



# Capital Regional District

## Notice of Meeting and Meeting Agenda Wilderness Mountain Water Service Commission

Friday, November 1, 2024

9:30 AM

Goldstream Conference Room, 479 Island  
Highway, Victoria, BC

Members of the public can watch the live meeting via MS Teams link: [Click here](#)  
Alternatively, you can listen by dialing in via phone: +1-778-402-9211, Participant Code 799992783  
followed by #. Audio and video participation is disabled.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [24-1099](#) Minutes of the June 24, 2024 Wilderness Mountain Water Service Commission

**Recommendation:** That the minutes of the June 24, 2024 meeting be adopted.

**Attachments:** [Draft Minutes - June 24, 2024](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*Delegations will have the option to participate electronically. Please complete the [online](#)  
application for "Addressing the Board" on our website and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Wilderness  
Mountain Water Service Commission at [iwsadministration@crd.bc.ca](mailto:iwsadministration@crd.bc.ca). Requests must  
be received no later than 4:30 p.m. two calendar days prior to the meeting.*

### 6. Senior Manager's Report

#### 6.1. Review of Action Items

- Update on the review of short pump cycles
- Update on the current status of the water license application

### 7. Commission Business

**7.1.**      [24-1043](#)      Wilderness Mountain Water Service 2025 Operating and Capital Budget

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

**Attachments:**      [Wilderness Mountain 2025 Budget Report](#)  
[Appendix A](#)

**7.2.**      [24-1067](#)      Project and Operational Update - November 2024

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

**Attachments:**      [Project & Operational Update](#)

**8. Correspondence****8.1.**      [24-1102](#)      Conditional Water Licenses C072678, C112795, and C112797 on William and Wilfred Brooks - November 24, 2011

**Attachments:**      [Correspondence](#)

**9. New Business****10. Adjournment**

Next Meeting: At the call of the Chair

**MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Monday, June 24, 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); L. Cutler (Vice Chair); A. Wickheim (EA Director); P. Twamley  
**Staff:** S. Irg, Senior Manager, Infrastructure Water Operations; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:30.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided a Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

Election of Vice Chair was added to the agenda as item 3.  
 Item 6.1 was removed from the agenda as it was included in error.

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

**CARRIED**

**3. 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.

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

**4. ADOPTION OF MINUTES**

**MOVED** by L. Cutler, **SECONDED** by A. Wickheim,  
 That the minutes of the February 15, 2024 Wilderness Mountain Water Service Commission meeting be adopted as amended.

**CARRIED**

## **5. CHAIR'S REMARKS**

The Chair welcomed Paula Twamley to the Wilderness Mountain Water Service Commission.

Director Wickheim provided an overview of the commission selection process for members of the commission.

P. Twamley noted the following:

- Importance of water
- Curious to learn more about the water source
- How can we better water source
- Boil water advisories (BWA's) and health advisories

## **6. PRESENTATIONS/DELEGATIONS**

There were none.

## **7. SENIOR MANAGERS REPORT**

S. Irg provided advised that the turbidity of treated water this morning was .6NTU, noting that being under 1NTU is strived for. There was an event in early June where the turbidity reached 1NTU. Staff changed the filters, and the issue corrected itself.

Staff responded to a question from the commission regarding waterfowl. Staff advised waterfowl is not monitored. If there are large numbers of geese that land and introduce feces and nutrients that could potentially be added to the lake. Fecal coliform and e. Coli are from excretes from many different animals and fish.

## **8. COMMISSION BUSINESS**

### **8.1. 2023 Annual Report**

S. Irg spoke to item 8.1.

Staff advised that the recognition of risks associated with manganese has resulted in regulation changes over the years. With this, there was a manganese advisory for Wilderness Mountain. Island Health has urged CRD to report and monitor exceedances to determine how long the exceedances last. Typically, metals are sampled quarterly but they are now being sampled monthly based on Island Health's requirement and instruction. A suite of metals is tested at the same time and there does not appear to be any alarming concentrations in other metals. Iron does coincide with manganese; however, iron does not have a health limit from Health Canada, it is more aesthetic due to colour. Staff noted that manganese can be removed at the treatment plant by adding additional features, such as a media filter, which come at a cost.

Discussion ensued regarding:

- Lake turnover
- Lake recharge and runoff into the lake
- Intake close to bottom of lake bringing in manganese

- Manganese treatment
- More filtration
- Chlorine and manganese oxidizing

## **8.2. Capital Project Status and Operational Update**

S. Irg spoke to item 8.2.

Staff advised quotes have been received for the platform, which were all within budget. Work depends on contractor availability.

Staff responded to the following questions:

- If inspections can be done on the same day to minimize the amount of trips to Wilderness Mountain. Staff advised that operators attend the Wilderness Mountain Water System on Tuesdays and Saturdays, and dam inspections are conducted monthly. Site inspections are conducted on the same trip as scheduled maintenance. Additional trips are not made unless necessary or required. Staff may make additional trips to keep NTUs down if there are concerns regarding turbidity.
- Where turbidity samples are taken. Staff advised one is taken near the UV treated water and one from raw water.
- If the water storage tanks can be used as a delay system for chlorine contact time. Staff advised significant improvements and upgrades would be needed to make this a full treatment plant which would cost millions of dollars.

Discussion ensued regarding:

- Suspended particles
- Dissolved organic compounds

## **8.3. SOURCE WATER PROTECTION PLAN AND ISLAND HEALTH COMPLIANCE**

S. Irg provided the following updates:

- The source water protection plan (SWPP) is a condition of a permit at the time from Island Health, when there was a filtration exemption.
- The service no longer has a filtration exemption.
- There are lots of good options that are available at a cost that staff are happy to discuss.

