



Alberni-Clayoquot Regional District

BEAVER CREEK WATER ADVISORY COMMITTEE MEETING

MONDAY, FEBRUARY 23, 2015, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>THAT the Agenda of the Beaver Creek Advisory Committee meeting held on February 23, 2015 be approved.</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Beaver Creek Water Advisory Committee Meeting held October 28, 2014	3-5
<i>THAT the minutes of the Beaver Creek Advisory Committee meeting held on October 28, 2014 be adopted.</i>	
4. <u>CORRESPONDENCE FOR INFORMATION</u>	
a. ISLAND HEALTH	6-8
Operating Permit for Beaver Creek Water System	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	9-12
2015-2019 Draft Five Year Financial Plan	
<i>THAT the Beaver Creek Water Advisory Committee approves the Beaver Creek Water System 2015-2019 Draft Financial Plan.</i>	
6. <u>REPORTS</u>	
a. Personnel Update – R. Dyson (verbal)	
b. Development Applications Status – R. Dyson (verbal)	
<i>THAT the Beaver Creek Advisory Committee receives reports a-b.</i>	
7. <u>LATE BUSINESS</u>	

(requires 2/3 majority vote)

8. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON TUESDAY OCTOBER 28, 2014

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

PRESENT: Wayne Hasler
Gord Blakey
Ginny Stephens
Pam Craig

STAFF PRESENT: Andy Daniel, Manager of Environmental Services
Brenda Sauve, Administrative Assistant
Bruce Forsyth, Maintenance Technician Leadhand

1. CALL TO ORDER

The Chairperson called the meeting to order at 2:32pm.

Recognition of Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Wayne Hasler

SECONDED: Gord Blakey

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

3. ADOPTION OF MINUTES

a. Beaver Creek Water Advisory Committee Meeting held Friday, February 28, 2014.

MOVED: Wayne Hasler

SECONDED: Gord Blakey

THAT the minutes of the Beaver Creek Advisory Committee meeting held on Friday, February 28, 2014 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. **CORRESPONDENCE FOR ACTION/INFORMATION**

6. **REQUEST FOR DECISIONS & BYLAWS**

- a. Memorandum regarding property damage information.

MOVED: Pam Craig
SECONDED: Wayne Hasler

THAT the BCWS Advisory Committee receives the Property Damage Information and requests that the information gets put in the January 2015 BCWS Newsletter.

CARRIED

- b. Memorandum regarding proposed new leak policy.

MOVED: Pam Craig
SECONDED: Ginny Stephens

THAT the BCWS Advisory Committee recommends that the ACRD Board of Directors approves the new BCWS leak policy as presented with an amendment to increase a second adjustment within three (3) years to five (5) years.

CARRIED

- c. Memorandum regarding Grandview Road water upgrade and 6253 Drinkwater Subdivision Proposal.

MOVED: Pam Craig
SECONDED: Gord Blakey

THAT the BCWS Advisory Committee recommends that the ACRD Board of Directors approves 480 meters of water line upgrades on Grandview Road, with the works to be completed by the developer to the Beaver Creek Water Service specifications with a contribution from the ACRD Beaver Creek Water Service Area not exceeding \$179,880.00 (not including GST) in principle.

CARRIED

7. **REPORTS**

- a. Beaver Creek Water System Operating Income Statement – Period ending October 20, 2014.
b. Beaver Creek Water System 2014 Accomplishment Report – October 23, 2014.

MOVED: Pam Craig
SECONDED: John McNabb

THAT the Beaver Creek Advisory Committee receives the Beaver Creek Water System Report(s) a-b.

CARRIED

8. NEW BUSINESS

9. ADJOURN

MOVED: John McNabb
SECONDED: Pam Craig

THAT this meeting be adjourned at 4:25pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Andy Daniel,
Manager of Environmental Services

Excellent health and care for everyone,
everywhere, everytime.



February 6, 2015

Russell Dyson
Chief Administrative Officer
Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Mr. Dyson:

Re: Operating Permit for Beaver Creek Water System

Please find enclosed an operating permit issued under section 8 of the *Drinking Water Protection Act* (the "Act"). This permit is effective June 20, 2014.

