



Alberni-Clayoquot Regional District

BAMFIELD WATER COMMITTEE MEETING MONDAY, MARCH 11, 2019, 5:30 PM

Bamfield Fire Hall, 368 Pachena Road, Bamfield, BC

AGENDA

		PAGE #
1.	<u>CALL TO ORDER</u>	
	Recognition of Territories.	
2.	<u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3.	<u>CORRESPONDENCE</u>	
4.	<u>REQUEST FOR DECISIONS & BYLAWS</u>	
a.	REQUEST FOR DECISION Review - Bamfield Water Committee Terms of Reference	3-14
	<i>THAT the Bamfield Water Committee review and confirm their Terms of Reference for 2019.</i>	
b.	REQUEST FOR DECISION Bamfield Water System 2019-2024 Financial Plan	15-19
	<i>THAT the Bamfield Water Advisory Committee recommend the Bamfield Water budget presented be included in the first reading of the 2019-2024 Alberni-Clayoquot Regional District Financial Plan.</i>	
c.	REQUEST FOR DECISION Request for Leak Forgiveness	20-23
	<i>THAT the Bamfield Water Advisory Committee recommend to the Board to approve a reduction of \$6,115.20 in overage charges for the Huu-ay-aht First Nation (HFN) Market, reducing the amount owed to \$1,500.00 and that the leak policy be updated to include a maximum overage charge of \$1,500.</i>	
5.	<u>REPORTS</u>	
a.	Information Report - Request for Proposal for Waterworks Contractor	24
b.	Information Report - Clarity on Seasonal Water Shut-offs and Permanent Disconnections	25-26

THAT the Bamfield Water Advisory Committee receive reports a-b for information.

6. **LATE BUSINESS**
(requires 2/3 majority vote)

7. **ADJOURN**



REQUEST FOR DECISION

To: Bamfield Water Committee
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: March 11, 2019

Subject: Review – Bamfield Water Committee Terms of Reference

Recommendation:

THAT the Bamfield Water Committee review and confirm their Terms of Reference for 2019.

Desired Outcome:

To review the Terms of Reference for the Bamfield Water Committee for 2019.

Background:

The Alberni-Clayoquot Regional District Board of Directors have instructed staff to update and review the terms of reference for all Committees annually. The Bamfield Water Committee was established by Bylaw No. A1070 and Bylaw No. A1070-1, (attached).

The *Local Government Act* authorizes Regional District's to establish various committees to assist the Board in decision-making processes. Attached is the Terms of Reference for the Bamfield Water Committee which is a Standing Committee of the ACRD Board. The Regional District is using this new standard format for all Committee Terms of Reference.

Staff request the Bamfield Water Committee to review the attached terms of reference and re-confirm for 2019. If the Committee has any recommended changes to the Terms of Reference, a resolution will be required instructing staff to draft an amendment to Bylaw A1070, Bamfield Water Committee for consideration of adoption by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Submitted by: Wendy Thomson
Wendy Thomson, Manager of Administrative Services

Approved by: Douglas Holmes
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Bamfield Water Committee

1. Introduction

1.1 The Bamfield Water Committee has been established, by Bylaw No. A1070, cited as “Bamfield Water Committee Bylaw A1070, 2011” and Bylaw No. A1070-1, cited as “Bamfield Water Committee Amendment Bylaw, A1070-1, 2015” to consider issues and to make recommendations to the ACRD Board pertaining to the Bamfield Water System Service Area.

1.2 The Bamfield Water Committee is a Standing Committee of the Board of Directors.

2. Objective

2.1 The Bamfield Water Committee advises the Board on matters relating to the Bamfield Water System, including but not limited to system planning, annual budgets and capital works.