Staff responded to the following question regarding filtration deferral. The Drinking Water Officer reserves the right to retract a filtration exemption. Staff noted that the existing treatment plant has filters but is not considered a filtration plant.

## **9. CORRESPONDENCE**

### **9.1. Correspondence from B. Chapman**

Questions in the correspondence were responded to and addressed by staff.

Discussion ensued regarding:

- Staff combining all trips to the Wilderness Mountain Water Service.

- The intake will be discussed at the November meeting.
- Receiving the agenda items on a Friday before the meeting.

**10. NEW BUSINESS**

L. Cutler provided a handout including SCADA data and shared concern regarding short pump cycles occurring.

Discussion ensued regarding:

- Filling the tanks at night
- Filter maintenance and changes
- Pumps can be triggered remotely through SCADA system
- A turbidity lockout would automatically turn off the pump if there is a turbidity exceedance.
- The reason for short pump cycles
- Filter breakthrough in flow data
- Increase in flow rate when the pump turns on

Requests from the commission:

- Staff to review if there are short pump cycles happening and to provide an update at the next meeting.
- To have “review of action items” as a standing item on the agenda.
- Staff to provide a copy of the water license and the current status of the water license application.

**11. ADJOURNMENT**

**MOVED** by A. Wickheim, **SECONDED** by L. Cutler,  
That the June 24, 2024 Wilderness Mountain Water Service Commission meeting be adjourned at 10:50 am.

**CARRIED**

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**CHAIR**

\_\_\_\_\_  
**SECRETARY**

**REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION  
MEETING OF FRIDAY, NOVEMBER 1, 2024**

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**SUBJECT**     **Wilderness Mountain Water Service 2025 Operating and Capital Budget**

**ISSUE SUMMARY**

To present the 2025 Operating and Capital Budget for Commission approval, pursuant to Bylaw No 3511, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008".

**BACKGROUND**

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual operating and capital budget and a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in Appendix A for the Wilderness Mountain Water Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets.

In preparing the Operating Budget, CRD staff considered:

- Actual expenditures incurred between 2022 and 2024
- Anticipated changes in level of service (if any)
- Maximum allowable tax requisition
- Annual cost per taxpayer and per Single Family Equivalent (SFE)

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

- Available funds on hand
- Projects already in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, and health and safety factors

Adjustments for surpluses or deficits from 2024 may be made in January 2025. The CRD Board will give final approval to the budget and financial plan in March 2025.

The Financial Plan for years 2026 to 2029 may be changed in future years.

**BUDGET OVERVIEW**

***Operating Budget***

It is projected that 2024 operating expenses will be approximately \$15,110 over budget. The operating overage is due to significant unplanned activities that required emergency response to ensure that system remained functional. In addition to many unanticipated filter changes at the treatment plant resulting from prolonged algal activity, three significant unplanned activities occurred that required emergency response: Hypo Pump Failure, Booster Pump Failure, and log/debris removal from Wilfred Reservoir.

**Wilderness Mountain Water Service Commission – November 1, 2024**  
**Wilderness Mountain Water Service 2025 Operating and Capital Budget**

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Typically, unforeseen events and operating emergencies would be funded from the Operating Reserve; however, 2024 reserve funds were insufficient to cover these costs.

It is projected that the 2024 operating revenue will be slightly over the budget by approximately \$110.

As a result, there is an overall estimated operating deficit of approximately \$15,000. To balance the 2024 operating budget, it is proposed that the actual deficit amount be immediately included as an expenditure to be recovered from revenue in the 2025 financial plan as required by the Local Government Act (LGA) Section 374(11).

Operating costs for 2025 (excluding one-time cyclical program funded by ORF in 2024 for system flushing and valve exercising in the amount of \$4,000 and 2025 reservoir cleaning and inspection in the amount of \$10,000) has been increased by \$6,839 (5.2%) compared to 2024. The increase is primarily to account for inflation and increased labour, supply and maintenance costs.

***Municipal Finance Authority (MFA) Debt***

Loan Authorization Bylaw 3504 (LA3504) to borrow \$281,000, was approved and adopted in 2008 to upgrade/construct water supply and distribution facilities in Wilderness Mountain Service Area. Table 1 below summarizes the detailed information for existing MFA debt issue related to LA3504.

***Table 1 – Existing Debt Summary***

MFA Issues	Term	Borrowing Year	Retirement Year	Refinance Year	Original Interest Rate	Current Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
LA3504-118	15	2012	2027	2022	3.40%	3.39%	\$281,000	\$16,138	\$9,526	\$25,664

***Operating Reserve Fund***

Operating Reserve Fund (ORF) is used to fund cyclical maintenance activities, equipment and supplies purchases that typically do not occur on an annual basis to mitigate the swings in expense and revenue requirement year over year. Typical maintenance activities include hydrant/standpipe maintenance, reservoir cleaning and inspection and ground water well servicing. Additionally, the ORF is also used to respond to unforeseen events and operating emergencies.

The ORF transfers planned in the budget are evaluated and guided by the CRD Operating Reserve Guidelines endorsed by the CRD Board

It is proposed that 2025 transfers to the operating reserve be set at \$11,000. The ORF balance at the end of 2024 is projected to be approximately \$2,063. There is \$38,000 of planned maintenance to be funded by the ORF over the next five years.

***Capital Reserve Fund (CRF)***

The Capital Reserve Fund (CRF) is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget, or debt.



The CRF transfers planned in the budget are evaluated and influenced by the funding required to support the five-year capital expenditure plan and the emergency response to infrastructure failures, also guided by the CRD Capital Reserve Funding Guidelines endorsed by the CRD Board.

It is proposed that the budgeted transfer to the CRF be set at \$4,540 in 2025. The balance of the CRF at the end of 2024 is projected to be approximately \$43,457.