Please note this operating permit is issued on terms and conditions, and that, according to section 8(1)(b) of the Act, the water supply system must be operated in accordance with these terms and conditions. The terms and conditions are attached to the operating permit as Appendix A.

Please also note that water suppliers have various responsibilities under the Act and the Drinking Water Protection Regulation (The "Regulation"), beyond those set out as terms and conditions of the operating permit. It is your responsibility to familiarize yourself with the Act and Regulation. See section 2.2 of Part A of the *Drinking Water Officers' Guide* for a summary of responsibilities and references to some of the relevant provisions of the Act and Regulation. This is intended for basic information purposes only and it is important that you read the Act and Regulation in their entirety.

If you have any questions about this operating permit, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Bill Wrathall".

Bill Wrathall CD.,CPHI(C)
Environmental Health Officer

PERMIT to OPERATE

A Drinking Water System with 301 to 10,000 Connections

Water System Name: **BEAVER CREEK WATER SYSTEM**
Water System Owner: **Alberni Clayoquot Regional District**
Facility Number: **KCYR-8W4PYM**
Facility Address: **3008 Fifth Avenue, Port Alberni, BC V9Y 2E3**

Alberni-Clayoquot Regional District is hereby permitted to operate the above potable water supply system and is required to operate this system in accordance with the Drinking Water Protection Act and in accordance with the terms and conditions set out in this operating permit (Appendix A) and conditions established as part of any construction permit.

The water supply system for which this operating permit applies is generally described as:

Service Delivery Area: **Beaver Creek**
Source Water: **City of Port Alberni**
Water Treatment methods are: **None**
Water Disinfection methods are: **Chlorine**

Date: June 20, 2014

Issued By: 
Environmental Health Officer

**THIS PERMIT MUST BE DISPLAYED
IN A CONSPICUOUS PLACE AND IS NOT TRANSFERABLE**

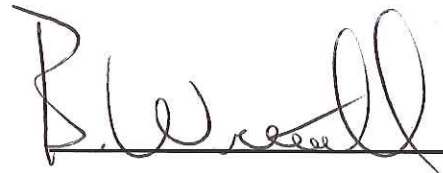
PLACE DECAL HERE

Appendix A

**Operating Permit Terms and Conditions
For
Beaver Creek Water System**

1. In accordance with the AGREEMENT between the City of Port Alberni and the Alberni Clayoquot Regional District (ACRD) dated June 20, 2014, the City of Port Alberni is responsible for providing potable water to the BCWS. From the "connection point" and throughout the BCWS the ACRD is responsible for ensuring the water remains potable. ACRD must notify Vancouver Island Health Authority (VIHA) to any alterations to this AGREEMENT.
2. Disengage the Stamp River water source from the Beaver Creek Water System. In the event of a severe disruption between the City of Port Alberni water system and the Beaver Creek water system, the Stamp River water source may be utilized under emergency conditions with the issuance of Boil Water Notice and in consultation with the Drinking Water Officer.
3. Adhere to monitoring requirements to ensure the efficacy of disinfection throughout the distribution system according to industry standards or as directed by the Drinking Water Officer. Maintain records of all monitoring conducted.
4. Conduct general chemical testing through a Provincial Health Officer approved laboratory at a frequency of no less than once every 3 years. Sampling parameters shall comply with the Guidelines for Canadian Drinking Water Quality. Parameters to be sampled shall include the list specified in the VIHA Guidelines For Approval of a Waterworks System or as directed by the Drinking Water Officer. The sample location should be representative of the Beaver Creek Water System. Maintain records of all monitoring conducted.
5. Measure for disinfection byproducts Trihalomethanes (THM's) and/or Haloacetic Acids (HAAs) quarterly taken at a point in the distribution system where potential disinfection byproduct formation is at its highest. The average of these results must comply with the Guidelines for Canadian Drinking Water Quality. Exceeded parameters are to be reported to the Drinking Water Officer.
6. Document all customer complaints and deviations from standard operating procedures.
7. Adhere to maintenance and operating procedures according to BCWWA standards or equivalent for:
 - Cross-connections.
 - Distribution lines.
 - Reservoirs.
 - Disinfection equipment.
 - System planning, and
 - Sampling ports.

