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**Minutes of a Meeting of the Wilderness Mountain Water Service Commission  
Held October 28, 2016 in the Main Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT:**     **Committee Members:** R. Hancock (C), C. Taylor, S. Williamson  
                  **Staff:** I. Jesney, Senior Manager, Infrastructure Engineering, M. McCrank, Senior  
                  Manager, Infrastructure Operations, S. Mason, Manager, Water Engineering and  
                  Planning, T. Scaber, Manager, Water System Operations, C. Moch, Manager,  
                  Water Quality Operations, V. Deane, Manager, Water Treatment Operations,  
                  S. Irg, Project Engineer, Kyu-Chang Jo, Financial Analyst, L. Siemens (recorder)  
**ABSENT:**     Director M. Hicks

The meeting was called to order at 10 a.m.

**1.     Approval of Agenda**

The following item was added to the agenda under New Business:

- Annual General Meeting – discussion on proposed process.

**MOVED** by C. Taylor, **SECONDED** by S. Williamson,  
That the agenda be approved as amended.

**CARRIED**

**2.     Adoption of Minutes of March 29, 2016**

**MOVED** by R. Hancock, **SECONDED** by S. Williamson,  
That the minutes of March 29, 2016 be adopted as previously distributed.

**CARRIED**

**3.     Wilderness Mountain Water Service Water Quality and System Improvements**

M. McCrank provided a verbal summary of the call-outs for the Wilderness Mountain waster service over the summer months to address water quality issues.

I. Jesney presented a written report.

**MOVED** by R. Hancock, **SECONDED** by C. Taylor,  
That the Wilderness Mountain Water Service Commission direct staff to:

1. Complete Items 1 and 3 for an estimated cost of \$5,000 to be funded from the Capital Reserve Fund (CRF); and
2. Include Items 4 and 5 in a future update to the Wilderness Mountain Strategic Asset Management Plan.

**CARRIED**

**4. 2017 Operating and Capital Budget**

I. Jesney presented a written report and the 2017 Operating and Capital Budget documents.

**MOVED** by C. Taylor, **SECONDED** by S. Williamson,  
That the fixed consumption revenue be increased by \$1,920 (flat rate of \$20 per month), that the parcel tax be reduced by \$12,130 and the user charge be increased by \$12,130 (50% split).

**CARRIED**

**MOVED** by C. Taylor, **SECONDED** by S. Williamson,  
That the Wilderness Mountain Water Service Commission recommend that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Wilderness Mountain water system as amended;
2. Approve the 2017 Parcel Tax rate of \$715.44; User Charge of \$748.59, and fixed consumption charge of \$240 for the Wilderness Mountain water system; and
3. Balance the 2016 estimated actual expense and revenue on the 2016 amount carried forward to 2017 and the 2017 contingency.

**CARRIED**

**MOVED** by C. Taylor, **SECONDED** by S. Williamson,  
That CRD staff proceed immediately with the Tank Safety Improvements for \$20,000 and that it be funded from the capital reserve fund.

**CARRIED**

**5. New Business**

Annual General Meeting

I. Jesney discussed the content of the AGM with the commission.

Emergency Mass Notification

M. McCrank introduced the mass notification procedure that CRD Emergency Services are bringing forward to the electoral areas. It was discussed that this procedure would be another communication tool that can be called upon for the service in the event of an emergency such as a Boil Water Advisory.

**6. Adjournment**

**MOVED** by R. Hancock, **SECONDED** by C. Taylor,  
That the meeting be adjourned at 11:20 a.m.

**CARRIED**