3. Scope of Work

3.1 To achieve this objective, the Bamfield Water Committee will undertake the following activities:

- Budgeting for the Bamfield Water System
- Future capital planning and budget implications
- Matters relating to the service such as regulations and policy
- Assist Regional District Staff and Contractors in overseeing provisions of the Service

4. Membership

The Committee is appointed by the Regional District Board and is comprised of six (6) members as follows:

4.1 The Director, or in the event of his/her absence the Alternate Director, shall be the Chairperson of the Committee;

- 4.2 The Fire Chief of the Bamfield Volunteer Fire Department shall sit as an ex-officio non-voting member and will serve of the Committee for the same term as his/her term as Fire Chief of the Bamfield Volunteer Fire Department.
- 4.3 The Chairperson of the Bamfield Advisory Planning Commission;
- 4.4 One (1) member nominated by the Bamfield Marine Science Centre;
- 4.5 Two (2) members at large from Electoral Area “A” (Bamfield) to be nominated at a Bamfield Community Affairs meeting as follows:
- One (1) member at large serving for a two (2) year term
 - One (1) member at large serving for a three (3) year term
- 4.6 One (1) member from the Bamfield business community, nominated by the Bamfield Chamber of Commerce;
- 4.7 A quorum at any meeting of the Bamfield Water Committee is four (4) Committee members, one of whom must be the Director or Alternate Director of the Regional District Board.

5. Appointment and Term

- 5.1 Appointments to this Committee shall be for the term they are representatives of the organizations listed in Sections 4.1, 4.2, 4.3, 4.4.
- 5.2 The Regional Board shall appoint the members-at-large, Section 4.5 and members nominated by the Bamfield business community, Section 4.6 from time-to-time, upon the recommendation of the Director for Electoral Area “A” (Bamfield).
- 5.3 Committee appointments are re-confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw;
- 6.2 All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote;
- 6.3 Committee meetings shall be held no less than three times per calendar year and will be at the call of the Chairperson;

- 6.4 Two weeks' notice will be given to the Committee and the public for all Bamfield Water Committee meetings;
- 6.5 Minutes shall be kept for all meetings of the Committee and a copy of such minutes forwarded to the offices of the Regional District of Alberni-Clayoquot as soon as possible after each meeting.

7. Reporting to the Board

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

8. Resources

- 8.1 On behalf of the Committee, ACRD staff will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.
- 8.2 ACRD staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Committee Members and the ACRD Board.

Approved by the ACRD Board:	
Revised by the Board:	



Regional District of Alberni-Clayoquot

Bylaw No. A1070

**A Bylaw to Establish a Standing Committee know as the
Bamfield Water Committee**

WHEREAS the Regional District of Alberni-Clayoquot has been granted the authority to operate the Bamfield Water System Service.

AND WHEREAS the Board of Directors wishes to appoint a standing committee known as the Bamfield Water Committee to deal with matters relating to the Service;

AND WHEREAS the Local Government Act permits the Board of Directors to delegate administrative powers to a standing committee and to set terms, conditions and restrictions on its activities;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot enacts Bylaw No. A1070, Bamfield Water Committee as follows:

1. Definitions

In this By-law;

- a. **“Committee”** means the Bamfield Water System Committee as established by this by-law;
- b. **“Service”** means the Bamfield Water System Service;
- c. **“Regional Board”** means the Board of Directors of the Regional District of Alberni-Clayoquot;
- d. **“Director”** or **“Alternate Director”** means the elected Director or Alternate representing Electoral Area “A” (Bamfield);
- e. **“Regional District”** means the Regional District of Alberni-Clayoquot.

2. Membership

The Committee is appointed by the Regional Board and is comprised of Six (6) members as follows:

Bylaw No. A1070, Bamfield Water Committee, 2011

- a. The Director, or in the event of his/her absence the Alternate Director, shall be the Chairperson of the Committee;
- b. The Fire Chief for the Bamfield Volunteer Fire Department;
- c. The Chairperson of the Bamfield Advisory Planning Commission;
- d. One member nominated by the Bamfield Marine Science Centre;
- e. One member at large from Electoral Area "A" (Bamfield) shall have their nomination submitted by the Electoral Area Director for ratification by the Regional Board;
- f. One member from the Bamfield business community, nominated by the Bamfield Chamber of Commerce;
- g. A quorum at any meeting of the Bamfield Water Committee is four (4) Committee members, one of whom must be the Director or Alternate Director of the Regional Board.

3. Term of Office

- a. Appointments to this Committee shall be for the term they are representatives of the organizations listed in Section 2, (a) to (d).
- b. The Regional Board shall appoint the member nominated by the Bamfield business Community, Section 2 (f) and the member at large, Section 2 (E) from time-to-time, upon the recommendation of the Director for Electoral Area "A" (Bamfield).