Date: June 20, 2014



Environmental Health Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2015-2019 FINANCIAL PLAN
BEAVER CREEK WATER SYSTEM
PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'**

Draft for discussion
purposes only

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
REVENUE									
1	\$ 187,833	\$ 188,695	Surplus (deficit) from prior years	\$ 78,591	\$ -	\$ -	\$ -	\$ -	1
2	242,998	242,998	Parcel tax	242,998	242,998	242,998	242,998	242,998	2
3	9,000	1,000	Capital levy deposit	1,000	1,000	1,000	1,000	1,000	3
4	24,946	7,600	Connection fees	7,600	7,600	7,600	7,600	7,600	4
5	2,510	5,000	Interest & penalties	2,500	2,500	2,500	2,500	2,500	5
6	10,067	2,000	Miscellaneous revenue	2,000	2,000	2,000	2,000	2,000	6
7	3,000	1,500	Subdivision application fees	1,500	1,500	1,500	1,500	1,500	7
8	213,726	213,726	Transfer of Gas Tax	-	-	-	-	-	8
9	590,150	550,000	Water tolls	650,000	675,000	675,000	675,000	675,000	9
10	\$ 1,284,230	\$ 1,212,519	TOTAL REVENUE	\$ 986,189	\$ 932,598	\$ 932,598	\$ 932,598	\$ 932,598	10
EXPENDITURES									
11	\$ 66,000	\$ 66,000	Administration charge	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	11
12	269,853	252,998	Capital fund contribution from operating	183,189	206,808	200,148	193,318	186,791	12
13	213,726	213,726	Capital fund contribution from grants	-	-	-	-	-	13
14	1,512	1,000	Advertising	1,000	1,000	1,000	1,000	1,000	14
15	3,628	4,000	Bank charges	4,000	4,000	4,000	4,000	4,000	15
16	105,038	80,000	Bulk water purchase	160,000	160,000	160,000	160,000	160,000	16
17	31,833	25,000	Computer & controls	25,000	15,000	15,000	15,000	15,000	17
18	2,928	5,000	Education	5,000	5,000	5,000	5,000	5,000	18
19	16,697	40,000	Engineering & consulting	25,000	25,000	25,000	25,000	25,000	19
20	7,210	11,000	Insurance	8,000	11,000	11,000	11,000	11,000	20
21	216,663	231,000	Labour & benefits	236,000	240,800	245,700	250,700	255,800	21
22	4,065	60,000	Legal fees	30,000	10,000	10,000	10,000	10,000	22
23	1,436	2,500	Licenses & permits	2,500	2,500	2,500	2,500	2,500	23



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015-2019 FINANCIAL PLAN
 BEAVER CREEK WATER SYSTEM (continued)
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

Draft for discussion
 purposes only

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			EXPENDITURES (continued)						
24			<i>Materials & repairs/maintenance</i>						24
25	\$ 15,765	\$ 20,000	Pumphouse maintenance	\$ 20,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	25
26	119,324	115,295	Repairs & maintenance	120,000	80,500	80,500	80,500	80,500	26
27	59,561	-	Meter exchange program	-	-	-	-	-	27
28	11,071	10,000	Small tools & supplies	20,000	5,000	5,000	5,000	5,000	28
29	2,780	5,000	Maintenance building repairs	5,000	5,000	5,000	5,000	5,000	29
30	1,247	10,000	Fire hydrant maintenance	10,000	10,000	10,000	10,000	10,000	30
31	209,748	160,295	Total materials & repairs/maintenance	175,000	108,500	108,500	108,500	108,500	31
32	647	1,000	Office	1,000	10,000	10,000	10,000	10,000	32
33	4,449	7,000	Telephone and pager	5,000	5,000	5,000	5,000	5,000	33
34	38,034	40,000	Utilities	41,500	43,990	45,750	47,580	49,007	34
35	12,172	12,000	Vehicle operation	18,000	18,000	18,000	18,000	18,000	35
36	\$ 1,205,639	\$ 1,212,519	TOTAL EXPENDITURES	\$ 986,189	\$ 932,598	\$ 932,598	\$ 932,598	\$ 932,598	36
37	\$ 78,591	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ 0	\$ 0	\$ 0	37
38	483,579	466,724	Add: Transfer to reserves	183,189	206,808	200,148	193,318	186,791	38
39		104,000	Deduct: Estimated amortization not included	104,000	104,000	104,000	104,000	104,000	39
40	187,833	188,695	Surplus from previous year	78,591	-	-	-	-	40
41	\$ 374,337	\$ 174,029	ANNUAL SURPLUS/(DEFICIT)	\$ 598	\$ 102,808	\$ 96,148	\$ 89,318	\$ 82,791	41

