed use (ie, residential, commercial, etc),
  - total number of units and total square footage of all buildings,
  - equivalent population for the whole property to be served,
  - average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)
  - domestic water peak demand based on total fixture units. (for water service connection only)
  - The above information will have to be signed and sealed by a professional engineer.
3. Provide a deposit for the CRD to review your information and what impacts it may have on the service. **We can follow up with the estimated cost of the CRD's analysis once the information in item 2 has been provided.**
4. CRD staff will present the letter and information from item 2 to the Service Area Commission at a **Commission Meeting**. The Service Area Commissions meet at the call-of-the-chair, typically 3-4 times a year. There are no pre-scheduled set meetings for the Commissions.
5. CRD staff will request direction from the Commission whether to proceed with the analysis or not.
6. If direction is to proceed, the applicant will need to provide a deposit to complete the analysis.
7. Once the analysis is complete, CRD staff will present the results to the Commission, and request direction on whether to proceed with the service area inclusion or not.
8. If the Service Area Commission directs staff to proceed with the service area inclusion, a bylaw will need to be prepared to amend the service area.
9. The bylaw will be presented to the Service Area Commission and the CRD Board for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading and then sent to the Inspector of Municipalities for approval. After the Inspector of Municipalities approves the bylaw, the CRD Board will make final adoption of the bylaw.
10. Once the Service Bylaw is amended, the applicant can proceed with the process of design and construction of **the** service extension/connection.
11. The property owner will have to apply for a connection and commence with making annual user fee payment and parcel tax payments to use the service.

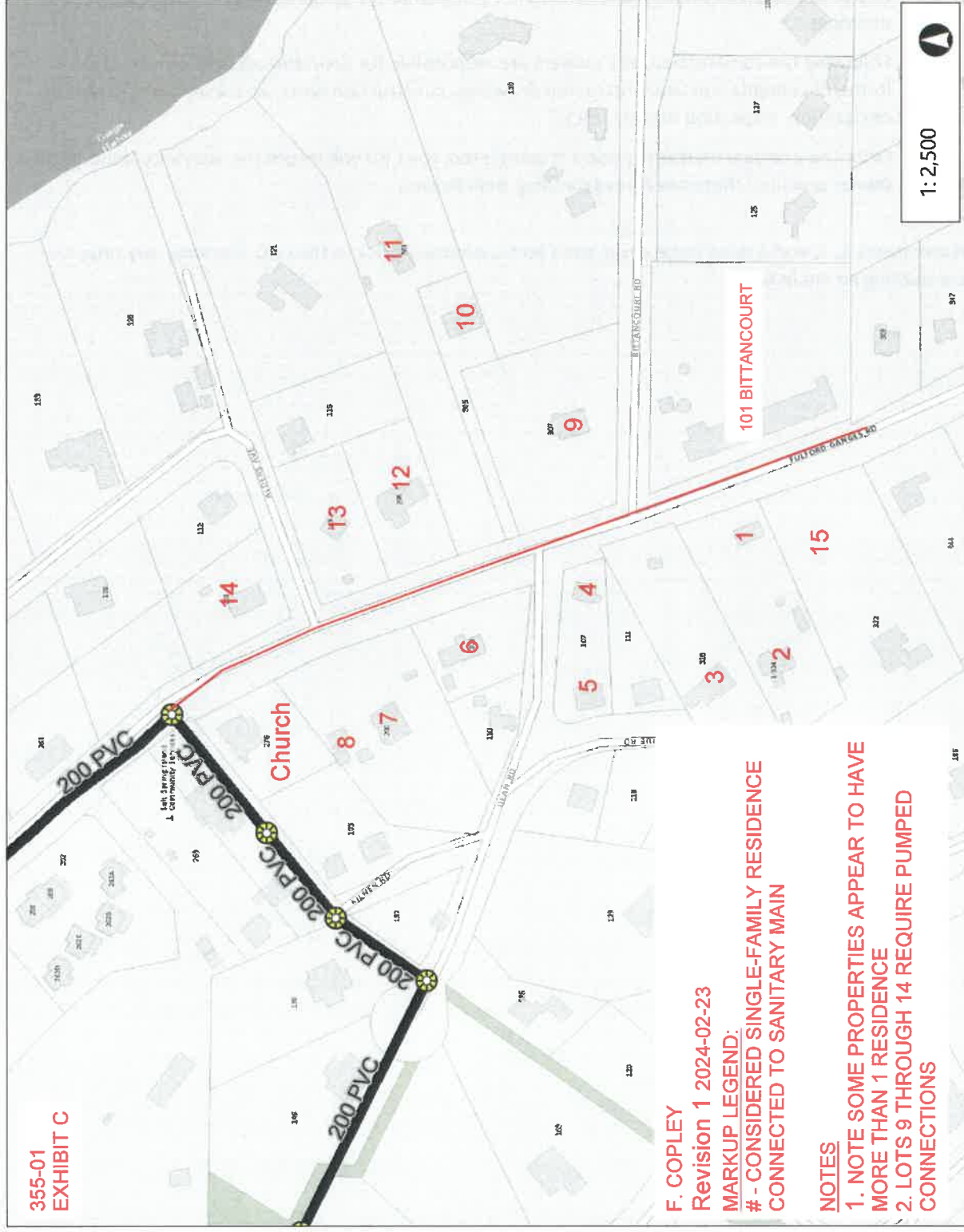
12. The service/main extension and/or connection will have to be designed by a Professional Engineer. Another deposit will be required for CRD's time to review the design and assist the consultant in getting the project "construction-ready".
13. Once the connection/extension design is accepted by the CRD, and all other pre-construction items are received (agreements, connection deposit, insurance, permits, etc), construction can begin. More details of the pre-construction items will be provided at this point. The owner will hire a contractor to install the connection/extension to the specifications of the design drawings.
14. Following the construction, the owners are responsible for providing all post-construction items/documentation (as-constructed drawings, construction costs, warranty bond, statutory declaration, inspection reports, etc).
15. Once the one year warranty period is completed, the CRD will return the warranty bond to the owner provided there are no outstanding deficiencies.

**Note:** Items 1, 2, and 3 need to be completed and submitted, prior to the CRD spending any time on conducting an analysis.



# Seabreeze Inn Proximity to Existing Sewer Service

**355-01**  
**EXHIBIT C**



**F. COPLEY**  
**Revision 1 2024-02-23**  
**MARKUP LEGEND:**  
**# - CONSIDERED SINGLE-FAMILY RESIDENCE**  
**CONNECTED TO SANITARY MAIN**

**NOTES**  
**1. NOTE SOME PROPERTIES APPEAR TO HAVE MORE THAN 1 RESIDENCE**  
**2. LOTS 9 THROUGH 14 REQUIRE PUMPED CONNECTIONS**



127.0  
 NAD 1983 UTM Zone 10N  
 © Capital Regional District



**Legend**

Facility or Station	Symbol
Air Release Chamber	[Symbol]
Degrift Chamber	[Symbol]
Diverison Chamber	[Symbol]
Junction Chamber	[Symbol]
Metering Chamber	[Symbol]
Observation Chamber	[Symbol]
Odour Chamber	[Symbol]
Overflow Chamber	[Symbol]
Pigging Chamber	[Symbol]
Transition Chamber	[Symbol]
Pump Station	[Symbol]
Storage Basin or Tank	[Symbol]
Treatment Plant	[Symbol]
Air, Drain, Inline Valve	[Symbol]
Air	[Symbol]
Drain	[Symbol]
Inline	[Symbol]
Clean Out	[Symbol]
Manhole	[Symbol]
Vent	[Symbol]
Pressurized Main Flow Direct	[Symbol]
Gravity Main Flow Direction	[Symbol]
Pressurized Main	[Symbol]
Gravity Main	[Symbol]
Collector	[Symbol]

**Notes**

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

**1:2,500**

EXHIBIT D - BITTANCOURT SANITARY SEWER FLOW ANALYSIS - CALCULATIONS

PROJECT: 101 Bittancourt Road  
 Company: On Point Project Engineers Ltd.  
 Address: #111 - 957 Langford Parkway, Langford, BC, V9B 0A5  
 Engineer: T. Dobeon, P.Eng.

Seal/Engineers Stamp		Date: Feb 23/24 Design: TD	Manning's Equation $V=(1/n)(R^{2/3})(s^{1/2})$ Q=VA																								
		SEWAGE FLOW		INFILTRATION		CRITICAL SEWER LINK																					
Area	Area Hectares (A)	Single Family Home	Town Home	Condo	Indust. Area	Comm. Area	Resid. Area	SFE Equiv	TH Equiv	Condo Equiv	Indust. Equiv	Comm. Equiv	Resid. Equiv	Equiv Pop.	Cum. Equiv Pop.	Peaking Factor	Peak Flow L/s	Infil. L/s	Total Flow L/s	Total Flow m <sup>3</sup> /s	MH to MH	Pipe Size m	Pipe slope %	Capacity m <sup>3</sup> /s	Velocity m/s	PASS OR FAIL ?	
<b>Current Architectural Plan</b>																											
101 Bittancourt to MH#3*	0.8	0	17	0	0	0	0	0	48	0	0	0	0	48	48	4.32	0.8	0.1	0.7	0.001		0.2	3	0.057	1.81	PASS	1%
MH#3 to Existing Connection	1.4	15	0	0	0.2	0	0	60	0	0	10	0	0	70	118	4.22	1.4	0.3	1.7	0.002	1.684905	0.2	4	0.066	2.09	PASS	3%
<b>Scenario: 101 Bittancourt with CA1(a) Zoning</b>																											
101 Bittancourt to MH#3**	0.8	0	50	0	0	0	0	0	140	0	0	0	0	140	140	4.20	1.6	0.1	1.7	0.002		0.2	3	0.057	1.81	PASS	3%
MH#3 to Existing Connection	1.2	15	0	0	0.2	0	0	60	0	0	10	0	0	70	210	4.14	2.4	0.3	2.7	0.003	2.674399	0.2	4	0.066	2.09	PASS	4%