4. Procedures

- a. Where not otherwise covered in this By-law, the rules of procedure governing the Committee meetings shall be those of the Procedural By-law of the Regional Board;
- b. All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote;
- c. Committee meetings shall be held no less than three times per calendar year and will be at the call of the Chairperson;
- d. Two weeks' notice will be given to the Committee and the public for all Bamfield Water Committee meetings;

- e. Minutes shall be kept for all meetings of the Committee and a copy of such minutes forwarded to the offices of the Regional District of Alberni-Clayoquot as soon as possible after each meeting.

5. Responsibilities of the Bamfield Water Committee

The Bamfield Water Committee is to:

- a. In conjunction with Regional District staff and contractors, oversee the provision of the Service;
- b. Prepare and present to the Regional Board for approval an annual work plan and budget for the next year by December 1st of each year;
- c. Operate within the budget approved by the Regional Board;
- d. Operate within the work plan approved by the Regional Board;
- e. Follow the Regional District's purchasing policy for all expenditures;
- f. Seek and obtain Regional Board approval before awarding a contract where the proposed expenditure is in excess of \$2,500.00;
- g. Seek and obtain Regional Board approval before embarking on an activity that is outside the scope of the work plan or the budget approved by the Regional Board;
- h. Seek and obtain Regional Board approval on projects that are outside the current years work plan, subject to funding being awarded for projects;
- i. The Committee shall not make disbursements unless authorized by By-law, or resolution of the Regional Board, or enter into any undertaking, obligation or liability, which would cause the annual budget as approved by the Regional Board to be exceeded;
- j. The Committee shall be responsible on its own initiative to advise the Regional Board on all or any matters which may legally, financially or otherwise bind or commit the Regional Board;
- k. All official business to be transacted and all contracts to be entered into by the Committee which may legally, financially or otherwise commit the Regional Board, shall, unless otherwise previously authorized by the Regional Board, be made or carried out by the Regional Board.

6. Report to the Regional Board

- a. The Committee shall report to the Regional Board annually or as otherwise requested, on its activities.

7. Responsibilities of the Regional District of Alberni-Clayoquot

- a. The Regional District will provide the Committee with quarterly reports, or at the request of the Chairperson, on all revenues and expenditures from the operations of the Bamfield Water System;
- b. The Regional District will provide the Committee with a statement of revenue, expenses and capital accounts for the Bamfield Water System by January 31st of each year.
- c. The Regional Board shall consider the annual budget submitted by the Committee and either approve, modify or reject. The Regional Board will provide written explanation to the Committee of their decision;
- d. The Regional Board shall consider the proposed annual work plan submitted by the Committee and either approve, modify or reject. The Regional Board will provide written explanation to the Committee of their decision;
- e. The Regional District will consider recommendations from the Committee on projects that are outside the current years works plan, on the basis that there is grant money available for the project;
- f. The Regional Board will consider requests from the Committee for approval to engage a contractor or hire an employee;
- g. The Regional Board will consider requests from the Committee for approval of expenditures in excess of \$2,500.00;
- h. The Regional Board will consider requests for activities outside of the scope of the work plan and either approve, modify or reject any request;
- i. The Regional District shall advise the Committee by November 1st of each year of all public liability insurances required covering the operations of the Committee and custodianship of the water system in order to insure that adequate insurance is in effect at all times;

Bylaw No. A1070, Bamfield Water Committee, 2011

- j. The Manager of Environmental Services will provide written reports for every Committee meeting which includes: current projects and action items from previous Committee meetings;
- k. The Regional District will consult with the Committee prior to any expenditures over \$2,500.00.

8. General

- a. All members of the Committee shall serve without remuneration, except for such "out of pocket" expenditure as may have received prior authorization by the Regional Board.
- b. This By-law shall come into force and take effect on and after the date of final passing hereof.

9. Rescinded

Bylaw No. 425, Bamfield Water Committee, 1983 is hereby rescinded.

10. Citation

This bylaw may be cited for all purposes as "**Bamfield Water Committee Bylaw No. A1070, 2011.**"

Read a first time this 27th day of April, 2011.

Read a second time this 25th day of May, 2011.