**Capital Expenditure Plan**

The 5-year capital plan includes \$7,435,200 of expenditures to be funded by a combination of the service’s CRF, grant funding, and new debt (debt funded projects are not approved until after the Alternate Approvals Process is complete).

An Alternative Approval Process (AAP) (24-03) is proposed to be funded through the CRF for a total of \$10,000 in 2026 and is required to obtain elector input into borrowing strategies for multiple projects that have been identified with a debt funding source. A complete list of the capital projects can be found in Appendix A, but some of the most significant capital projects being proposed include:

- New Floating Intake (25-01), proposed as a combination of new debt and grant, with the intent that grant applications will be attempted if available.
- Treatment Plant Upgrades (25-02), at the request of the Commission to improve Treatment Plant.
- Island Health Compliance – Assessment (26-01), proposed debt funded project to conduct an updated options analysis to re-evaluate the options available to bring the water service into compliance with Island Health requirements.
- Island Health Compliance – Capital (27-01), a placeholder budget proposed as a combination of debt and grant funding (if successful) to carry out capital improvements recommended from the options analysis.

Table 2 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by MFA at the time of simulation.

**Table 2 – Future New Debt Simulation**

Future Borrowing(s) Estimation	Term	Borrowing Year	Retirement Year	Estimated Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
	25	2026	2051	4.40%	\$40,000	\$1,013	\$1,760	\$2,773
	25	2027	2052	4.40%	\$733,200	\$18,575	\$32,261	\$50,836
<b>Total</b>					<b>\$773,200</b>	<b>\$19,588</b>	<b>\$34,021</b>	<b>\$53,609</b>

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$53,609 equates to approximately \$661.84 cost per parcel.

**Capital Projects Fund**

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Projects Fund from multiple funding sources if applicable, including CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

**User Charge and Parcel Tax**

The service is funded by parcel tax, fixed user charges, and fixed water consumption charge. Properties connected to the water system pay the annual user charge and water consumption charge, and all properties within the local service area are responsible for the parcel tax. The 2025 water rate for consumption charge has increased to \$306.08 per SFE compared to 2024 being \$261.62 per SFE.

Table 3 below summarizes the 2025 over 2024 changes for parcel tax, user charge and fixed water consumption charge.

**Table 3 – Parcel Tax, User Charge and Water Consumption Charge Summary**

Budget Year	Parcel Tax	Taxable Folios	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Water Consumption Charge per SFE	Total Charges
<b>2024</b>	\$67,495	81	\$877.02	\$80,106	74	\$1,082.51	\$261.62	<b>\$2,221.15</b>
<b>2025</b>	\$78,970	81	\$1026.12	\$93,720	74	\$1,266.47	\$306.08	<b>\$2,598.67</b>
<b>Change (\$)</b>	\$11,475	0	\$149.10	\$13,614	0	\$183.96	\$44.46	<b>\$377.52</b>
<b>Change (%)</b>	17.0%	0.0%	17.0%	17.0%	0.0%	17.0%	17.0%	<b>17.0%</b>

\* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

**RECOMMENDATIONS**

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

Submitted by:	Shayne Irg, P.Eng., Senior Manager, Water Infrastructure Operations
Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services / Deputy CFO
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: 2025 Wilderness Mountain Water Service Budget

# **CAPITAL REGIONAL DISTRICT**

## **2025 Budget**

### **Wilderness Mountain Water**

#### **Commission Review**

NOVEMBER 2024

**Service:** 2.691 Wilderness Mountain Water Service

**Committee:** Electoral Area

**DEFINITION:**

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3511, adopted on July 9, 2008.

**PARTICIPATION:**

Wilderness Mountain Local Service Area

**MAXIMUM LEVY:**

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

Maximum Authorized:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service adopted on May 14, 2008)
Borrowed:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service)

**COMMISSION:**

Wilderness Mountain Water Service Commission established by Bylaw No. 3511 (July 9, 2008).

**FUNDING:**

**Consumption Charge:**

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system

**User Charge:**

Collected as a fixed user fee charged quarterly to each Single Family Equivalent connected to the system

**Parcel Tax:**

Charged to each taxable parcel in the service area whether connected or not.

**RESERVE FUND # 1075:**

Approved by Bylaw No. 3535 adopted on November 12, 2008.