Equivalent Populations

Single Family	4 Persons/Unit
Town Houses	2.8 Persons/Unit
Condominiums	2.5 Persons/Unit
<b>NON-RESIDENTIAL FLOWS</b>	
Institutional	50 People / Hectare
Commercial	75 People / Hectare
Industrial	90 People / Hectare

Sewage Flow Design Criteria

Average Daily Dry Weather Flow (ADWF)	240 L/capita/day (LPCPD)	Per MMCD Design Guidelines.
I & I - New system with pipes above ground water system	11,200 lhec/day	Per MMCD Design Guidelines.
"n"	0.013	

Architectural Design

Provider: Jensen Group Architects  
 Date: August 5, 2022  
 Project: Seabreez Inné Renovation  
 Project No.: 2203

Notes:

\*101 Bittancourt 17 units based off of JGA Architectural Plan.  
 \*\*101 Bittancourt units based off of max allowable units per CA1 zoning.  
 \*\*\*276 Ganges-Fulford Road appears a place of worship and therefore MMCD non-residential calculation performed

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4609

\*\*\*\*\*

A BYLAW TO AMEND A BYLAW TO AMEND THE GANGES SEWER SYSTEM  
ESTABLISHING BYLAW (BYLAW NO. 1923)

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 1328, "Ganges Sewer Defined Area Bylaw, 1985", the Board established a Defined Area for sewage collection and disposal, and converted it into a service by establishing Bylaw No. 1923, "Ganges Sewer System Establishing Bylaw, 1991";
- B. The Board wishes to amend Bylaw No. 1923 to include Lot A Section 19 Range 4E Cowichan PLAN VIP2947 Portion North Salt Spring, Except Plan 42952 Spring (also known as 101 Bittancourt Road) in the Service Area and to adjust language to reflect the current Service Area in a single schedule; and
- C. The Electoral Area Director may provide elector assent in writing pursuant to s.349 of the *Local Government Act*;

**NOW THEREFORE**, the Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 1923, Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991 is hereby amended:
  - (a) by deleting Schedule "A" and inserting the attached Schedule "A", which includes include Lot A Section 19 Range 4E Cowichan PLAN VIP2947 Portion North Salt Spring, Except Plan 42952 Spring , also known as 101 Bittancourt Road.
- 2. This bylaw may be cited for all purposes as the "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024".

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	2024
CONSENTED TO BY THE ELECTORAL AREA DIRECTOR OF SALT SPRING ISLAND THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

\_\_\_\_\_  
CHAIR

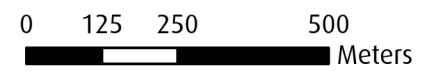
\_\_\_\_\_  
CORPORATE OFFICER

CHAIR

CORPORATE OFFICER



- Proposed Service Area Expansion
- Ganges Sewerage Service Area



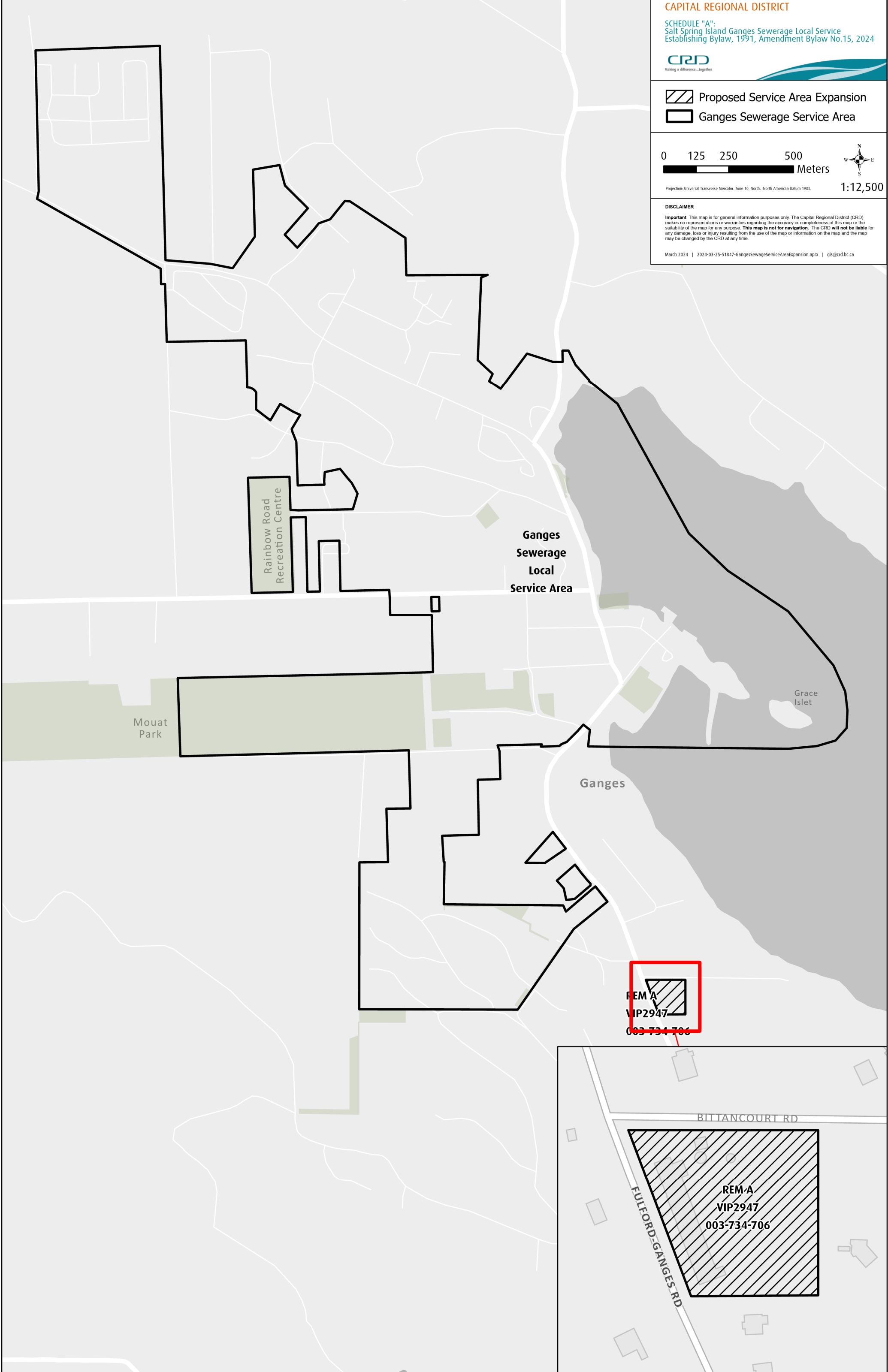
1:12,500

Projection: Universal Transverse Mercator, Zone 10, North, North American Datum 1983.

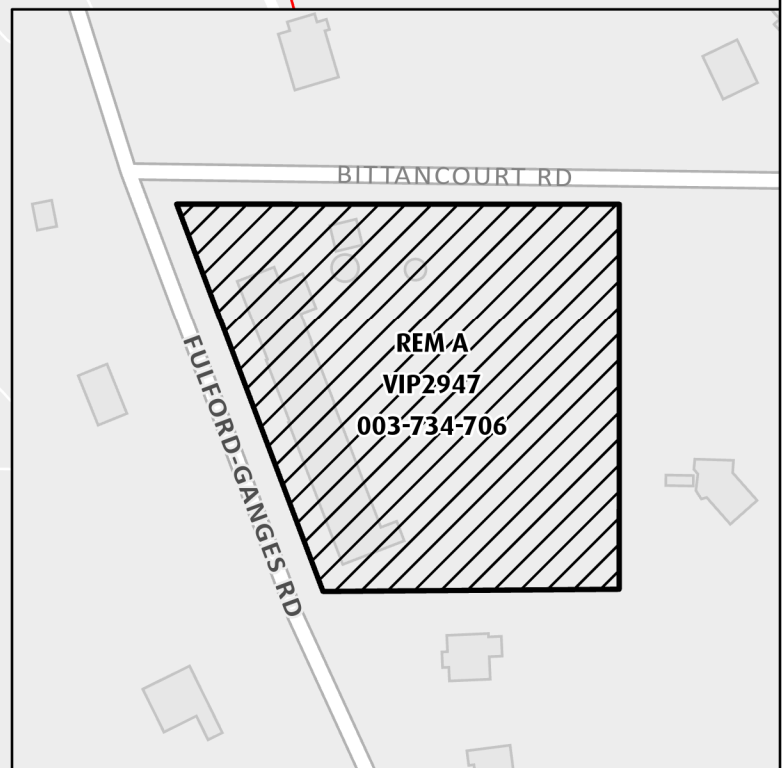
**DISCLAIMER**

**Important** This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

March 2024 | 2024-03-25-51847-GangesSewerageServiceAreaExpansion.aprx | gis@crd.bc.ca



REM-A  
VIP2947  
003-734-706





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## REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF TUESDAY, JULY 2, 2024

---

**SUBJECT**     **Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project**

### **ISSUE SUMMARY**

Additional funds are required to complete the Genset Upgrade Project to provide standby power for the Wastewater Treatment Plant.

### **BACKGROUND**

The Genset Upgrade Project (22-01) to purchase and install a new generator was initiated as the current generator at the Wastewater Treatment Plant does not have sufficient power for the entire facility during a power outage, which reduces the treatment plant's ability to meet effluent criteria during power outages. A new generator has been procured and the Capital Regional District (CRD) has now requested quotations for contractors to complete the installation. Based on the supply costs to date and the quote for installation efforts, additional funding of \$20,000 is required to cover any contingency costs, CRD staff time for oversight, management and integration. It is proposed that the project budget be increased from \$100,000 to \$120,000 by utilizing \$20,000 from the Capital Reserve Fund (CRF).

### **ALTERNATIVES**

#### *Alternative 1*

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board that the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.