Read a third time this 25th day of May, 2011.

Reconsidered and adopted this 25th day of May, 2011.


Chairperson


Chief Administrative Officer

Bylaw No. A1070, Bamfield Water Committee, 2011

I hereby certify the foregoing to be true and correct copy of By-law No. A1070, cited as the "Bamfield Water Committee" By-law No. A1070, 2011 as reconsidered and adopted this 25th day of May, 2011.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw No. A1070-1

A bylaw to amend the Bamfield Water Committee Establishment Bylaw

WHEREAS the Regional District of Alberni-Clayoquot has been granted the authority to operate the Bamfield Water System service.

AND WHEREAS the Board of Directors has established a Standing Committee know as the Bamfield Water Committee by Bylaw No. A1070, “Bamfield Water Committee, 2011” to deal with matters relating to the service.

AND WHEREAS the Board of Directors wishes to amend membership on the Bamfield Water Committee.

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot in open meeting assembled, enacts as follows:

1. Section 2 (b) and (e) of Bylaw A1070 cited as “Bamfield Water Committee Bylaw No. A1070, 2011” are hereby repealed and replaced with the following:
 2. **Membership**
 - b. The Fire Chief of the Bamfield Volunteer Fire Department will sit as an ex-officio non-voting member and will serve on the Committee for the same term as his/her term as Fire Chief of the Bamfield Volunteer Fire Department.
 - e. Two (2) members at large from Electoral Area “A” (Bamfield) to be nominated at a Bamfield Community Affairs meeting for approval by the Regional District Board as follows:
 - One (1) member at large serving for a two (2) year term
 - One (1) member at large serving for a three (3) year term
2. This Bylaw may be cited as Bylaw **A1070-1, “Bamfield Water Committee Amendment Bylaw, A1070-1, 2015.”**

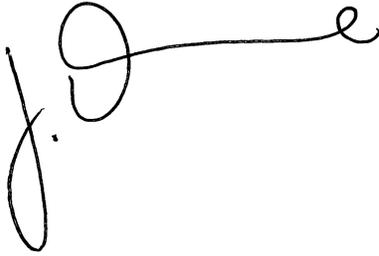
Read a first time this 10th day of June, 2015.

Bylaw A1070-1, Bamfield Water Committee Amendment Bylaw, 2015

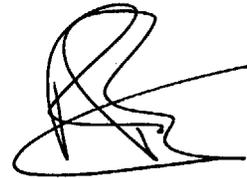
Read a second time this 10th day of June , 2015

Read a third time this 10th day of June , 2015.

Adopted this 10th day of June , 2015.



Chairperson



Chief Administrative Officer



REQUEST FOR DECISION

To: Bamfield Water Advisory Committee

From: Teri Fong, CPA, CGA, Manager of Finance
Jenny Brunn, Manager of Operations

Meeting Date: March 11, 2019

Subject: Bamfield Water System 2019-2024 Financial Plan

Recommendation:

THAT the Bamfield Water Advisory Committee recommend the Bamfield Water budget presented be included in the first reading of the 2019-2024 Alberni-Clayoquot Regional District Financial Plan.

2018 Highlights:

The past year was a very productive and successful year for the Bamfield Water System. Construction was completed on the new Water Treatment Facility with commissioning in August. The plant has been operating well, mainly due to the keen attention and care of the water operator. As is common during the maintenance period (the first year after commissioning), there have been various small improvements required that came to light once the plant was in operation. This included adding automation, redundancy and adjusting operational set points. Intensive water quality monitoring showed that the treatment plant is effectively reducing the organics and colour of the water as well as feedback from the community on the improved taste at the tap. Island Health (VIHA) approved the removal of the Water Quality Advisory on January 30, 2019 that had been in place for over 5 years.

Regular water system activities such as hydrant maintenance and reservoir cleaning were conducted on schedule. In the fall, Sugsaw Lake experienced some high turbidity events that were recorded by the new online turbidity meter at the treatment plant. Luckily, the treatment plant was able to be adjusted to treat the increase in turbidity from these events. However, future investigation and coordination with watershed activities will be done to ensure that road building, logging or other forestry activities are not increasing the risk to water quality in the future.

