

## BOWEN ISLAND MUNICIPALITY

### Hood Point Water System Local Advisory Committee

Adopted on May 22, 2009

Minutes of the regular meeting of **Hood Point Water System Local Advisory Committee** held April 3, 2009 at 3:15 p.m. in the Council Chambers at Municipal Hall, 981 Artisan Lane, Bowen Island, BC

#### COMMITTEE IN ATTENDANCE

Steve Hoffar- Chair  
Mike Corney  
Tom Rafael  
Bob Sangster  
Mike Shields

#### STAFF IN ATTENDANCE

Joanne Cunday, Director of Finance  
Bob Robinson, Acting Manager Public Works Operations

#### COUNCIL IN ATTENDANCE

Councillor Alison Morse

#### OTHERS IN ATTENDANCE

Gayle Ferguson – Minute Taker

#### CALL TO ORDER

The Chair called the meeting to order at 3:15 p.m.

#### ADOPTION OF AGENDA

##### **It was Moved and Seconded**

That the agenda for the April 3, 2009 Hood Point Water System Local Advisory Committee meeting be adopted as amended.

CARRIED

#### ADOPTION OF MINUTES

Minutes of the Meeting of Hood Point Water System Local Advisory Committees held on April 11, 2008

##### **It was Moved and Seconded**

That the minutes for the April 11, 2008 Hood Point Water System Local Advisory Committee meeting be adopted.

CARRIED

#### ELECTION

Election of Chair and Vice Chair

##### **It was Moved and Seconded**

That Steve Hoffar be elected by acclamation to serve as Chair of the Hood Point Water System Local Advisory Committee.

CARRIED

##### **It was Moved and Seconded**

That Tom Rafael be elected by acclamation to serve as Vice Chair of the Hood Point Water System Local Advisory Committee.

CARRIED

The Chair acknowledged Mallory Smith's contribution as former Vice Chair and member of the Committee.

## REPORTS

Verbal Operations report from Bob Robinson, Acting Public Manager  
Public Works Operations

Bob Robinson, Acting Public Works Manager – Operations provided the following information:

- Cleared the road to concrete reservoir and will have a crew into clean the reservoir;
- \$4,727 line item in purification and treatment was for the sand filter ;
- SCADA project planned for 2009 to record data related to pressure, flow, temperature.

Key queries/comments from the Committee included:

- Cleaning Reservoir - Task One operations BRS contract states every second April is there a standard and was it not part of their contract? *Bob: After contracts were renewed this item removed. \$5,000 is the cost for a confined system. Reservoir has to be cleaned out regularly is the standard but no mention of how often Once we have cleaned it will have a better idea of how often;*
- Lines freezing -overflow at top of the tank? *Bob: because of the cold wanted to keep it running so line would not freeze. Consequences are cost extra by contractor;*
- Contract - how do we deal with the contract? *Councillor Morse: the whole process is being reviewed and by end of the month should know;*
- Improvement cost for access road - *Bob: suggest \$1,000;*
- \$36,000 for berm upgrade - leakage is part of the berm;
- Agreement to build a separate unit for the chlorinator. Approximate cost \$2,000

## NEW BUSINESS

Joanne Cunday, Director of Finance  
re: Proposed 2009 5yr Financial  
Plan

Joanne Cunday, Director of Finance provided the following information regarding the proposed 2009 5yr Financial Plan”

### 2008 Budget

- Special Levy and levy for debt and capital paid off the balance of the debt

### 2009 Budget

- No change in Parcel Tax
- 2009 Special levy to remain to be contributed to Reserves for future works (Savings)
- Capital works \$9,000
- Administration – no change

- Operations – slight increase attributable to increase in contract;
- 2009 cost for renewed contract -Hood Point portion is \$34,000 for Task One. Tom requested a copy of the contract ;
- Capital Works :
  - 1 Reservoir access road becomes routine maintenance item for \$1,000 under Service and Supply;
  - 2 Also \$2,000 in miscellaneous change to \$3,000
  - 3 Reservoir Access Road - deleting the \$4,000 from capital., 2010 OK;
  - 4 \$36,000 Berm Upgrade - moves into future years.
  - 5 Delete Generator Line;
  - 6 Projects remaining - \$5,000 for SCADA system. At the request of the Committee, Bob will explore possibilities of some type of signaling that works for freezing pipes. Build Chlorine shed at \$2500;
- Contribution to Reserves - \$42,000 2009 and approximately \$22,000 each year after Replacement and renewal of capital assets at rate of 1.5% of municipal taxes is not included for water systems. Hood Point is looking to have almost \$100,000 by 2013. Amount to be adjusted if needed when more accurate information related to infrastructure replacement costs is available.
- No increase in rates at \$700;
- New connections last year - Joanne will review and confirm if any new connections and revise surplus if required;
- Special Levy ends-in 2010 and is reflected in decrease contribution and reserves from \$42,000 to \$23,000;

Key comments from Committee members included:

- Two houses on one lot -will revisit the issue as are paying for one connection for two houses;
- Suggestion to increase user rates by 2%. The Committee agreed to wait discuss the issue of increase in rates pending the analysis of the infrastructure replacement costs

**It was Moved and Seconded**

That Hood Point Water System Local Advisory Committee request Council to approve the Hood Point 2009 5yr Financial Plan as amended.

CARRIED

Action to determine status of individual water licenses

the Municipality as follows:

- ◇ Assets are the distribution system, supply line and water rights on Honeymoon Lake;
- ◇ As a community we are concerned regarding the \$1.4 million assets transferred to the Municipality;
- ◇ We would be looking for a resolution that these assets be recognized as Hood Point assets and tied into the specified Hood Point area for the purposes and benefit of Hood Point;
- ◇ History -there are over 100 water licenses for Honeymoon lake capacity, which initially were in Hood Pointers names. In 1993 licenses were handed over in trust by individuals to the Hood Point Improvement District. Then efforts made to consolidate the 120 licenses by the Municipality to pay only one fee The Improvement District was dissolved and the licenses moved into the Municipality's name;
- ◇ These licenses belong to us as Hood Pointers and we want to ensure that the waters in Honeymoon Lake adhere to those who reside in the specified district;
- ◇ Bylaws need to acknowledge that the assets belong to us, although handled and managed by the Municipality; we own the line, have easements and own the water licenses.

Proposed Bylaws:  
Draft Hood Point Establishment  
Draft Advisory Committee  
Draft Operation and Administration

Councilor Morse reported on the process of the development of the bylaws for the water systems.

The Committee reviewed the following proposed bylaws:

- i. Draft Hood Point Establishment Bylaw
- ii. Draft Advisory Committee Bylaw
- iii. Draft Operation and Administration Bylaw Hood Point Establishment Bylaw;

and noted that the Householders Society were seeking independent advice on how the water licenses and supply line could be properly secured to what is now the Hood Point specified area.

Regarding the reporting section of the Operations and Administration Bylaw, it was suggested that an annual general meeting be held at Municipal Hall during the summer period.

Operator's contract and freezing of the lines

The Committee expressed their concern regarding what tasks were being covered by the contract and what tasks were being completed by the Water Operator.

It was noted that freezing of the line is of paramount importance. Staff was requested to advise the contractor that during cold weather to ensure lines do not freeze.

Subdivision Proposal

Steve reported that he was phoned by CAO Kirk advising that he is meeting with the owners regarding their subdivision proposal and will not do anything that will affect the water system without first advising and contacting the Committee for input.

**ADJOURNMENT**

The meeting adjourned at 5:45 p.m.