#### *Alternative 2*

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

### **IMPLICATIONS**

#### *Financial Implications*

Additional funding of \$20,000 is required to support installation, CRD oversight, management, and integration. This project has approved budget of \$100,000 funded by grant funding through the Community Works Fund (Gas Tax) of \$90,000 and by the service's CRF of \$10,000. The construction industry has seen significant escalation recently and the revised cost estimates are higher than initially budgeted. The service's CRF will have an estimated balance of \$39,000 at the end of 2024, which is sufficient to fund the additional \$20,000 for this project.

*Service Delivery Implications*

Without the upgrades, the wastewater treatment plant will be unable to provide sufficient power for the aeration process during power outages, which will continue to have an impact on effluent quality.

*Environmental & Climate Action*

By extension of the service delivery implications noted above, by not proceeding with this amendment, the project will need to be further delayed and power outages will continue to have reduced effluent quality, which increases the impact on the receiving waters.

**CONCLUSION**

A Capital Plan amendment is required to move forward with the generator installation for the Port Renfrew Wastewater Treatment Plant. The implications of not proceeding with the amendment have been outlined above. Funding for the additional fees is proposed to be provided from Capital Reserves.

**RECOMMENDATION**

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board that the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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**MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Monday, November 20, 2023 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** J. Crerar (Chair); J. Money (Vice Chair); R. Fenton (Alt. EA Director); A. Olsen; T. McLeod (EP)

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; C. Moch, Manager, Water Quality; L. Xu, Manager, Local Services and Corporate Grants; J. Kelly, Manager, Capital Projects; M. Risvold (recorder)

**REGRETS:** P. Brent (EA Director)

EP = Electronic Participation

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

**1. APPROVAL OF AGENDA**

**MOVED** by J. Money, **SECONDED** by A. Olsen,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by J. Money, **SECONDED** by A. Olsen,  
That the minutes of the June 15, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair advised there is a flu clinic scheduled to take place at the community building on the same day as the scheduled water main flushing. She has been in contact with D. Robson who advised there will be a short water service interruption for the community building. Work will begin early in the morning and should be completed by the time the flu clinic begins.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

J. Marr provided the following updates:

- Private property winterization. Capital Regional District (CRD) is running a campaign to inform homeowners in small water systems on the benefits of winterization to try and avoid leaks on private properties during the colder seasons. Poster style information is being shared on CRD social media platforms. Information posters will be shared with the committee.
- Growing communities grant opportunity. Staff applied for the internal grant in the amount of \$562,000 to undertake the groundwater well assessment and dam safety improvements. The grant was unsuccessful, and staff will continue to look for grant opportunities for the service.

- Groundwater well update. Staff continue to negotiate with Nature's Trust regarding the well. Nature's Trust is wanting to charge an annual fee which CRD is opposed to. A lawyer is reviewing the documents to ensure everything is satisfactory.
- Water conservation. Staff advised Lyll Harbour/Boot Cove (LH/BC) is currently off water restrictions as of November 1, 2023.
- Paving the road around Money Lake. CRD has been in discussions with the Ministry of Transportation and Infrastructure (MoTI) regarding paving the road around Money Lake. CRD has been working with MoTI and CRD's Water Quality Department to consider the application of a sealed coat for the entire 900-meter section of Harris Road, agreeing that it could reduce the sediment supply to the lake and should be beneficial for water quality. CRD has noted that extra care needs to be taken during construction to ensure that no bitumen or other materials of concern end up in the lake.
- Potential culvert upgrade project on Harris Road. Staff advised they are waiting for MoTI to confirm the timeline of when the culvert under Harris Road will be upsized. CRD has done a scope of work for the drainage reconfiguration and are currently confirming costs for a consultant to complete the design. There are Community Works Funds that have been committed for the work.
- Current boil water advisory (BWA). Staff advised LH/BC is currently on a BWA as of October 25, 2023, due to elevated turbidity. The treated water colour turbidity meter has been purchased and received and installation is planned for November 23 and 24, pending confirmation for parts. There will be no water shutdown required for the installation.
- Email addresses of people located in the service area. Staff contacted CRD Water Billing, who advised they are unable to provide personal email addresses to the committee in accordance with the Privacy Act. Staff noted there is room on the water bills to include a short note if desired.
- Water disruption for the community building. Staff advised there will be a small window of disruption while the work is completed. An email was sent to the committee regarding the notice, signage has been posted in the community and on social media sites. The committee requested more advanced notice for work being done in the community.

## **6. COMMITTEE BUSINESS**

### **6.1. 2024 Operating and Capital Budget**

J. Marr spoke to item 6.1.

Staff responded to the following questions:

- Borrowing funds for capital projects. Staff noted it would be ideal to acquire and complete studies on the well in order for it to be utilized during the shoulder seasons when demand is low to avoid boil water advisories. If the well does not work, long-term treatment plant upgrades will be required. As there are a lack of funds, borrowing will be necessary to complete the dam upgrades. Dam safety work is regulated and the Province has the ability to provide an order to complete the required work. Staff suggest a dam strategy be in place for 2024 and recommend leaving capital projects on the five-year capital plan in case grants come available. Staff are actively pursuing grant opportunities for the service.



- Dam safety review (DSR). Staff advised the dam work has evolved while going through the DSR and design review. Staff recommend hiring an engineering consultant before beginning the alternative approval process (AAP) to obtain a better idea of the amount of funding required. A quote was received from a hydrogeologist who estimated between \$50,000-\$100,000 for the development study of the well. Staff noted debt related projects cannot proceed without an AAP and suggest completing work in the new year.
- Community works funds (CWF) to complete the filter blanket work. Staff advised they are confident there are not enough funds to complete the filter blanket work, however, there may be enough funds to complete some of the short-term pipe work.
- The ability to sell excess water to generate additional revenue. Staff advised the water system does not have an abundance of water and there may be bylaws regarding the sale of water outside the service area. The water utility is currently selling water to its customers, however, only within the confined boundary of the service area. Legal action would be required to have the ability to sell bulk water outside of the service.
- Water conservation. Staff advised having metered water is a great tool for water conservation, and suggested the service could go to tiered-billing system.

Staff advised that \$390,000 of Community Works Funds (CWF) have been secured, noting there are rules on stacking grants and federal funding. Staff added that \$130,000 of the \$390,000 is allocated for the DSR. With the recommendations on the DSR report, staff estimate costs to be around \$450,000-\$500,000 which does not include the cost estimates for the well development. Additional recommendations from the DSR report are:

- Repairs and resealing of concrete joints in the spillway.
- Re-establishing a rock stilling basin on the downstream of the discharge side of the spillway.
- Additional study for dam break analysis and inundation study.
- Scoping the high-density polyethylene (HDPE) intake pipe within the dam.

Discussion ensued regarding:

- Applying for grants
- Loan authorization
- Debt retirement
- Stockpiling material on-island
- Seasonal water quality changes
- Current water rates
- Underfunded reserves
- Water conservation

Staff advised the operating reserve fund (ORF), and capital reserve fund (CRF) are currently underfunded and recommended increasing transfers to each reserve fund.

**Requests from the committee:**

- That staff move capital project 22-02 Dam Improvements and Regulatory Requirements from 2024 to 2025 and change the funding source from grant to debt.

- That staff increase the capital reserve fund transfer by \$3,000 from \$22,680 to \$25,680 and operating reserve fund transfer by \$3,000 from \$24,460 to \$27,460 and to balance the \$6,000 increase on user charge and parcel tax.

**MOVED** by R. Fenton, **SECONDED** by A. Olsen,  
The Lyll Harbour Boot Cove Water Local Service Committee:

1. Approve the 2024 operating and capital budget as amended and that the 2023 actual operating deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. Recommends that the Electoral Areas Committee recommends that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Lyll Harbour/Boot Cove Water Service as amended.

**CARRIED**

**MOVED** by J. Crerar, **SECONDED** by A. Olsen,  
That staff be directed to provide a water consumption statistics report to the committee at the next meeting.

**CARRIED**

## **6.2. Project and Operations Update**

Staff provided capital projects and operational update.

Discussion ensued regarding the WorkSafe BC requirements for confined space entry.

The report was received for information.

## **7. CORRESPONDENCE**

There was no correspondence.

## **8. NEW BUSINESS**

There was no new business.

## **9. ADJOURNMENT**

**MOVED** by R. Fenton, **SECONDED** by J. Money,  
That the November 20, 2023 meeting be adjourned at 11:43am.

**CARRIED**

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**CHAIR**

---

**SECRETARY**



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**MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, November 14, 2023 at 9:30 a.m., in the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

---

**PRESENT: Committee Members:** M. Fossil (Chair); J. Deschenes (Vice Chair) (EP); R. Fenton (Alternate EA Director) (EP); W. Foster (EP); D. Reed (EP); R. Sullivan (EP)

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; M. Cowley, Manager, Wastewater Engineering and Planning; L. Xu, Manager, Local Services and Corporate Grants; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; D. Robson, Manager, Saanich Peninsula and Gulf Island Operations; J. Kelly, Manager, Capital Projects; M. Risvold (recorder)

**REGRETS:** P. Brent (EA Director); A. Cyr

EP = Electronic Participation

The meeting was called to order at 9:37 am.

**1. APPROVAL OF AGENDA**

**MOVED** by R. Fenton, **SECONDED** by D. Reed,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by R. Fenton, **SECONDED** by D. Reed,  
That the minutes of the September 12, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. SENIOR MANAGER'S REPORT**

J. Marr provided the following updates:

- Private property winterization. Capital Regional District (CRD) is running a campaign to inform homeowners within small water systems the benefits of winterization to try and avoid leaks during the cold season. Information has been shared on social media platforms and posters will be shared with the committee once they are complete. The information is also available on the respective CRD Drinking Water Systems webpages.
- Internal CRD grant opportunity. Staff applied for an internal grant for Growing Communities to upgrade the Capstan pump station. The grant was unsuccessful. CRD will continue to look for grant opportunities for water and wastewater service.