Upcoming for 2019:

Priorities for the Bamfield Water System in 2019 include:

- The development of an emergency response plan that will help to reduce risk and establish plans to enact in the event of an emergency. This project will also determine which emergency supplies we need to keep onsite as well as look at the old chlorination building and determine the cost and benefits of maintaining it as a back-up treatment system.
- The creation of an asset management plan which will generate a full listing of all the current water infrastructure in Bamfield, its remaining useful life and the cost to replace it. This will allow us to develop an accurate long term

capital replacement plan. It is also a requirement of all new grant application programs.

- Additional water quality monitoring of colour and temperature in the system will begin to help assess the need to relocate the water intake.
- The existing operating contract is expiring on March 31st, 2019 and needs to be issued for competitive bid due to the significant change in the scope of work. Staff will be issuing an RFP and awarding the work for a five year term.
- Staff will also continue to work on the project to connect the DAF waste stream to the HFN/BMSC sanitary sewer main and treatment system.

2019-2024 Budget:

With the addition of the water treatment plant, the Bamfield water system has increased in value and operational complexity. The Treatment plant has only operated for a half year to date so annual operating costs are still being estimated at this time. The 2020 budget will have more confidence in the estimated operating costs. Based on the information from 2018, the changes to yearly operational costs are estimated to be:

- Line 13 – Debt repayment - the beginning of treatment plant debt repayment, for those who chose not to prepay, begins in 2019 with an annual total cost of \$34,100.
- Line 15 – Insurance - an increase in insurance from \$6,200 to \$11,000
- Line 16 – Labour & benefits - An increase of \$5,000 for additional staff support for the regular operations and management as well as 2019 initiatives including an RFP for operations, developing a new Water Emergency Response Plan, Developing an Asset Management Plan and other improvement programs.
- Line 17 - Materials and repairs/maintenance - have historically ranged from between \$20,000 to \$35,000, where \$20,000 covers all of the regular preventative maintenance costs and costs above this amount are directly related to corrective or emergency maintenance. With the addition of the treatment plant we are estimating that base preventative maintenance costs will be \$28,000.
- Line 18 – Operation contracts - an increase in operating hours (through the operation contract) from \$39,000 to \$76,500.
- Line 20 – Utilities - an increase in utility costs from \$6,000 to \$9,000

Furthermore, 2018 had significantly increased costs related to the construction of the Treatment Plant that will be reduced now that construction has been completed.

- Line 10 – Administration charge - A decrease in administration charges from \$22,000 to \$17,000. The additional time for administration time related to grant management, reporting, debt issuance and construction is no longer needed.
- Line 21 – Water monitoring - A decrease in water quality monitoring costs from \$16,500 to \$4,000. VIHA had required monthly DBP monitoring in order to prove the effectiveness of the new treatment plant. Now that this is complete, sampling will be reduced to quarterly.

Financial:

The Bamfield Water System rates were raised in 2018 in anticipation of the operation of the Water Treatment Plant. Ongoing operating costs are still somewhat unknown as the plant settles into routine operations. Staff will update the committee with any major financial differences as they are identified.

Owners that chose not to prepay the Water Treatment Plant parcel tax for the Municipal Finance Authority borrowing

will pay approximately \$169 per parcel in 2019.

Policy or Legislation:

The new treatment plant has been assessed and certified by the Environmental Operators Certification Program as a class 3 treatment facility. This requires that the facility is operated by an individual with equal or higher certification in Water Treatment. The distribution system has maintained its certification as a level 2 water distribution system. The Island Health Authority has updated the operating permit for the water system to reflect these changes. The existing water operator has gone through the process to meet the required EOCP certification and we are in compliance with our operating permit.