2.691 - Wilderness Mountain Water	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Contract for Services	4,960	12,000	990	-	10,000	10,990	5,010	11,030	5,050	11,070
Allocations	10,547	9,939	10,841	-	-	10,841	11,135	11,365	11,602	11,842
Electricity	7,090	5,000	7,300	-	-	7,300	7,450	7,600	7,750	7,910
Supplies	25,930	35,948	26,865	-	-	26,865	27,400	27,900	28,450	29,020
Labour Charges	74,780	77,060	79,110	-	-	79,110	80,690	82,310	83,960	85,640
Insurance	1,450	1,450	2,160	-	-	2,160	2,376	2,613	2,875	3,162
Water Testing	9,500	7,150	9,770	-	-	9,770	9,967	10,165	10,366	10,569
Other Operating Expenses	2,090	2,910	2,150	-	-	2,150	2,190	2,230	2,270	2,310
<b>TOTAL OPERATING COSTS</b>	<b>136,347</b>	<b>151,457</b>	<b>139,186</b>	<b>-</b>	<b>10,000</b>	<b>149,186</b>	<b>146,218</b>	<b>155,213</b>	<b>152,323</b>	<b>161,523</b>
*Percentage Increase over prior year			2.08%		7.3%	9.4%	-2.0%	6.2%	-1.9%	6.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	4,540	-	-	4,540	21,000	15,000	7,000	5,500
Transfer to Operating Reserve Fund	6,000	6,000	11,000	-	-	11,000	15,450	12,000	6,570	9,175
MFA Debt Reserve Fund	60	60	110	-	-	110	510	7,442	110	110
MFA Debt Principal	16,138	16,138	16,138	-	-	16,138	16,138	17,151	19,588	19,588
MFA Debt Interest	9,526	9,526	9,526	-	-	9,526	9,966	14,588	34,021	34,021
<b>TOTAL DEBT / RESERVES</b>	<b>31,724</b>	<b>31,724</b>	<b>41,314</b>	<b>-</b>	<b>-</b>	<b>41,314</b>	<b>63,064</b>	<b>66,181</b>	<b>67,289</b>	<b>68,394</b>
<b>TOTAL COSTS</b>	<b>168,071</b>	<b>183,181</b>	<b>180,500</b>	<b>-</b>	<b>10,000</b>	<b>190,500</b>	<b>209,282</b>	<b>221,394</b>	<b>219,612</b>	<b>229,917</b>
*Percentage Increase over prior year			7.40%		5.9%	13.3%	9.9%	5.8%	-0.8%	4.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2024 to 2025	-	(15,000)	15,000	-	-	15,000	-	-	-	-
Balance c/fwd from 2023 to 2024	3,000	3,000	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(4,000)	(4,000)	-	-	(10,000)	(10,000)	(4,000)	(10,000)	(4,000)	(10,000)
User Charges	(80,106)	(80,106)	(93,720)	-	-	(93,720)	(98,422)	(101,334)	(103,352)	(105,417)
Sale - Water	(19,360)	(19,360)	(22,650)	-	-	(22,650)	(23,780)	(24,490)	(24,980)	(25,480)
Other Revenue	(110)	(220)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
<b>TOTAL REVENUE</b>	<b>(100,576)</b>	<b>(115,686)</b>	<b>(101,530)</b>	<b>-</b>	<b>(10,000)</b>	<b>(111,530)</b>	<b>(126,362)</b>	<b>(135,984)</b>	<b>(132,492)</b>	<b>(141,057)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(67,495)</b>	<b>(67,495)</b>	<b>(78,970)</b>	<b>-</b>	<b>-</b>	<b>(78,970)</b>	<b>(82,920)</b>	<b>(85,410)</b>	<b>(87,120)</b>	<b>(88,860)</b>
*Percentage increase over prior year										
User Charge			17.0%			17.0%	5.0%	3.0%	2.0%	2.0%
Water Sale			17.0%			17.0%	5.0%	3.0%	2.0%	2.0%
Requisition			17.0%			17.0%	5.0%	3.0%	2.0%	2.0%
<b>Combined</b>			<b>17.0%</b>			<b>17.0%</b>	<b>5.0%</b>	<b>3.0%</b>	<b>2.0%</b>	<b>2.0%</b>

**Wilderness Mountain Reserves  
Summary Schedule  
2025 - 2029 Financial Plan**

**Reserve/Fund Summary**

	<b>Estimated</b>	<b>Budget</b>				
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Operating Reserve Fund	2,063	3,063	14,513	16,513	19,083	18,258
Capital Reserve Fund	43,457	27,997	38,997	53,997	60,997	66,497
<b>Total</b>	<b>45,520</b>	<b>31,060</b>	<b>53,510</b>	<b>70,510</b>	<b>80,080</b>	<b>84,755</b>

**Reserve Schedule**

**Reserve Fund: 2.691 Wilderness Mountain - Operating Reserve Fund - Bylaw 4242**

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105540	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>		53	2,063	3,063	14,513	16,513	19,083
<b>Transfer from Ops Budget</b>		6,000	11,000	15,450	12,000	6,570	9,175
<b>Transfer to Ops for Core Budget</b>		-					
<b>Transfer to Ops Budget</b>		(4,000)	(10,000)	(4,000)	(10,000)	(4,000)	(10,000)
Planned Maintenance Activity			Reservoir Cleaning and Inspection	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection
<b>Interest Income*</b>		10					
<b>Ending Balance \$</b>		<b>2,063</b>	<b>3,063</b>	<b>14,513</b>	<b>16,513</b>	<b>19,083</b>	<b>18,258</b>

**Assumptions/Background:**

\* Interest in planning years nets against inflation which is not included.

<b>Reserve Schedule</b>
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<b>Reserve Fund: 2.691 Wilderness Mountain Water - Capital Reserve Fund - Bylaw 3535</b>
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The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or related debt servicing payments.
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<b>Reserve Cash Flow</b>
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Fund:	1075	Estimated	Budget				
Fund Centre:	101994	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>		46,513	43,457	27,997	38,997	53,997	60,997
<b>Transfer from Ops Budget</b>		-	4,540	21,000	15,000	7,000	5,500
<b>Transfer from Cap Fund</b>		-					
<b>Transfer to Cap Fund</b>		(5,000)	(20,000)	(10,000)	-	-	-
<b>Interest Income*</b>		1,944					
<b>Ending Balance \$</b>		<b>43,457</b>	<b>27,997</b>	<b>38,997</b>	<b>53,997</b>	<b>60,997</b>	<b>66,497</b>

<b><u>Assumptions/Background:</u></b>
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* Interest in planning years nets against inflation which is not included.
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**CAPITAL REGIONAL DISTRICT  
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

<b>Service No.</b>	<b>2.691</b>	<b>Carry Forward from 2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>TOTAL</b>
<b>Wilderness Mountain Water Service</b>								

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$50,000	\$733,200	\$6,632,000	\$0	\$0	\$7,415,200
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$20,000</b>	<b>\$50,000</b>	<b>\$733,200</b>	<b>\$6,632,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,435,200</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$40,000	\$733,200	\$0	\$0	\$0	\$773,200
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$6,632,000	\$0	\$0	\$6,632,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$20,000	\$10,000	\$0	\$0	\$0	\$0	\$30,000
	<b>\$0</b>	<b>\$20,000</b>	<b>\$50,000</b>	<b>\$733,200</b>	<b>\$6,632,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,435,200</b>

### Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p><b>L</b> - Land  <b>S</b> - Engineering Structure  <b>B</b> - Buildings  <b>V</b> - Vehicles  <b>E</b> - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p><b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p><b>Debt</b> - Debenture Debt (new debt only)  <b>ERF</b> - Equipment Replacement Fund  <b>Grant</b> - Grants (Federal, Provincial)  <b>Cap</b> - Capital Funds on Hand  <b>Other</b> - Donations / Third Party Funding  <b>Res</b> - Reserve Fund  <b>WU</b> - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 2.691

Service Name: Wilderness Mountain Water Service

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
24-03	New	Alternative Approval Process	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds, if grant does not provide full funding.	\$ 10,000	S	Res	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
25-01	New	New Floating Intake	Installation of new floating intake.	\$ 145,200	S	Debt	\$ -	\$ -	\$ -	\$ 13,200	\$ -	\$ -	\$ 13,200
25-01	New	New Floating Intake	Installation of new floating intake.	\$ -	S	Grant	\$ -	\$ -	\$ -	\$ -	\$ 132,000	\$ -	\$ 132,000
25-02	New	Treatment Plant Upgrades	Upgrades to achieve improve treatment plant	\$ 220,000	S	Grant	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
25-02	New	Treatment Plant Upgrades	Upgrades to achieve improve treatment plant		S	Debt	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
25-03	Renewal	SCADA Communication Upgrade	Upgrade SCADA communication between Wilderness Mountain and Goldstream Water Treatment Plant.	\$ 20,000	E	Res	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
26-01	Study	Island Health Compliance - Assessment	Options analysis to re-evaluate the options available to bring the water service into compliance with Island Health Requirements	\$ 40,000	S	Debt	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
27-01	New	Island Health Compliance - Capital Improvements	Tentative budget to carry out capital improvements to bring the water service into compliance with Island Health Requirements based on the recommendation of the Options Analysis.	\$ 700,000	S	Debt	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ 700,000
27-01	New	Island Health Compliance - Capital Improvements	Tentative budget to carry out capital improvements to bring the water service into compliance with Island Health Requirements based on the recommendation of the Options Analysis. (Assume 90% Grant)	\$ 6,300,000	S	Grant	\$ -	\$ -	\$ -	\$ -	\$ 6,300,000	\$ -	\$ 6,300,000
													\$ -
													\$ -
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													\$ -
			<b>Grand Total</b>	<b>\$ 7,435,200</b>				<b>\$ 20,000</b>	<b>\$ 50,000</b>	<b>\$ 733,200</b>	<b>\$ 6,632,000</b>	<b>\$ -</b>	<b>\$ 7,435,200</b>

**Service:** 2.691 Wilderness Mountain Water Service

<b>Project Number</b>	24-03	<b>Capital Project Title</b>	Alternative Approval Process	<b>Capital Project Description</b>	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds, if grant does not provide full funding.
<b>Project Rationale</b>	Public engagement for authorization to develop a loan authorization bylaw.				

<b>Project Number</b>	25-01	<b>Capital Project Title</b>	New Floating Intake	<b>Capital Project Description</b>	Installation of new floating intake.
<b>Project Rationale</b>					

<b>Project Number</b>	25-02	<b>Capital Project Title</b>	Treatment Plant Upgrades	<b>Capital Project Description</b>	Upgrades to achieve improve treatment plant
<b>Project Rationale</b>					

<b>Project Number</b>	25-03	<b>Capital Project Title</b>	SCADA Communication Upgrade	<b>Capital Project Description</b>	Upgrade SCADA communication between Wilderness Mountain and Goldstream Water Treatment Plant.
<b>Project Rationale</b>					

<b>Project Number</b>	26-01	<b>Capital Project Title</b>	Island Health Compliance - Assessment	<b>Capital Project Description</b>	Options analysis to re-evaluate the options available to bring the water service into compliance with Island Health Requirements
<b>Project Rationale</b>	Project to engage engineering consultants and reassess the options available to bring the water service into compliance with Island Health requirements.				

**Service:** 2.691 Wilderness Mountain Water Service

<b>Project Number</b>	27-01	<b>Capital Project Title</b>	Island Health Compliance - Capital Improvements	<b>Capital Project Description</b>	Tentative budget to carry out capital improvements to bring the water service into compliance with Island Health Requirements based on the recommendation of the Options Analysis
<b>Project Rationale</b>	Capital improvements to bring the water service into compliance with Island Health Requirements.				