- Bylaw No. 4447. Staff discussed the Bylaw that outlines the committee's responsibilities. The committee is still responsible for the administration of the service and for reviewing and approving the draft budget.

## **6. COMMITTEE BUSINESS**

### **6.1. Water Usage Statistics**

J. Marr spoke to item 6.1.

Discussion ensued regarding:

- Current water rates
- Water conservation
- Water rate increase
- Rainwater collection

**MOVED** by R. Sullivan, **SECONDED** by W. Foster,  
That the quarterly water usage rate for greater than 80 cubic meters be increased from \$1 per cubic meter to \$1.50 per cubic meter.

**CARRIED**

### **6.2. 2024 Operating and Capital Budget**

J. Marr spoke to item 6.2.

Staff responded to the following questions:

- Why there is unspent labour. Staff advised the budget includes a contingency for added repairs and one-time maintenance. There is a surplus as it has not been used. As winter approaches, there is a possibility of events occurring that would require that labour.
- The retirement year for the debt summary in the report. Staff advised the retirement year shown in table 1 is the year the debt will be paid off.
- The difference between the Operating Reserve Fund (ORF) and Capital Reserve Fund (CRF). Staff advised the CRF is for replacing larger capital projects like the water treatment plant and pump station. The ORF is for operational activities such as reservoir cleaning, hydrant maintenance and watermain flushing. Operating is short term (year-to-year) funds, and capital is long-term (5+ years).
- Completion of the Buck Lake and Magic Lake adjustable intakes hopefully by the end of the year. Staff advised a contractor has been hired and they are waiting for Magic Lake water levels to increase. Levels are being monitored and construction should begin in late November.
- Budget for replacing the manhole covers. Staff advised some covers are aging and may need to be replaced in the future, but there is nothing imminent.

Discussion ensued.

Staff noted the water consumption rate that was changed in item 6.1 relating to the top tier water usage over 80 cubic meters and rates being increased from \$1 to \$1.50, the incremental revenue on water sales is approximately \$5,000. Staff do not recommend relying on that revenue in the budget as the rate increase is intended to be a water conservation tool. If the rate increase is effective, less people should be using over 80 cubic meters of water. The rate change will be incorporated into the Fee and Charges Bylaw which will be presented to the Board in December 2023. If the Board approves the bylaw, the new rate will be in effect. Staff do not recommend changing the budget projected revenue higher than \$22,000.

**MOVED** by D. Reed, **SECONDED** by M. Fossil,

The Magic Lake Estates Water and Sewer Committee:

1. Approve the 2024 operating and capital budget for the:
  - a) Magic Lake Estates Water System Local Service as amended and that the 2023 actual operating deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
  - b) Magic Lake Estates Sewerage System Local Service as presented and that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Magic Lake Estates Water and Sewer Services as amended.

**CARRIED**

Staff responded to a question regarding the \$462,000 water operations CRF, and if the entire amount will be spent in five years. Staff responded yes, however, each year approximately \$40,000 is being added to the CRF with the budget. Staff also noted an upwards trend as there is some existing debt retiring which can be utilized and leveraged to build up the reserves. Existing debt will be retiring from 2025 until 2028. Discussion ensued.

### **6.3. Project and Operations Update**

Staff provided a capital projects and operational update.

Discussion ensued regarding:

- Water conservation.
- Properties containing statutory right of ways for access to dam sites.

Staff responded to the following questions regarding the wastewater treatment plant upgrades:

- Environmental restoration. Staff advised environmental restoration will involve excavation, digging channels and ponds, placing wood debris and weirs to control the water going in and out of the area, and vegetation planting. Costs are currently unknown.
- Cost of additional outstanding work. Staff advised based on tender amount received, it is approximately \$1.5 million.
- If there will be any landscaping to hide the view of the plant. Staff advised once the plant is built, there are plans to add a re-vegetated berm in front of the plant facing Privateers Road.

**7. CORRESPONDENCE**

There was no correspondence.

**8. NEW BUSINESS**

The Chair advised there was a conversation on social media regarding a strong chlorine smell. Staff noted weekly testing is completed for chlorine residuals in the system and operational adjustments are made as required, noting slight operational adjustments can have a significant impact to the public. Staff requested the location of where the chlorine smell was detected so it can be investigated. Discussion ensued.

**9. ADJOURNMENT**

**MOVED** by D. Reed, **SECONDED** by R. Fenton,  
That the November 14, 2023 meeting be adjourned at 11:37 am.

**CARRIED**

---

**CHAIR**

---

**SECRETARY**



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**MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, April 9, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** M. Fossil (Chair); P. Brent (EA Director) (EP); M. Rondeau (EP); R. Sullivan (EP)

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula & Gulf Islands Operations; M. Cowley, Manager, Wastewater Engineering & Planning; M. Risvold (Recorder)

**REGRETS:** J. Deschenes; D. Reed; A. Cyr

EP = Electronic Participation

The meeting was called to order at 9:34 am.

**1. APPROVAL OF AGENDA**

The following items were added to the agenda as new business:

- Magic Lake Estates Property Owners Society (MLPOS) meeting discussions
- Correspondence from Magic Lake Estates resident

**MOVED** by P. Brent, **SECONDED** by M. Rondeau,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by P. Brent, **SECONDED** by M. Rondeau,  
That the minutes of the February 13, 2024 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. SENIOR MANAGER'S REPORT**

J. Marr provided the following updates:

**Water conservation:** To mitigate the risk of potential water shortages, a Stage 1 watering schedule will be in effect from May 1 until September 30, 2024 unless more stringent water conservation measures are required. Stage 1 watering is permitted once per week between the hours of 4-10am or 7-10pm.

**Properties with zero water usage:** In the first quarter, there were approximately 103 users with zero water flow. In the third quarter, the service had approximately 50 users with zero water flow.

**Secondary suite capacity:** A formal assessment has not yet been completed. Internal discussion is currently underway. Both the water treatment plant and sewer treatment plant were designed for full build-out. Additional information was provided:

- There are 1,196 folios within the water service area. 1,072 folios are serviced with water meters at the beginning of 2024. Approximately 124 lots can be connected. There was a total of 13 new lots in 2023.
- There are approximately 709 folios within the sewer service area, with 651 current connections. There are approximately 58 lots that could be connected to the system.
- Based on previous years and new homes built, there is approximately 10 years until potentially reaching full build-out. Water demands would need to be reviewed; however, the sewer plant has been designed to add additional membranes if needed.

Discussion ensued regarding:

- The number of secondary suites anticipated.
- A report that was prepared by the Capital Regional District (CRD) in 2021 regarding a Southern Gulf Islands housing strategy.
- Managing capacity to deliver housing needs.
- Adding 10 secondary suites over the next 10 years seeming to be a low risk.

**MOVED** by P. Brent **SECONDED** by M. Rondeau,  
That staff provide a report as to how Magic Lake Estates may be able to accommodate secondary accessory dwelling units.

**CARRIED**

**Leak detection and condition of the distribution system:** Staff are planning to provide an asset management report card with leak detection options to the committee in September.

**Ivy removal:** Staff advised that utilizing volunteers for removing ivy has been reviewed and discussed internally, noting that hazards have been identified where the ivy is growing. Due to the identified hazards, it is too high of a risk for volunteers to perform the work. Staff would like to have the work done by the end of the year, but it is dependent on capital work being completed and contractor availability.

## **6. COMMITTEE BUSINESS**

### **6.1. Project and Operations Update**

J. Marr spoke to item 6.1.

Staff responded to the following questions:

- Whether the advanced early warning system is hardware, software, or both. Staff advised it is a water loss management software tool that will be used as an advanced early warning system for water leaks.
- Geese landing on the floating intake. Staff advised bird spikes and wires have been installed on the floating intake and railings added to deter geese and birds.



## **7. CORRESPONDENCE**

D. Robson advised that CRD received correspondence from a resident within the Magic Lake Estates water service area requesting access to potable water through a bulk water connection from the Magic Lake Estates water treatment system, for water delivery to CRD residents that are outside of the service area. There is currently no bulk water connection for the service. Staff noted the following topics for the committee to consider relating to the request:

- Water License review
- Service establishment bylaw
- Water filling station design and construction
- Fees and charges bylaw revision
- Capacity review

Discussion ensued regarding:

- Potential water conservation program
- Ability to provide emergency water services
- Engaging and socializing with the community regarding this request at a future date

The committee discussed focusing on the secondary dwelling unit issue before engaging in further discussions regarding bulk water sales, noting a community discussion would be beneficial.

**MOVED** by P. Brent, **SECONDED** by M. Rondeau,  
That bulk water sales not be considered at this time.

**CARRIED**

## **8. NEW BUSINESS**

### **8.1. Magic Lake Estates Property Owners Society (MLPOS) meeting discussions**

M. Rondeau advise the Committee that correspondence was received at a MLPOS meeting regarding the new floating adjustable intake on Magic Lake.

Discussion ensued with staff responding to the following questions:

- Whether permits were required to allow the permanent floating intake structure.
- What can be done to beautify the intake structure.
- Communication with the community and the Committee.
- Possible opportunity to have “water stewards”.
- There will be visible infrastructure to support the services within the community.

The Electoral Area Director advised that he would respond to the correspondence.

### **8.2. Correspondence from Magic Lake Estates resident**

The chair advised that as of this meeting, the wastewater treatment plant project is on budget. There have been seven non-compliances at the Schooner wastewater treatment plant and nine at the Cannon pump station in 2024, with the numbers expected to go down once the work commences.

Staff advised that the new treatment plant will have a standby generator which would eliminate all non-compliances related to power outages. Upgrading treatment plants and storage will allow wastewater to be treated once storms subside. The project has been designed for typical storm events, and accommodating storage greatly exceeds pipe replacement. Private leaks can have an impact as well and are not controllable. Upgrading the treatment plant and pump stations will help mitigate issues, however, exceedances can still occur due to climate change and other factors. The next step is to complete further Closed-Circuit Television (CCTV) inspection of all the sewers to determine if they are continuing to deteriorate. Pipes will be replaced as needed and if they break.