Prepared by: 

Jenny Brunn, Manager of Operations

Prepared by: 

Teri Fong, CPA, CGA, Manager of Finance

Reviewed by: 

Rob Williams, GM of Enviro Services

Approved by: 

Douglas Holmes, BBA, CPA, CA, CAO



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2019-2023 FINANCIAL PLAN
BAMFIELD WATER SYSTEM
PARTICIPANTS: PORTION OF ELECTORAL AREA 'A'**

Draft for First Reading
on March 13, 2019

Line	History			Budget					Line
	2018 ESTIMATE	2018 PLAN		2019	2020	2021	2022	2023	
REVENUE									
1	\$ 7,607	\$ 7,674	Surplus (deficit) from prior years	\$ 13,386	\$ 0	\$ 0	\$ 0	\$ 0	1
2	58,160	58,160	Parcel tax	58,160	58,160	58,160	58,160	58,160	2
3	107,756	-	Parcel tax - treatment plant borrowing	34,100	34,100	34,100	34,100	34,100	3
4	179,990	170,000	Sale of service	175,614	192,900	196,800	200,700	204,800	4
5	960,955	960,955	Grants and other contributions	150,000	158,516	-	-	-	5
6	10,584	-	South Bamfield Road hydrant contribution	-	-	-	-	-	6
7	3,935	-	Other revenue	-	-	-	-	-	7
8	931	500	Grants in lieu of taxes	500	500	500	500	500	8
9	\$ 1,329,917	\$ 1,197,289	TOTAL REVENUE	\$ 431,760	\$ 444,176	\$ 289,560	\$ 293,460	\$ 297,560	9
EXPENDITURES									
10	\$ 22,000	\$ 22,000	Administrative charge	\$ 17,000	\$ 17,400	\$ 17,800	\$ 18,200	\$ 18,600	10
11	181,187	60,000	Capital fund contribution from operating	58,160	58,160	58,160	58,160	58,160	11
12	960,955	1,360,955	Capital fund contribution from grants	150,000	158,516	-	-	-	12
13	4,482	6,000	Debt repayment	34,100	34,100	34,100	34,100	34,100	13
14	-	3,000	Engineering & consulting	5,000	5,000	5,000	5,000	5,000	14
15	8,428	6,400	Insurance	11,000	11,200	11,400	11,600	11,800	15
16	13,039	26,000	Labour & benefits	31,000	31,600	32,200	32,800	33,500	16
17	27,257	47,934	Materials & repairs/maintenance	28,000	28,600	29,200	29,800	30,400	17
18	65,120	49,000	Operation contracts	76,500	78,100	79,700	81,300	83,000	18
19	7,599	4,000	Other operating costs	8,000	8,200	8,400	8,600	8,800	19
20	9,786	9,000	Utilities	9,000	9,200	9,400	9,600	9,800	20
21	16,677	3,000	Water monitoring	4,000	4,100	4,200	4,300	4,400	21
22	\$ 1,316,531	\$ 1,597,289	TOTAL EXPENDITURES	\$ 431,760	\$ 444,176	\$ 289,560	\$ 293,460	\$ 297,560	22
23	\$ 13,386	\$ -	FINANCIAL PLAN BALANCE	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	23
24	1,142,142	1,420,955	Add: Transfer to reserves	208,160	216,676	58,160	58,160	58,160	24
25	-	-	Principal debt payments	18,400	18,400	18,400	18,400	18,400	25
26	79,758	79,000	Deduct: Estimated amortization not included	79,000	79,000	79,000	79,000	79,000	26
27	7,607	7,674	Surplus from previous year	13,386	0	0	0	0	27
28	\$ 1,068,164	\$ 1,334,281	ANNUAL SURPLUS/(DEFICIT)	\$ 134,174	\$ 156,076	-\$ 2,440	-\$ 2,440	-\$ 2,440	28



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2019-2023 FINANCIAL PLAN
 BAMFIELD WATER SYSTEM (continued)
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'A'