**2.691 - Wilderness Mountain Water**

**Capital Projects**

Updated @ Oct 06, 2024

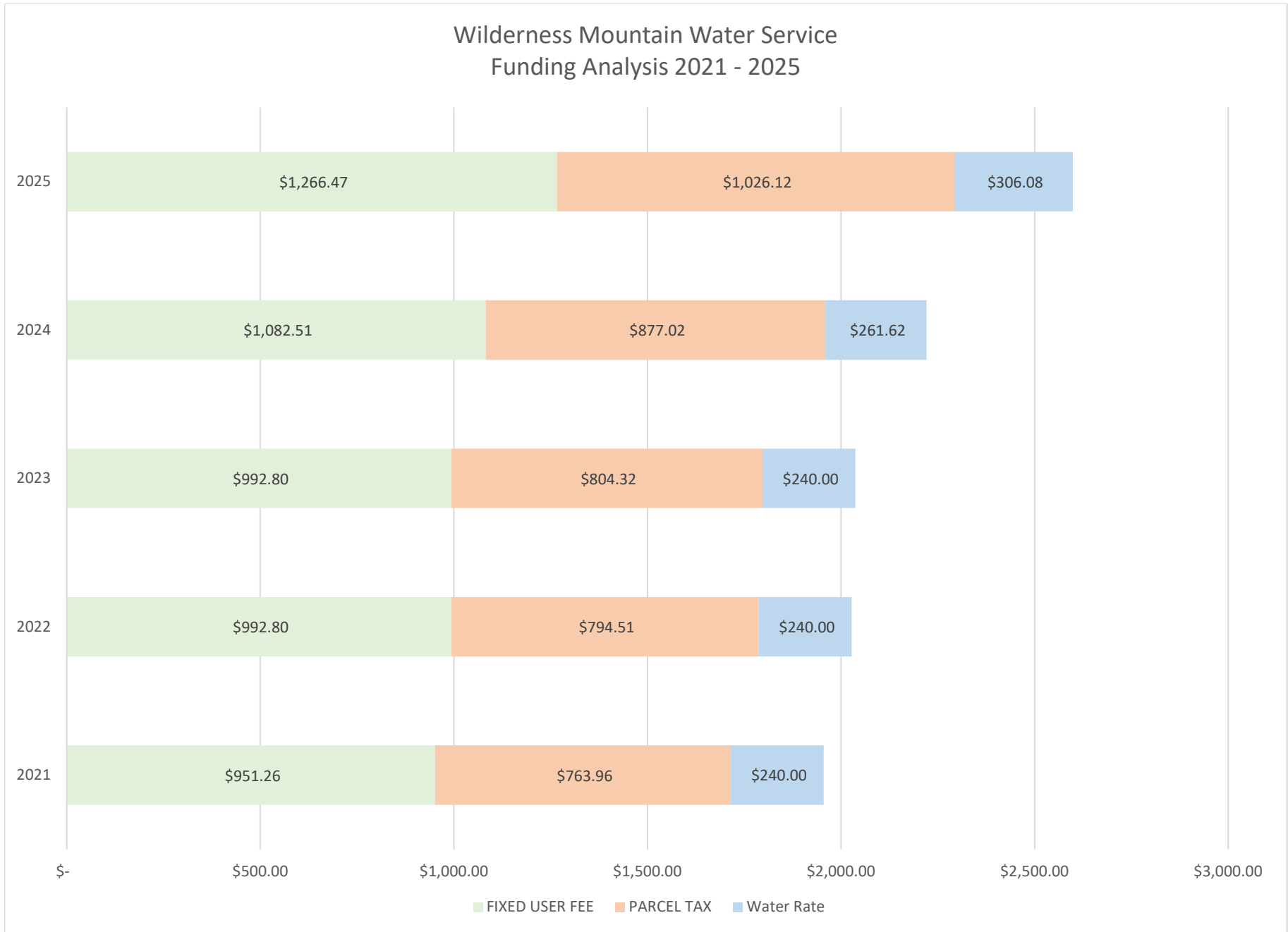
Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2024	CE.731.4603	24-01	Open	Wooden Intake Platform Replacement	50,000	5,430	44,570	50,000
				<b>Totals</b>	<b>50,000</b>	<b>5,430</b>	<b>44,570</b>	<b>50,000</b>

<b>Service:</b>	<b>2.691</b>	<b>Wilderness Mountain Water</b>	<b>Committee: Electoral Area</b>
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<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge</u>	<u>Water Rate</u>	<u>Tax &amp; Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	82	\$704.39	69	\$558.81	\$216.00	<b>\$1,479.20</b>	3847	47,205.84
2013	82	\$782.41	69	\$570.59	\$216.00	<b>\$1,569.00</b>	3892	43,642.64
2014	82	\$811.73	70	\$566.50	\$216.00	<b>\$1,594.23</b>	3924	46,751.04
2015	82	\$853.94	70	\$613.43	\$216.00	<b>\$1,683.37</b>	3987	42,680.24
2016	82	\$584.39	70	\$613.43	\$216.00	<b>\$1,413.82</b>	4074	43,178.41
2017	82	\$715.44	71	\$748.59	\$240.00	<b>\$1,704.03</b>	4170	49,803.30
2018	82	\$774.36	71	\$849.72	\$240.00	<b>\$1,864.08</b>	4233	55,346.64
2019	82	\$796.95	73	\$892.11	\$240.00	<b>\$1,929.06</b>	4274	61,377.64
2020	82	\$819.66	73	\$899.42	\$240.00	<b>\$1,959.08</b>	4337	64,880.94
2021	82	\$763.96	73	\$951.26	\$240.00	<b>\$1,955.22</b>	4389	69,421.04
2022	82	\$794.51	74	\$992.80	\$240.00	<b>\$2,027.31</b>	4471	90,310.94
2023	81	\$804.32	74	\$992.80	\$240.00	<b>\$2,037.12</b>	4524	100,741.14
2024	81	\$877.02	74	\$1,082.51	\$261.62	<b>\$2,221.15</b>	4587	96,119.04
2025	81	\$1,026.12	74	\$1,266.47	\$306.08	<b>\$2,598.67</b>		

**Change from 2024 to 2025**

<b>\$149.10</b>	<b>\$183.96</b>	<b>\$44.46</b>	<b>\$377.52</b>
<b>17.00%</b>	<b>17.00%</b>	<b>17.00%</b>	<b>17.00%</b>







**REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION  
MEETING OF FRIDAY, NOVEMBER 1, 2024**

**SUBJECT**    **Project and Operational Update - November 2024**

**ISSUE SUMMARY**

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

**BACKGROUND**

The Wilderness Mountain Water System is located near the top of Mount Matheson in East Sooke on Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 74 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation, maintenance, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Wilderness Mountain Water System is overseen by the CRD Water Quality Section.

**CAPITAL PROJECT UPDATE**

**24-01 | Wooden Intake Platform Replacement**

Project Description: Replacement of the existing water intake platform.