Staff to report back whether permits were obtained for the floating intake on Magic Lake.

**9. ADJOURNMENT**

**MOVED** by R. Sullivan, **SECONDED** by M. Rondeau,  
That the April 9, 2024 meeting be adjourned at 11 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC

Date/Time: May 9, 2024

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**Present:** Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)  
Jacquie Burrows, Treasurer Veronica Euper  
Kestutis Banelis Adrian Wright  
Lauren Edwards (Recorder)

**Absent:** Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

We are honoured to meet today on the traditional territory of the Coast Salish First Nation people.

### 2. Approval of Agenda

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the agenda be approved as presented.

**CARRIED**

### 3. Adoption of Minutes of April 11, 2024

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the minutes of April 11, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell stated that commissioners wish past commissioner David Moss the very best on rural Mayne Island and hopes he will continue to volunteer with Mayne Island Parks and Recreation Commission as he is able.

Chair Bell thanked the tree planting crew who put in a big effort in the past week.

## 5. Reports

### 5.1. Treasurer's Reports

#### 5.1.1. Treasurer's Report for the period April 1 - 30, 2024

The report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell, that the Treasurer's report for the period April 1 – 30, 2024 be approved as presented.

**CARRIED**

#### 5.1.2. Finance Report

A report was received with the agenda.

### 5.2. Administration

#### 5.2.1. Follow up Action Report (not covered elsewhere)

- Calendar items for the month of June included:
  - Review asset list;
  - Recreational grant application;
  - Dave Bentham Award;
  - Volunteer barbecue plans;
  - Canada Day Celebration plans; and
  - Budget.
- Parks T-shirt samples were ordered.
- Charter Road Park assessment to occur in June.
- Development of an electronic database for documents is underway.
- The Community Work Funds application will soon be completed to include a new putting green.
- Adachi Pavilion appliances were found to have no issues, the stove door gasket has been repaired and the barbecue will be inspected on May 10<sup>th</sup>.
- Discussed replacement options of the climbing net and teeter-totter and more investigation and discussion will occur.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission allocate up to \$7,000 for additional playground equipment at Dinner Bay Park.

**CARRIED**

- The sink hole at Kippen Road beach access was discussed. The bank is eroding but the stairs are on solid ground. It was agreed that Chair Bell will write a letter to CRD's Real Estate Department to inform them of this matter.

## Mayne Island Parks and Recreation Commission

Minutes for: May 9, 2024

- The organization of invasive plant species removal in Sandy Hook Park will be brought forward in the fall.
- The Chu An Trail extension discussion will be followed up on.

### 5.2.2. Health and Safety Concerns

- A fall injury at the Japanese Garden was reported and details will be reported to CRD.
- Discussion occurred regarding identifying individuals who may be interested in doing playground assessments.

### 5.2.3. Reporting Vandalism

Discussion occurred about vandalism, including plant theft, in the parks. It was agreed that all cases will be reported to Commissioner Euper and the CRD.

### 5.2.4. Events

A report was received with the agenda.

- The volunteer appreciation dinner was confirmed scheduled for August 7<sup>th</sup>.
- It was reported that the disc golf tournament has grown to over 100 people and that no garbage was left behind.
- The July 1<sup>st</sup> celebration was discussed and involvement includes the Mayne Island Lions, Mayne Island Fire Fighters Association, Mayne Island Legion Branch and Mayne Island Parks and Recreation Commission.
- The Mind and Light Body Fitness Program update: Discussion occurred, and it was agreed, that one day per week (not Friday mornings) Donna Williams' request to hold a yoga class at Cotton Park may occur as a pilot project which will be reviewed at the end of summer.

### 5.2.5. Monitoring local information affecting MIPRC

A report was received with the agenda.

It was reported that:

- The Fallow Deer Committee held a meeting and Adam Olsen, MLA, now has some information to provide to CRD.
- A Community Information Meeting occurred and the FireSmart Program was discussed.

## 5.3. Committees

### 5.3.1. Fitness Track

A report was received with the agenda.

It was reported that:

- An article for the upcoming MayneLiner will be sent to the New Horizons for Seniors Program for approval as requested.
- The equipment is packaged and ready for shipment.

## Mayne Island Parks and Recreation Commission

Minutes for: May 9, 2024

### 5.3.2. Sanitation

- It was discussed and agreed that an additional contractor will be sought for septic pump-outs particularly the vault toilets.
- Washroom doors at Miners Bay Park have been painted.

### 5.3.3. Recreational Funding

- Commissioner Burrows will chair the Recreational Funding Committee.
- Email communication will be sent to past applicants on June 1<sup>st</sup>.
- Applications received will be filed in the new document management system.
- The ad is ready for the MayneLiner and posters and social media posts should be up by June 1st.

## 5.4. Parks

### 5.4.1. Miners Bay

- The May Day event is planned with no concerns identified.
- Christmas tree lights are waiting for a quote for breaker installation. There was an approved permit when originally installed and some upgrades will be made. Work will be done before September.

### 5.4.2. Dinner Bay

- It was reported that the alder trees have been dropped and there are a lot of rounds that need to be moved. There will be more work necessary to clean up the site and more tree work to be done next year.
- Tractor servicing was done.
- The softball field 1<sup>st</sup> baseline was discussed, including getting quotes for the materials and having volunteer labour from ballplayers.
- The commissioners unanimously agreed to the request of the ball team to put up a banner “Home of Mayne Island Blazers” and wear jerseys with the MIPRC logo.
- The ball team will be invited to attend a meeting to discuss field maintenance and other matters and provide details in advance.
- The catch-basin size has been identified for water runoff to the culverts. Grading will need to be done and the work will be addressed this summer.

### 5.4.3. Cotton Park – nothing significant to report.

### 5.4.4. Japanese Memorial Garden

A report was received with the agenda

### 5.4.5. Trail Network Development

It was reported that the Safety/Danger Tree Team reporting system is ready to go live and commissioners agreed to this. Follow-up dates from the spreadsheet will be transposed to the shared calendar.

5.4.6. Henderson Park

- A report on the funding application to the Outdoor Recreation Fund of BC was attached to the agenda. Some research will be done to provide history to the information boards about the individuals for whom the trails are named.
- In honour of retired commissioner Peter Askin two people are donating specialty trail blazing tools, the Timberwolf and the Cougar.

**6. Correspondence/Meetings**

- 6.1. Email from resident regarding donation in recognition of Peter Askin’s contributions to the parks and trails of Mayne Island.
- 6.2. Letter of resignation from commissioner effective May 1, 2024.
- 6.3. Telephone conversation with Jean-Daniel Cusin of the Mayne Island Collective to discuss potential opportunities for MIPRC participation in achieving goals.
- 6.4. Email from resident expressing concern regarding the planting of daffodils at Cotton Park. Reply sent stating no bulbs or daffodils were planted by the commission or volunteers.
- 6.5. Email from CRD Liaison, Saturna regarding development of Trail Guardian program and materials.
- 6.6. Email to CRD requesting information on drone policy. Referred to CRD, Legal Department.
- 6.7. Application filed for Outdoor Recreation Funding of BC grant.

**7. New Business**

**8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90**

**9. Rise and Report**

**10. Meeting Adjournment**

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:24 pm

Original signed by Michael Kilpatrick

June 13, 2024

\_\_\_\_\_  
**For/Debra Bell, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

\_\_\_\_\_  
**Lauren Edwards, Recorder**



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**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Friday, November 10, 2023 at 2 pm, Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commissioners:** W. Forsberg (Chair); C. Welham (Vice Chair); C. Carlsen; A. Wickheim (EA Director)

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Local Services and Corporate Grants; J. Kelly, Manager, Capital Projects; A. Hliva, Manager, Wastewater Conveyance Operations; L. Ferris, Manager, Environmental Resource Management Policy & Planning; N. Tokgoz, Manager, Water Distribution Engineering & Planning; D. Dionne, Administrative Coordinator (Recorder)

The meeting was called to order at 2 pm.

**1. APPROVAL OF AGENDA**

The following was added to the agenda under New Business:

- Street lighting discussion
- Employees in Port Renfrew
- Pacheedaht First Nation Solid Waste Transfer Station
- Hydrant Spacing management (in front of Big Fish Lodge at 6644 Quito)

**MOVED** by A. Wickheim, **SECONDED** by C. Welham,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the minutes of the June 12, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. SENIOR MANAGER'S REPORT**

Private Property Winterizing

The Capital Regional District (CRD) social media platform has a poster-style sheet with winterization information for system users. It includes a link to a video on winterizing irrigation systems. It is also located on all the Electoral Area drinking water public web pages.

Staff responded to a question regarding leak detection devices and their ability to be used along a water line. Acoustic listening devices are sensitive to road traffic and would have to be used during early morning or late night.



They have worked with a lot of success for pinpointing in a certain area.

There are other listening devices that can be attached along the system for data logging.

#### Update on Grants

There were two successful grants, one for water and sewer master plan and one for refuse disposal.

The Chair thanked Director Wickheim for his Community Works funding contribution towards the master plan.

Staff responded to a question regarding development impact on the water system or impacting on current resident's taxes. Staff noted that new upgrades are at the cost of the developer, if residents want a pipe extended down the road, they would be responsible for the cost. Staff suggest putting the infrastructure on the capital plan in case there are future grant opportunities.

## **6. COMMITTEE BUSINESS**

### **6.1. 2024 Operating and Capital Budget**

#### **Port Renfrew Street Lighting Service:**

J. Marr introduced the item. There was a discussion regarding bulb replacement responsibility. The Capital Regional District (CRD) is responsible for the payment of the hydro bill, BC Hydro would be responsible for bulb replacement.

#### **Port Renfrew Refuse Disposal Local Service:**

L. Ferris introduced the item and spoke to service enhancements and the withdrawal of Recycle BC service. She spoke to the successful growing community grant to fund upgrades at the service such as increasing capacity and reducing the cost of transfer and an operating shed for future operator.

