



Making a difference...together

WILDERNESS MOUNTAIN WATER SERVICE COMMISSION
Notice of Meeting on **Friday, January 17, 2020 at 1:00 p.m.**
Goldstream Conference Room, 479 Island Highway, Victoria BC

Director Mike Hicks Chris Gilbert Doug Pepino Dale Tallyn

AGENDA

1. Call to Order

By Ted Robbins, General Manager, Integrated Water Services

2. Introduction of Members

3. Election of Chair and Vice-Chair

Election conducted by the General Manager with assistance from the Committee Coordinator, in accordance with Bylaw No. 3511, Section 10(a): The commission shall, at its first meeting in each year, by secret ballot, elect a Chair and Vice Chair from among its members.

Note: "Member" is defined as a member of the Commission, whether a municipal director or an electoral area director, and includes their alternates if acting in place of a Member. Only Members can nominate another Member for Chair and Vice-Chair.

4. Approval of Agenda

Recommendation: *That the Wilderness Mountain Water Service Commission approve the agenda as circulated.*

5. Adoption of Minutes

Recommendation: *That the Wilderness Mountain Water Service Commission adopt:*

- 1. the Minutes of November 25, 2019; and*
- 2. the Minutes of the AGM held November 27, 2019.*

6. Chair's Remarks

7. General Manager's Report

7.1. Meeting Frequency and Preparation

7.2. Boil Water Advisory Update

8. New Business

9. Adjournment

Note: Next Meeting: To Be Confirmed

To ensure quorum, advise Sharon Orr 250-474-9622 if you are unable to attend.

MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Monday, November 25, 2019 in the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Commission Members: R. Hancock (C), D. Tallyn, C. Gilbert, Director M. Hicks

Staff: T. Robbins, General Manager, Integrated Water Services; I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; L. Xu, Manager, Financial Services; S. Orr (recorder)

Members of the Public: 5

Chair Hancock called the meeting to order at 12:57 p.m.

1. ELECTION OF CHAIR

Nominations were called for the Chair of the Wilderness Mountain Water Service Commission for a one-year term.

- M. Hicks nominated R. Hancock.
- R. Hancock agreed to stand.
- Nominations were called two additional times, and hearing none, R. Hancock was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

The following item was added:

- Item #4 - Water System Upgrade

MOVED by M. Hicks, **SECONDED** by R. Hancock,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 28, 2018

The Chair noted the following corrections in the minutes:

- D. Hancock *be changed to* R. Hancock.
- Magic Lake Estates Water and Sewer Committee *be changed to* Wilderness Mountain Water Service Commission.
- The Electoral Area Director be automatically elected as Chair *be changed to* The Electoral Area Director be automatically elected as Vice-Chair

MOVED by R. Hancock, and **SECONDED** by M. Hicks,
That the minutes of November 28, 2018 be adopted as amended.

CARRIED

4. WATER SYSTEM UPGRADE

Director Hicks provided background on Island Health's requirements on the water service and the status of the grant application made in January 2019. He noted that staff have

included Treatment Improvements in the 2020 budget, which should address Island Health's concerns.

Staff provided history of the water service and answered questions from the commission and public.

5. 2020 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the 2020 Operating and Capital Budget report and provided an overview of the key factors influencing the budget.

Staff answered questions about the grant application process.

A discussion took place about appealing the requirement from Island Health.

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,

That the Chair of the Wilderness Mountain Water Service Commission write a letter to Island Health objecting to the upgrade and that a copy of the letter be sent to the Premier of British Columbia.

CARRIED

Discussions took place regarding capital projects, grant funding and single family users.

Staff answered questions from the Commission

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,

That the Wilderness Mountain Water Service Commission:

1. Approve the 2020 operating and capital budget as presented, and recommend that any deficit be brought forward as an expense in the 2020 budget, and a surplus be transferred to the Capital Reserve Fund;
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as presented.

CARRIED

6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

The meeting adjourned at 2:09 p.m.

CARRIED

Chair

Secretary



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MINUTES OF AN ANNUAL GENERAL MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Wednesday, November 27, 2019 at the East Sooke Community Hall, 1397 Coppermine Road, East Sooke, B.C.

PRESENT: Commission Members: R. Hancock (C), D. Tallyn, C. Gilbert, Director M. Hicks

Staff: T. Robbins, General Manager, Integrated Water Services; M. McCrank, Senior Manager, Infrastructure Operations; S. Orr (recorder)

Public: 62

Chair Hancock called the meeting to order at 6:00 p.m.

1. APPROVAL OF AGENDA

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF THE ANNUAL GENERAL MEETING OF NOVEMBER 28, 2018

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,
That the minutes of the Annual General Meeting held November 28, 2018 be adopted.

CARRIED

3. CHAIRS REPORT

The Chair welcomed all in attendance and provided a summary of the notification from Island Health and that a grant application was made in January 2019 in which they are still awaiting a response. He stated that staff have developed an alternate option to filter the water from the reservoir which was presented at the budget meeting held November 25, 2019. He stated that the commission plans to contact Island Health regarding the upgrade.

Staff and commission members replied to questions from the public in attendance.

4. 2018 ANNUAL REPORT

M. McCrank introduced the report as presented and invited questions.

Commissioners and Staff answered questions from the public.

MOVED by R. Hancock, and **SECONDED** by M. Hicks,
That the 2018 Annual Report be received for information.

CARRIED

5. APPOINTMENT OF COMMISSION MEMBERS

Vice-Chair Hicks thanked Robert Hancock for his service to the Commission and stated that the term for Robert Hancock will expire on December 31, 2019. He called for

nominations for one, two-year term position that will expire on December 31, 2021. The following nominations were received and agreed to stand:

- Robert Hancock
- Doug Pepino

Nominations were called two more times, and hearing none the persons present at the meeting were polled by secret ballot.

Each nominee spoke in support of their nominations.

Ballots were handed out for a vote on the one outgoing two-year term position. Ballots were collected in a secret ballot box and counted. Doug Pepino was nominated.

MOVED by D. Tallyn, **SECONDED** by C. Gilbert,
That Doug Pepino's name be forwarded to the CRD Board for appointment.

CARRIED

MOVED by D. Tallyn, **SECONDED** by C. Gilbert,
That the ballots be destroyed.

CARRIED

6. NEW BUSINESS

Discussion took place about the scheduling of the meetings and releasing of draft minutes.

The Commission and staff responded to questions from members of the public.

7. ADJOURNMENT

MOVED by M. Hicks, and **SECONDED** by R. Hancock,
That the meeting be adjourned at 7:34 p.m.

CARRIED

Chair

Secretary