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

Project Update and Milestones:

- After dismantling of decking on intake platform was completed to permit detailed structural assessment, it was determined that the supporting structure was in a significantly deteriorated state and would not be able to be relied upon for the replacement structure. CRD is working with the Contractor and Engineer to determine alternative solutions that can be done at a lower cost than structural pile replacement.

<b>Milestone</b>	<b>Completion Date</b>
Revised scope and budget contemplated for review	Q4 2024
Initial Demo and Investigation Completed	Q3 2024
Construction Contract Awarded	July 2024
Invitation to Quote	Q2 2024
Site Visits with Contractors	Q2 2024
Budget Approval	March 2024

**OPERATIONAL UPDATE**

The following provides a summary of Operational activities completed since February 2024. Of note are three significant unplanned activities that required immediate response: Hypo Pump Failure, Booster Pump Failure, and Log/Debris removal from Wilfred Reservoir. Typically, unforeseen events and operating emergencies would be funded from the Operating Reserve. In addition to these events the system required unanticipated filter changes resulting in additional site visits and filter purchases.

- May 15: Replace total Cl2 analyzer membrane & calibrate turbidity meter.
- Jun 11: Site Safety Inspections.
- June 12: Troubleshoot UV solenoids, not functioning properly.
- June 15: Monthly Dam inspections.
- June 21: Low chlorine residual, repair analyzer.
- June 24: Change filters due to high differential pressure.
- July 8: Change filters due to high differential pressure.
- July 8: Hypo pump, troubleshoot poor output.
- July 9: Hypo pump, replaced diaphragm, inlet and outlet hoses.
- July 10: Hypo pump troubleshooting. Motherboard not functioning, pump will only run in manual mode, auto not functioning.
- July 13: Hypo pump in manual to fill the reservoir.
- July 16: Monthly Dam & Safety inspections.
- July 17: Troubleshoot hypo pump, run in manual to fill reservoir. All UV solenoids replaced.
- July 18: Install new Hypo dosing pump and calibrate.
- July 30: Booster pump cycling on/off. Pre-mature failure of booster pump, full replacement required.
- August 8: Change filters due to high differential pressure.
- August 12: Change filters due to high differential pressure.
- August 12: Monthly Dam & Safety inspections
- August 14: Change filters due to high differential pressure.
- August 14: Log/debris removal from Wilfred Reservoir due to dam safety concerns.
- August 18: Change filters due to high differential pressure.
- August 22: Change filters due to high differential pressure.
- September 4: Change filters due to high differential pressure.
- September 6: Change filters due to high differential pressure.

**RECOMMENDATION**

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

Submitted by:	Shayne Irg, P.Eng., Senior Manager, Water Infrastructure Operations
Concurrence:	Jared Kelly, P.Eng., Acting Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services



CORRESPONDENCE 27

- FILE

COPY TO 150-17-12  
COPY TO WILDERNESS.CAPITAL REGIONAL DISTRICT  
WATER DEPARTMENT

NOV 28 2011

RECEIVED

MTN. LOCAL  
SERVICES  
FILE

Date: NOV 24 2011

Water File: 0364776, 1000106

Capital Regional District  
Water Services  
479 Island Highway  
Victoria BC V9B 1H7

Dear Sir or Madam:

Re: Conditional Water Licences C072678, C112795, and C112797 on William and  
Wilfred Brooks

The investigation of the transfer of the above referenced water licences, from the Wilderness Mountain Water Utility, to the Capital Regional District has been completed. As a consequence, the water licences needed to have changes made to the licensee name and the description of the area being served. The remaining conditions in the licences remain unchanged, aside from the metrification of the units used to define the quantities authorised.

Enclosed are copies of your new Conditional Water Licences C125531, C125686, and C125687, which replace the above noted licences. Please read the documents carefully and make note of all their conditions.

If additional fees are required, you will be advised in due course.

Please note the following:

1. Water licences do not authorize entry on privately owned land for the construction of works, or flooding. Permission of the affected landowner must be obtained or an easement expropriated. For your protection, permission should be in writing and registered with the appropriate Land Title Office;
2. Permission for installing works on lands or roadways which are under the jurisdiction of any government agency, must be obtained from the agency concerned.

.../2

Ministry of  
Forests, Lands and  
Natural Resource Operations

West Coast Region  
Authorizations

Mailing Address:  
2080A Labieux Road  
Nanaimo BC V9T 6J9

Telephone: 250 751-3100  
Facsimile: 250 751-7079  
Website: www.env.gov.bc.ca/wsd

Capital Regional District

- 2 -

NOV 24 2011

3. The Regional Water Manager should be notified if:
- there is any change in your mailing address;
  - you sell the land to which the licence is appurtenant;
  - you propose to subdivide the land to which the licence is appurtenant; or
  - you propose to alter the works authorized under the licence.

FrontCounterBC will be able to assist you with notification and any applications required for the changes.

4. In order for you to keep your water licence in good standing, the following must be observed:
- continued beneficial use of water, as authorized under your licence;
  - payment of annual rentals;
  - compliance with the terms of your licence; and
  - compliance with the terms of the *Water Act*.

Section 92 of the *Water Act* gives the recipient of this notice the right to appeal my decision. Information on filing an appeal can be found on the Environmental Appeal Board Web site at <http://www.eab.gov.bc.ca/>.

A right of appeal from my decision lies to the Environmental Appeal Board. Notice of any appeal must (1) be in writing; (2) include grounds for the appeal; (3) be directed by registered mail to the Chair, Environmental Appeal Board, PO Box 9425 Stn Prov Govt., V8W 9V1 or personally delivered to the office of the board at 4th Floor, 747 Fort Street in Victoria, BC V8W 3E9; (4) be delivered within 30 days of receiving this letter, and (5) be accompanied by a fee of \$25, payable to the Minister of Finance.