There was a discussion regarding the transfer station site, and it was noted that the land behind the transfer station is not CRD-owned. The land the transfer station is currently on is CRD-owned and is accessed by the service at zero cost. The growing community grant will allow staff to conduct a site evaluation.

There was discussion regarding concerns with high volume transient waste users (summer visitors, rentals etc.) and what the new site operator model will look like, without the 24/7 onsite caretaker. Staff noted that the facility will be transitioning away from the 24/7 onsite caretaker, there will be a site operator on site for all open hours and there will be locked gates for the closed hours. Illegal dumping will be addressed through the bylaw. Staff noted that the primary expense for this service is transportation, and staff will look to review ways to reduce the transportation expenses, for instance by using compacting equipment.

There was a question regarding which department within the CRD is responsible for the property and staff would look into that.

**Port Renfrew Water Local Service**

J. Marr introduced the item and noted some unexpected maintenance repairs and reviewed the five-year capital plan.

**Port Renfrew Wastewater Local Service**

J. Marr introduced the item speaking to the master planning study, noting that once the study is complete the Service will see bigger projects that may require debt to fund those sewer improvements.

There was a discussion regarding type of processing the at the wastewater treatment plant, whether it is a membrane or goes through ultraviolet (UV), or chlorine. Staff to confirm UV or chlorine treatment.

**MOVED** by C. Carlson, **SECONDED** by A. Wickheim,  
That the Port Renfrew Utility Services Committee:

1. Approve the 2024 Operating and Capital Budget for the:
  - a) Street Lighting System Local Service as presented and recommend that the 2023 actual surplus or deficit be carried forward to the 2024 operating budget;
  - b) Refuse Disposal Local Service as presented and recommend that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
  - c) Water Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
  - d) Sewer Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

**CARRIED**

**6.2. Project and Operations Update**

J. Marr introduced the report. J. Kelly advised that Project 23-05, Replace Watermain on Wickannish Road, is complete.

J. Dales provided an operations update and noted that he will be coordinating a tour early next year of facilities and asked that if Committee members are interested to let him know and he will include them on the invite.

L. Ferris provided some additional updates to the refuse disposal update, noting the following:

Staff are working with Interchange Recycling to obtain a grant for site infrastructure for the collection of used motor oil.

Staff have obtained community works funds to repair a failing culvert at the entrance to the site. An assessment of the culvert has indicated that it will need to be fully replaced. Waiting to hear back from engineering staff regarding temporary repairs to get through the winter and then combine the replacement with the broader site upgrades next year.

Director Wickheim, Chair Forsberg and Liz Ferris did a site visit to the Pender Island recycling depot to get ideas for the Port Renfrew site upgrades. They liked the established community feel of the facility.

Due to depot capacity issues this past summer, staff did a pilot to increase the frequency of the bin pulls to reduce the times when residents would show and the bins would be full and they would be turned away. Feedback indicated that the pilot was very successful.

## **7. CORRESPONDENCE**

There was no correspondence.

## **8. NEW BUSINESS**

### **8.1. Street lighting discussion**

Director led the discussion by noting that BC Hydro is willing to install more street lighting which would be a great benefit to the community. He will be meeting with BC Hydro to learn more about this.

Staff suggested assessing how many streetlights there are currently and determine what the average electricity is estimated at. Staff will provide the Director with some questions to ask.

L. Xu noted that this service does not have any reserves as it is just the electricity bill that is paid. Staff would need to understand if there would be any capital investment or financial implications beyond the Hydro bill payment.

### **8.2. Employees in Port Renfrew**

Staff responded to a question from the Chair regarding succession planning for current staff in Port Renfrew. Staff advised a report will be presented to the committee in February with options for the transfer station. Staff have been working with Pacheedaht First Nation and the Indigenous Zero Waste Technical Advisory Group (IZWTAG) to look at training Pacheedaht First Nation Members for work on refuse disposal site on the Pacheedaht First Nation. The position will be advertised throughout the community.

### **8.3. Pacheedaht First Nation Solid Waste Transfer Station**

The Chair stated that he did a tour of the Pacheedaht First Nation, advising they have established their own transfer station and were excited to learn a grant was being considered to upgrade the Port Renfrew transfer station. Discussion ensued.

**8.4. Hydrant Spacing management (in front of Big Fish Lodge at 6644 Quito)**

This item was not discussed in detail.

**9. ADJOURNMENT**

**MOVED** by A. Wickheim, **SECONDED** by C. Carlsen,  
That the November 10, 2023 meeting be adjourned at 3:53 PM.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Skana Water Service Committee, held Thursday, November 9, 2023 at 9:30 am, Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Korol (Chair); Mitch Bentley (Vice Chair); R. Fenton (Alternate EA Director) (EP 9:49 am); B. Hill (EP); R. Johnston

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; S. Henderson, Senior Manager, Real Estate and SGI Administration; J. Kelly, Manager, Capital Projects; D. Robson, Manger, Saanich Peninsula and Gulf Island Operations; C. Moch, Manager, Water Quality; L. Xu, Manager, Local Services and Corporate Grants; D. Dionne, Administrative Coordinator (Recorder)

EP = Electronic Participation

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

**1. APPROVAL OF AGENDA**

**MOVED** by Commissioner Korol, **SECONDED** by Commissioner Johnston,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Korol, **SECONDED** by Commissioner Johnston,  
That the minutes of the June 16, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair stated that the Committee and staff are working together as a team and that the Committee would like to be kept up to date on things that help them work effectively, being provided information proactively as it comes up so that they can be prepared ahead of meetings.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. SENIOR MANAGER'S REPORT**

J. Dales provided the following Information and updates:

*Winterization of private property:*

The Capital Regional District (CRD) social media platform has a poster-style sheet with winterization information for system users. It includes a link to a video on winterizing irrigation systems. It is also located on all the Electoral Area drinking water public web pages.

There was a discussion regarding the challenges with communication of information with

users. Staff continue to investigate new or improved options for the future including adding a note to the electronic water bill.

*Skana Water Service CRD staff liaison:*

D. Robson will be providing more senior support to the Skana Water Service Committee, transitioning to being the main point of contact next year with J. Dales providing back up and attending meetings in Dan's absence.

Recruitment for an on-island manager is underway. The on-island manager of operations will be looking after all the local services on Salt Spring Island and the Southern Gulf Islands.

*Operations and maintenance questions from the Committee:*

Staff are happy to provide more informal quick updates related to the operation of the water system. He reminded the Committee that its role is to provide input on the overall direction for the service delivery and that the CRD Operations team manages the daily duties and administrative activities.

- The plan for the disinfection by-products is to address the infiltration of the organics into the well system through the well decommissioning project. Staff will monitor to see how this impacts the system – if the well improvements don't resolve the problem, the long-term plan would be adding additional treatment steps through treatment plant upgrades – staff are hoping to avoid this.

*Water conservation plan:*

J. Dales advised that he participates in a drought management group that meets weekly throughout the summer. The operations team closely monitors system conditions and water conservation stages are adjusted accordingly. The bylaw went into effect this year which provides additional tools to address water quantity in the system, but the primary driver is still through education and awareness and encouraging people to voluntarily comply.

There was a discussion regarding water conservation across all the Local Services. The Committee noted that the bylaw is primarily related to outdoor water use and stated that many local systems do not allow outdoor water usage year-round already. The Committee would like to see a more fit-for-purpose level of stages for small systems that address tighter restrictions and a more meaningful message.

R. Fenton joined the meeting.

Staff are keeping track of these types of comments from the local services and will review if there is opportunity to revise the bylaw with more customized language.

*On-island operator:*

The Request for Proposals (RFP) is being drafted, and staff plan to have this RFP issued by year-end. In the interim, while the CRD's operations team has been operating the system, it has provided staff with the knowledge needed to develop the RFP. Staff have become more familiar with the utility and have been able to optimize services for both Skana and Surfside water systems.

*Water conservation update:*

Due to the drought conditions this year, the water conservation efforts were extended an additional month for most of the local services. Staff continue to monitor conditions and once the conditions improve the restrictions will be downgraded or removed as applicable.

*Tank action plan – question submitted from a previous meeting:*

The storage tank assessment capital project will provide the information the committee is looking for in an action plan. To do an action plan outside the project would be added staff time and resources and would come at an extra cost. The timeline and projected costs for project 24-02 is laid out in the five-year capital plan of the budget document (page 17 of the agenda package). Staff noted the tank replacement is not imminent in the next year, allowing time for proper study and planning.

## 6. COMMITTEE BUSINESS

### 6.1. 2024 Operating and Capital Budget

Staff presented the report and summarized the 2024 budget and five-year capital plan.

Staff responded to questions from the committee regarding:

- The increases to the Operating Reserve Fund and the Capital Reserve Fund.
- Staff explained the Alternative Approval and referendum processes.

Discussion ensued regarding:

- Asset management plan
- Value of assets
- The need for capital reserve fund balances

There was a discussion regarding the budgeted \$25,000 funding for Well No. 8 upgrades. Staff noted that the cost of electrical and instrumentation is very challenging to estimate. Staff noted that the \$25,000 was approved in the 2023 budget, but that the Committee could put a cap on the amount used.

**MOVED** by R. Johnston, **SECONDED** by B. Hill,

That staff be directed to utilize up to \$10,000 of the \$25,000 budget for Project 17-04 in 2024 to scope out the Well No. 8 Upgrade project and present the findings to the committee prior to further action.

**CARRIED**

There was a discussion regarding increasing user fees to compensate for new connections to the system.

**MOVED** by W. Korol, **SECONDED** by M. Bentley,

That the Skana Water Service Committee increase the capital reserve transfer by \$3,000, from \$22,325 to \$25,325, to be balanced on user charge from \$61,160 to \$64,160.

**CARRIED**

**Opposed: Johnston**

There was a discussion regarding how and when users are informed of rate increases. Staff advised that the fee will be built into the Fees and Charges bylaw for all the Local Services, which is presented to the CRD Board on December 13 for approval to be effective January 1. The Committee stated they would like to see a better job of communicating to the users, the website could be more useful, explanatory notices to the users.