(for Financial Reporting purposes)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015-2019 FINANCIAL PLAN
 BEAVER CREEK WATER SYSTEM (continued)
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

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Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
CAPITAL DEVELOPMENT FUND									
42	\$ 462,361	\$ 462,781	Balance, beginning of year	\$ 364,720	\$ 169,218	\$ 147,626	\$ 289,974	\$ 426,892	42
43	254,353	242,998	Contribution from operating fund	232,998	196,808	190,148	183,318	176,791	43
44	213,726	213,726	Contribution from grants	-	-	-	-	-	44
45	5,237	3,900	Interest earnings	1,500	1,600	2,200	3,600	4,900	45
46			<i>Less - capital expenditures</i>						46
47		-	Kitsuksis reservoir project	-	-	-	-	-	47
48	481,741	500,000	Strick Rd pump station & watermain	-	-	-	-	-	48
49	-	80,000	Meter exchange program	60,000	55,000	-	-	-	49
50	-	40,000	Old Kitsuksis reservoir repair	20,000	-	-	-	-	50
51	86,756	60,000	Shop storage	30,000	-	-	-	-	51
52		-	Water model update	-	15,000	-	-	-	52
53	2,460	75,000	Water system upgrades	320,000	150,000	50,000	50,000	50,000	53
54	570,957	755,000	Total capital expenditures	430,000	220,000	50,000	50,000	50,000	54
55	\$ 364,720	\$ 168,405	BALANCE, END OF YEAR	\$ 169,218	\$ 147,626	\$ 289,974	\$ 426,892	\$ 558,583	55
RENEWAL RESERVE FUND									
56	\$ 2,781	\$ 2,779	Balance, beginning of year	\$ 2,816	\$ 2,846	\$ 2,876	\$ 2,906	\$ 2,936	56
57		-	Contribution from operating fund	-	-	-	-	-	57
58	35	30	Interest earnings	30	30	30	30	30	58
59		-	<i>Less - capital expenditures</i>						59
60	\$ 2,816	\$ 2,809	BALANCE, END OF YEAR	\$ 2,846	\$ 2,876	\$ 2,906	\$ 2,936	\$ 2,966	60
EMPLOYEES SICK LEAVE FUND									
61	\$ 1,320	\$ 1,345	Balance, beginning of year	\$ 1,337	\$ 1,347	\$ 1,357	\$ 1,367	\$ 1,377	61
62		-	Contribution from operating fund	-	-	-	-	-	62
63	17	20	Interest earnings	10	10	10	10	10	63
64		-	<i>Less - sick leave payout</i>						64
65	\$ 1,337	\$ 1,365	BALANCE, END OF YEAR	\$ 1,347	\$ 1,357	\$ 1,367	\$ 1,377	\$ 1,387	65



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Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			MOTOR VEHICLE REPLACEMENT FUND						
66	\$ 20,849	\$ 20,827	Balance, beginning of year	\$ 142	\$ 10,192	\$ 20,342	\$ 30,592	\$ 40,952	66
67	10,000	10,000	Contribution from operating fund	10,000	10,000	10,000	10,000	10,000	67
68	67	140	Interest earnings	50	150	250	360	460	68
69	30,774	30,000	Less - capital expenditures	-	-	-	-	-	69
70	\$ 142	\$ 967	BALANCE, END OF YEAR	\$ 10,192	\$ 20,342	\$ 30,592	\$ 40,952	\$ 51,412	70