If you identify any errors in these licences or if you have any questions please contact this office, or refer to our website at <http://www.env.gov.bc.ca/wsd/>.

Yours truly,



Paul Marquis  
Assistant Regional Water Manager

Enclosure

cc: Water Revenue Unit, Ministry of Environment  
PO Box 9340, Stn Prov Govt, Victoria, BC, V8W 9M1



# Province of British Columbia

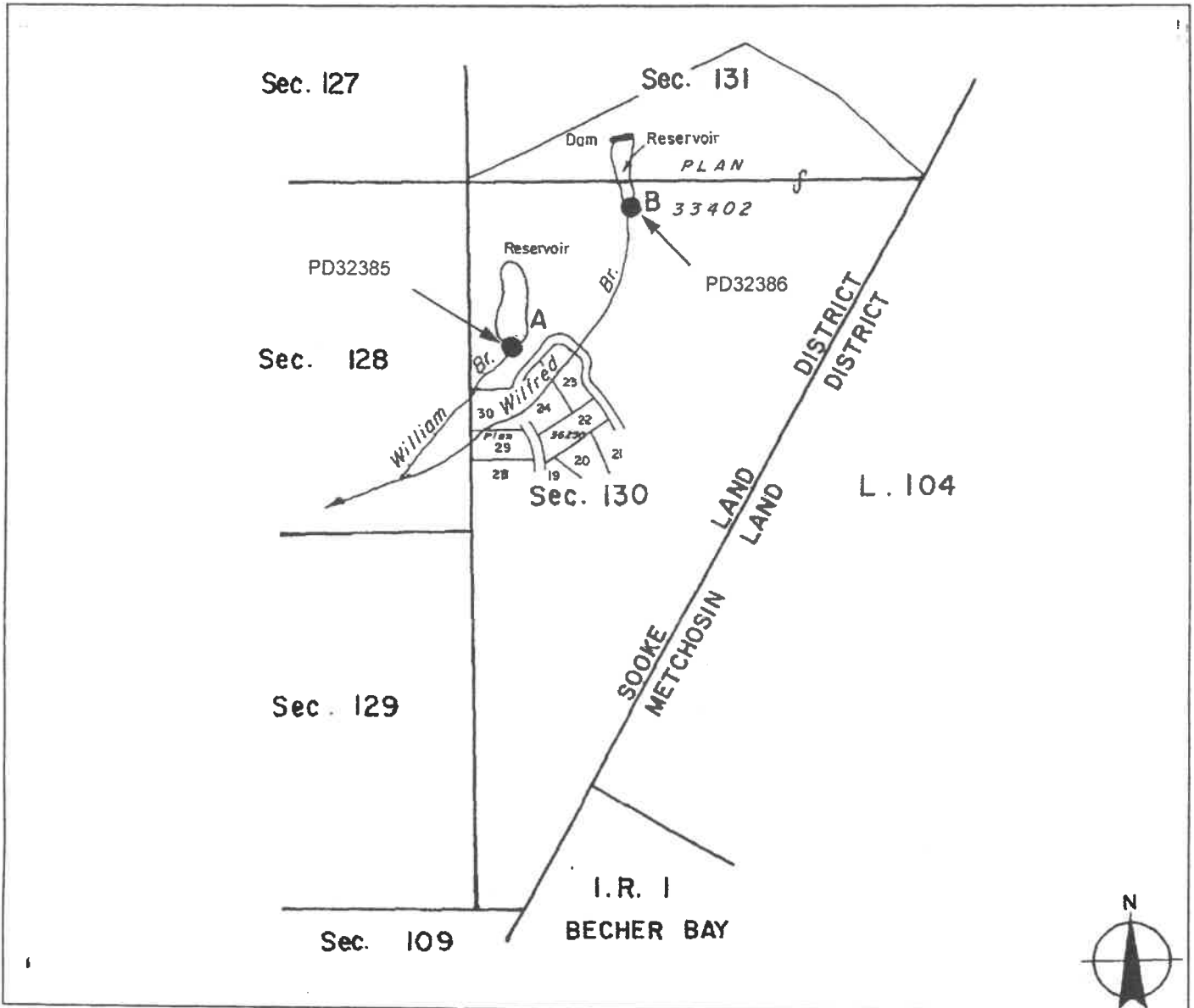
## *Water Act*

### CONDITIONAL WATER LICENCE

The Capital Regional District is hereby authorized to store water as follows:

- a) The streams on which the rights are granted are William and Wilfred Brooks, and storage is in reservoirs located on the brooks.
- b) The storage sites are located as shown on the attached plan.
- c) The date from which this licence shall have precedence is 19th October, 1978.
- d) The purpose for which this licence is issued is storage, with the stored water to be used as set out in Conditional Water Licences C125686 and C125687.
- e) The maximum quantity of water which may be stored is 56,740.16425 cubic metres.
- f) The period of the year during which the water may be used is the whole year.
- g) The land upon which the water is to be used and to which this licence is appurtenant is all the lands within the boundaries of Capital Regional District's Wilderness Mountain Water Service Area.
- h) The authorized works are dams which shall be located approximately as shown on the attached plan.
- i) The construction of the said works has been completed and the water is being used. The licensee shall continue to make regular beneficial use of the water in a manner authorized herein.
- j) This Licence is issued in substitution of Conditional Water Licence C72678.

Paul Marquis  
Assistant Regional Water Manager



WATER DISTRICT: Victoria  
 PRECINCT: Victoria  
 LAND DISTRICT: Sooke

Signature: *[Signature]*  
 Date: NOV 24 2011

LEGEND:  
 Scale: NTS  
 Point of Diversion: ●  
 Map Number: 92.B.032.4.2  
 Pipe: — • — • — •

C.L. C125531  
 File 0364776

Additional notes: Superseded C072678