Staff noted that they can investigate what can be done, but that there is also a responsibility on the user to stay informed.

**MOVED** by W. Korol, **SECONDED** by M. Bentley,  
That the Skana Water Service Committee:  
Approve the 2024 operating and capital budget as amended and that the 2023 actual operating deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund).

**CARRIED**

**MOVED** by W. Korol, **SECONDED** by B. Hill,  
That the Skana Water Service Committee:  
Recommends that Electoral Areas Committee recommend to the Capital Regional District Board that the 2024 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as amended.

**CARRIED**

12:04 R. Fenton left the meeting.

12:06 B. Hill left the meeting.

## **6.2. Project and Operations Update**

Staff provided overview of the staff report.

## **7. CORRESPONDENCE**

There was no correspondence.

## **8. NEW BUSINESS**

There was no new business.

## **9. ADJOURNMENT**

**MOVED** by R. Johnston, **SECONDED** by Commissioner M. Bentley,  
That the November 9, 2023 meeting be adjourned at 12:15 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**





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**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**

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**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**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Tuesday, November 14, 2023 at 2 pm, In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** L. Vallee (Chair); R. Fenton (Alt. EA Director); W. Mulvin (EP); K. Wall

**Staff:** J. Dales, Senior Manager, Wastewater Infrastructure Operations; D. Robson, Manager, Saanich Peninsula and Gulf Island Operations; J. Marr, Senior Manager, Infrastructure Engineering; N. Tokgoz, Manager, Water Distribution Engineering and Planning; L. Xu, Manager, Local Services and Corporate Grants; M. Risvold (recorder)

**REGRETS:** P. Brent (EA Director)

EP = Electronic Participation

The meeting was called to order at 2:04 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by K. Wall, **SECONDED** by W. Mulvin,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by R. Fenton, **SECONDED** by K. Wall,  
That the minutes of the June 15, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair noted the system is working quite well and there will be discussion today regarding the budget.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. SENIOR MANAGER'S REPORT**

J. Dales provided the following information:

- Private Property Winterization: Staff advised Capital Regional District (CRD) social media platforms will have a poster-style information sheet with winterization tips for system users. There is a link to the winterization video on the CRD website.
- CRD Manager Support: J. Dales advised Dan Robson will be acting in a more senior role to support the Surfside Park Estates Water Service. J. Dales will remain available to support the committee, however, Dan will be the primary contact.
- Water conservation bylaw update: Due to the drought conditions, water conservation efforts were extended for an additional month for many of the local services including Surfside Park Estates. Due to the current low water levels, the Surfside Park Estates Water System will remain on Stage 3 of water conservation.

## 6. COMMITTEE BUSINESS

### 6.1. 2024 Operating and Capital Budget

J. Dales spoke to item 6.1.

Staff responded to the following questions:

- Is debt servicing cost comparable to other water services. Staff advised it is high due to the proposed capital projects slated for 2025 and 2026. The proposed projects include a storage tank replacement and watermain upgrade. Staff are working on a study to determine the optimal solution to replace the storage tank and watermain. Placeholders are indicated in 2025 and 2026 in the event grants come available.
- Parcel and user charge rate compared to other services. Staff advised the rate is in the middle range and is comparable to other services. Staff noted this rate does not include the proposed borrowing. An options analysis will be provided to the committee in 2024 with a plan on how to present the information to the public.
- Proposed borrowing and successful alternative approval process (AAP). Staff recommend leaving the proposed AAP on the capital plan in case grants become available.
- Proper timely disclosure of the upcoming AAP. Staff advised there is a budget line item for 2024 for the AAP which includes public engagement to advise the community.

Staff added the current tanks are reaching their end of life and will need to be replaced soon.

**MOVED** by R. Fenton, **SECONDED** by W. Mulvin,  
That the Surfside Park Estates Water Service Committee:

1. Approve the 2024 Operating and Capital Budget as presented, and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. Recommends that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

### 6.2. Project and Operations Update

N. Tokgoz and J. Dales spoke to item 6.2.

Staff responded to a question regarding the hydrant preventative maintenance program. Staff advised the program does not occur annually and is funded by the Operating Reserve Fund (ORF). Staff noted that hydrants serve the water service as access to the system for water system flushing.

## 7. CORRESPONDENCE

There was no correspondence.

## 8. NEW BUSINESS

Staff responded to the following questions from the committee:

- Public notification for Bylaw No. 4492. Staff advised there was an insert included with the water bills which included Facts and Questions (FAQ) for the new Bylaw. The insert also included details of where to find further information on the CRD website.
- The purpose of the proposed 200-meter waterline replacement. Staff noted the options analysis included the waterline replacement because one of the options is to relocate the tanks to the park nearby. Staff will review and assess to determine if the pipe can be removed.
- Approval to install the tanks in a CRD park. Staff advised they are working with CRD Parks who is amenable to storing the tanks in the park. The park location identified is similar elevation to the existing tanks which will help with system performance. Part of the options analysis will include a geotechnical study to review the rockfall and hazard area and the requirements for the location.

## 9. ADJOURNMENT

**MOVED** by R. Fenton, **SECONDED** by W. Mulvin,  
That the November 14, 2023 meeting be adjourned at 2:47 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Friday, November 10, 2023 at 9:30 am, Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commissioners:** D. Pepino (Chair); M. Lechowicz (Vice Chair); A. Wickheim (Electoral Area Director) (EP); L. Cutler

**Staff:** S. Irg, Senior Manager, Water Infrastructure Operations; L. Xu, Manager, Local Service and Corporate Grants; C. Moch, Manager, Water Quality; D. Dionne, Administrative Coordinator (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:33 am.

### **1. APPROVAL OF AGENDA**

The Chair provided a hard copy of an alternate agenda for the meeting (available upon request). The alternate agenda reordered and amended the published agenda as follows:

- Item 5, Presentations/Delegations, was moved to Item 3.
- Items 6.1 and 6.2 were moved to Item 4, Senior Managers Update, 4.1 and 4.2 respectively.
- Item 6, Commission Business was moved to Item 5 and Item 5, Chairs Remarks was moved to Item 6.
- Addition to the agenda as Item 7, Working to Satisfy Island Health Service Water Treatment Objectives.

**MOVED** by Commissioner M. Lechowicz, **SECONDED** by Commissioner L. Cutler,  
That the agenda be approved as amended.

**CARRIED**

### **2. ADOPTION OF MINUTES**

**MOVED** by Commissioner M. Lechowicz, **SECONDED** by Commissioner A. Wickheim,  
That the minutes of the June 12, 2023 meeting be adopted.

**CARRIED**

### **3. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

### **4. SENIOR MANAGER'S REPORT**

S. Irg provided an update and information on the Boil Water Advisory (BWA) noting that earlier in the week the water was at 1.2 Nephelometric Turbidity Unit (NTU) and staff are currently monitoring.

C. Moch advised that there was some additional sampling done and noted a few things that are contributing to the higher NTUs:

- There is an algae bloom occurring;



- A number of very small particles of a smaller algae species were found;
- Lots of tiny organic decomposing material, likely due to the recent rainfalls; and
- Runoff from the watershed as well as the lake turnover at the same time.

There was a discussion regarding BWA compliance in the Wilderness Mountain Water System and how residents deal with their drinking water.

#### **4.1. Project and Operations Update**

S. Irg provided an overview of the staff report. He noted that there were no Capital Project updates and highlighted the activities that staff undertake monthly, which are outlined in the staff report in more detail.

He noted that in July and August there was a lot more algae activity that resulted in more frequent filter changes.

There was a question regarding filter changes and the filtration exemption. The Chair stated that there was a filtration exemption in place which has been rescinded. The cartridge filters that are currently in place are not filtering to consistently guarantee less than 1 NTU. They are larger than 1 micron in size.

#### **4.2. Lake Profiler Discussion [verbal]**

The Chair referred to correspondence Item 8.2 (7.2 on the published agenda package) and asked Commissioner Lechowicz to provide further clarity on the item.

There was a discussion regarding implications and benefits of various water quality processes:

- Lake depth profiler
- Floating intake

### **5. COMMISSION BUSINESS**

#### **5.1. 2024 Operating and Capital Budget Report**

The Commission requested a line-by-line consideration of the Items proposed in the 2024 budget.

Staff responded to questions from the Commission regarding:

- Pipe drag along the bottom of the reservoir related an adjustable intake.
- Community affordability and the cost of project.
- The Chair thanked Director Wickheim on behalf of the community for the Community Works Funds toward Project 24-01.

There was a discussion regarding applying for grants. Staff noted that there is greater success of receiving a grant if the project is shown in the capital plan. The Commission expressed concern with the implication of the service being responsible should the project go over the grant funding. Staff confirmed that it is a standard clause for most grant applications, that should there be any cost overrun, the service would be responsible.

**5.1.1. Project 24-01 Wooden Intake Platform Replacement**  
(\$45,000 internal grant; \$5,000 CRD labour)

**MOVED** by Commissioner Lechowicz, **SECONDED** by Commissioner Cutler,  
That Project 24-01, Wooden Intake Platform Replacement be approved.

**CARRIED**

**5.1.2. Project 24-02 Conduct a Study for Raw Water Quality Sampling**  
(\$175,000 grant application)

**MOVED** by Commissioner Lechowicz, **SECONDED** by Commissioner Cutler,  
That Project 24-02 Conduct a study for raw water quality sampling be rejected.

**CARRIED**

**5.1.3. Project 24-03 Alternative Approval Process**  
(\$10,000 Wilderness Mountain Water Service Reserve Funds)

There was discussion regarding the cost of an alternative approval process.

**MOVED** by Commissioner Lechowicz, **SECONDED** by Commissioner Cutler,  
That Project 24-03 Alternative Approval Process be moved to 2025.

**CARRIED**

**5.1.4. Project 25-01 New Floating Intake**  
(\$400,000 grant application; no Wilderness Mountain Water Service debt)

The Commission stated the following points:

- Lack of security of the grant funding
- If there is an overrun the Service would be on the hook for that
- Costly project to run a pipe

**MOVED** by Commissioner Lechowicz, **SECONDED** by Commissioner Cutler,  
That Project 25-01 New Floating Intake be rejected.

**CARRIED**

**5.1.5. Project 25-02 Treatment Plant Upgrades**  
(\$1.9 million grant application, \$200,000 Wilderness Mountain Water Service 25-year debt)

The Commission stated that \$1.9 million is unaffordable for the community.

There was a discussion regarding the Associated Engineering report and the Commission noted that the that the class D estimates plus or minus 50% are too risky.

Staff noted that having a placeholder for grant opportunities in the budget provides staff opportunity to pursue and apply for them when they come available. The grant and debt

numbers presented are optimistic placeholders for 2025, based on a 90% grant with 10% debt split. Staff are generally seeing more like a 60/40 or 70/30 split.

There was discussion regarding compliance with Island Health requirements to meet Service Water Treatment Objectives.

**MOVED** by Commissioner Lechowicz, **SECONDED** by Commissioner Cutler,  
That Project 25-02 Treatment Plant Upgrades be rejected.

**CARRIED**

That Project 25-02 Treatment Plant Upgrades, to meet Service Water Treatment Objective requirements, be revised from \$1,800,000 grant application and \$200,000 Wilderness Mountain Water Service 25-year debt to \$200,000 grant application and \$20,000 Wilderness Mountain Water Service 25-year debt.

**CARRIED**

**MOVED** by Commissioner Lechowicz, **SECONDED** by Commissioner Cutler,  
That the Wilderness Mountain Water Services Commission:

1. Approve the 2024 operating and capital budget as amended and that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund).
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Wilderness Mountain Water Service as amended.

**CARRIED**

## **6. CHAIR'S REMARKS**

The Chair read his remarks and provided a hard copy for the record (available upon request).

## **7. WORKING TO SATISFY ISLAND HEALTH SERVICE WATER TREATMENT OBJECTIVES**

There was a discussion regarding a failing septic field and staff advised that this responsibility falls with Island Health. Staff can discuss the concern with Island Health but have no authority.

There was a discussion regarding finding a financial model that will work for the community. The two options are to either build a new plant or connect to the Juan de Fuca Water Distribution System.

The commission advised the Wilderness Mountain Water Service community does not find these two options affordable or desirable. The community is confident that Source Water Treatment Objectives can be achieved through affordable, incremental trials of improvements to the present treatment system.

## **8. CORRESPONDENCE**

### **8.1. Wilderness Mountain Update to Island Health – July 13, 2023**

**8.2. Wilderness Mountain Water Service Commission Reply to Staff – July 16, 2023**

**8.3. Wilderness Mountain Water Service Permit to Operate – Island Health – August 3, 2023**

The correspondence was received for information.

**9. NEW BUSINESS**

There was no new business.

**10. ADJOURNMENT**

**MOVED** by Commissioner Lechowicz, **SECONDED** by Commissioner Cutler,  
That the November 10, 2023 meeting be adjourned at 11:39 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Thursday, February 15, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commissioners:** D. Pepino (Chair); M. Lechowicz (Vice Chair); L. Cutler; A. Wickheim (EA Director)  
**Staff:** S. Irg, Senior Manager, Infrastructure Water Operations; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

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

**1. ELECTION OF CHAIR**

The Senior Manager called for nominations for the position of Chair of the Wilderness Mountain Water Service Commission for the term ending December 31, 2024.

M. Lechowicz nominated D. Pepino. D. Pepino 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 D. Pepino Chair of the Wilderness Mountain Water Service Commission 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 Wilderness Mountain Water Service Commission for the term ending December 31, 2024.

L. Cutler nominated M. Lechowicz. M. Lechowicz 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 M. Lechowicz Vice Chair of the Wilderness Mountain Water Service Commission for the term ending December 31, 2024, by acclamation.

**3. APPROVAL OF AGENDA**

**MOVED** by L. Cutler, **SECONDED** by M. Lechowicz,  
That the agenda be approved.

**CARRIED**

#### 4. ADOPTION OF MINUTES

Item 5.1.5 was amended to read:

“There was a discussion regarding the Associated Engineering report and the Commission noted that the class D estimates plus or minus 50% are ~~reports’ recommendation was too~~ risky.”

The following was added to item 7:

“The commission advised the Wilderness Mountain Water Service community does not find these two options affordable or desirable. The community is confident that Source Water Treatment Objectives can be achieved through affordable, incremental trials of improvements to the present treatment system.”

**MOVED** by D. Pepino, **SECONDED** by A. Wickheim,

That the minutes of the November 10, 2023 Wilderness Mountain Water Service Commission meeting be adopted as amended.

**CARRIED**

#### 5. CHAIR’S REMARKS

The Chair made no remarks.

#### 6. PRESENTATIONS/DELEGATIONS

There were none.

#### 7. SENIOR MANAGER’S REPORT

S. Irg provided the following updates:

**Boil water advisory (BWA):** the BWA that was issued October 28, 2023, was rescinded on January 24, 2024. Discussion ensued regarding the BWA procedures.

**Manganese advisory:** The manganese advisory was rescinded January 29, 2024. Current turbidity is 0.65NTU.

The committee asked if there is a document that outlines the steps to be taken in an emergency. Staff advised there is an internal Emergency Response Procedures (ERP) document that covers different scenarios and is referred to as needed. The committee requested a copy of this document and staff further advised it is not a public facing document and is required by the *Drinking Water Protection Act*.

Discussion ensued regarding:

- Turbidity
- Suspended particles
- ERP
- Dissolved organic matter
- Manganese
- Lake turnover

## 8. COMMISSION BUSINESS

### 8.1. Project and Operations Update

S. Irg spoke to item 8.1.

Staff responded to a question regarding the status of the application for the intake platform. Staff advised this is a two-part process. The pre-screening has passed which means it meets the required criteria. The formal application will be submitted once the Board approves the budget in March 2024. The report was received for information.

## 9. WILDERNESS MOUNTAIN WATER SERVICE COMMISSION MEETING SCHEDULE

Regular meetings of the Wilderness Mountain Water Service Commission shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC in February, June, and November to approve the Operating and Capital Budget. Meetings will commence at 9:30 am unless otherwise determined.

## 10. CORRESPONDENCE

### 10.1. Wilderness Mountain Water System (Capital Regional District), 706 Cains Way, Sooke, BC

Staff responded to a question from the commission regarding how the letter was drafted. Staff advised the letter resulted from the change to the Operating Permit from Island Health, which requested a plan moving forward. The General Manager of Integrated Water Services wanted to provide an update to Island Health, as required. As of today, there has not been a response from Island Health.

## 11. NEW BUSINESS

M. Lechowicz provided a document to the commission titled “to address identifying and funding an affordable offshore extension of the WMWS source water intake”. The document is available upon request.

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

- A. CRD-IWS staff seek bids from qualified contractors to construct a floating intake on the lines described subsequently and at an explicitly specified total final cost below the \$132,000 allowed by CRD-IWS staff in their previously proposed project 21-01; and
- B. The floating intake be designed and installed by a contractor fully qualified to assess and if necessary, remedy any hydraulic constraints imposed by the existing intake pump on the intake pipe extension; and
- C. The new intake be hung at ~3-m depth on a float anchored in the ~9-m deep pool offshore from the present nearshore intake and screened to ensure debris free source water is drawn from well above the sediments; and
- D. The intake depth be readily adjustable  $\pm 2$  m using simple onshore controls to allow for seasonal changes in the reservoir level or the depth profile of water quality; and
- E. Before any construction contract is undertaken all required funding must have been sought and obtained through a grant requiring no more than \$13,200 support from the WMWS Capital Reserve Fund.

**DEFEATED**

**Opposed: Pepino, Cutler, Wickheim**

Staff provided the following comments:

- The use of public funds for the design and build of a new pumpstation.
- A professional engineer is required for the design.
- Could hire someone to provide a design to receive a Class A estimate.
- Higher chance of successfully obtaining a grant by having a design ready.
- The system is unable to meet Island Health's objectives and requirements with only completing the floating intake.
- Recommends considering showing a floating intake design for the ability to apply for grants.
- Island Health having the ability to provide an order for the water system.
- It is CRD's responsibility for centralized treatment, infrastructure, operations and following industry standards.

The commission noted the following and discussion ensued regarding:

- The commission wants to provide high quality water at a low cost.
- Potential financial burden for a small community.
- Raising the intake instead of building a new one.
- Manganese and e. Coli concerns.
- The commission would like to work with CRD and Island Health to result in a compromise.

**MOVED** by D. Pepino, **SECONDED** L. Cutler,

That:

- A. CRD-IWS staff seek bids from qualified contractors to construct a floating intake on the lines described subsequently and at an explicitly specified total final cost below the \$132,000 allowed by CRD-IWS staff in their previously proposed project 21-01; and
- B. The floating intake be designed and installed by a contractor fully qualified to assess and if necessary, remedy any hydraulic constraints imposed by the existing intake pump on the intake pipe extension; and
- C. The new intake be hung at ~3-m depth on a float anchored in the ~9-m deep pool offshore from the present nearshore intake and screened to ensure debris free source water is drawn from well above the sediments; and
- D. The intake depth be readily adjustable  $\pm 2$  m using simple onshore controls to allow for seasonal changes in the reservoir level or the depth profile of water quality; and
- E. Before any construction contract is undertaken all required funding must have been sought and obtained through a grant requiring no more than \$13,200 support from the WMWS Capital Reserve Fund
- F. To be considered as part of the tasking for conversation at the November meeting, in preparation of the 2025 budget.

**CARRIED**

Staff advised this motion will remain dormant until the November Budget meeting.



**12. ADJOURNMENT**

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That the February 15, 2024 Wilderness Mountain Water Service Commission meeting be  
adjourned at 11:04

am.

**CARRIED**

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**CHAIR**

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**SECRETARY**