Draft for First Reading
 on March 13, 2019

Line	History			Budget					Line
	2018 ESTIMATE	2018 PLAN		2019	2020	2021	2022	2023	
CAPITAL FUND									
29	\$ 406,840	\$ 417,524	Balance, beginning of year	\$ 84,174	\$ 101,834	\$ 66,985	\$ 90,745	\$ 114,705	29
30	178,339	60,000	Contribution from operating fund	58,160	58,160	58,160	58,160	58,160	30
31	487,323	600,000	Water treatment plant debt	-	-	-	-	-	31
32	960,955	960,955	Grants and other contributions	150,000	158,516	-	-	-	32
33	-	400,000	Community Works Fund transfer	400,000	-	-	-	-	33
34	2,848	1,600	Interest earnings	-	600	600	800	1,000	34
35			<i>Less - capital expenditures</i>						35
36	-	400,000	Upgrades - gas tax funding	400,000	-	-	-	-	36
37	-	-	Miscellaneous works	-	20,000	20,000	20,000	20,000	37
38	1,945,247	2,039,337	Water treatment plant	-	-	-	-	-	38
39			Effluent project	190,500	232,125				39
40	-	-	Infrastructure assessment	-	-	15,000	-	-	40
41	-	-	Development Cost Charge update	-	-	-	15,000	-	41
42	6,884	-	South Bamfield Road - hydrant install	-	-	-	-	-	42
43	1,952,131	2,439,337	Total capital expenditures	590,500	252,125	35,000	35,000	20,000	43
44	\$ 84,174	\$ 742	BALANCE, END OF YEAR	\$ 101,834	\$ 66,985	\$ 90,745	\$ 114,705	\$ 153,865	44



REQUEST FOR DECISION

To: Bamfield Water Advisory Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: March 11, 2019
Subject: Request for Leak Forgiveness

Recommendation:

THAT the Bamfield Water Advisory Committee recommend to the Board to approve a reduction of \$6,115.20 in overage charges for the Huu-ay-aht First Nation (HFN) Market, reducing the amount owed to \$1,500.00 and that the leak policy be updated to include a maximum overage charge of \$1,500.

Desired Outcome:

To provide a response to the Huu-ay-aht First Nation (HFN) Market regarding their request for a leak adjustment in excess of the 50% authorized by the policy and to review the leak policy for possible amendments.

Summary:

On October 4th, during the investigation of a water leak at the HFN Market, there was determined to be a significant leak on their service line. The market proceeded to find and repair the leak. Unfortunately, the volume of water lost prior to this repair was significant resulting in a \$7,615.20 charge in excess water use on the July to September 2018 bill.

Based on historical water usage, this property's average consumption charges for this billing period is \$610.00. This leak resulted in approximately \$7,000.00 in charges over their normal usage. The water consumption charges for this property range from \$1,075 to \$1,450 for the entire year.

The HFN Market has requested that special consideration be given to this situation due to the excessively high bill. The Leak Policy, dated November 26, 2014, applies to the Bamfield Water System and has been attached for your information. The policy allows for staff to approve a reduction of 50%. It does not provide a maximum amount that a property can be charged in any given billing period as a result of leakage.

The intent of water consumption charges are to 1) recover the costs to operate the system and; 2) encourage water conservation and leak detection. The costs to the utility for treating and delivering the amount of water that was lost to leakage at the HFN Market are less than the overage charges on the current bill. Excessive charges above system costs can end up being punitive instead of encouraging proper behavior and result in an undue burden to a property owner. The decision to approve additional water leak forgiveness is at the Board of Director's discretion as the policy does not provide direction in this situation.

The majority of leak events in the Bamfield water system are relatively small, fixed quickly and adjusted if the property owner completes a leak forgiveness request form. The existing leak policy allows for a rebate of up to 50% of the overage charge. From our records, we see that highest resulting leakage charge was in September 2016 and resulted in \$2,974 in overage charges. This is a significant outlier in comparison to the average overages from leakage events. However, in this case, the existing leakage policy was applied and the property owner paid a total of \$1,487 in overage charges for the leakage. This is the largest amount that has been paid for overage charges due to leakage.

In order to address this situation, future leak situations and remain fair to all properties in the system, it is recommended that a cap be added to the leak policy. This cap will be set at the maximum amount that has been paid in the past, which is just under \$1,500.00. Therefore, staff recommend that the overages charges are reduced to \$1,500 and the leakage policy be updated to cap the maximum overage charges that may be charged at \$1,500 and that the application from the Huu-ay-aht First Nation Market be considered and approved within the updated policy.

While the amount of \$1,500 is somewhat arbitrary, it is recommended because it will not overly burden the water utility, it will not create a disparate situation when compared to past forgiveness applications and it will still provide incentive for property owners to avoid and mitigate leaks.

Financial:

Any leak adjustments that are provided during the year reduce the revenue of the Bamfield Water System.

Options Considered:

There are four other options that the Bamfield Water Advisory Committee could consider:

1. Deny the request to consider an additional adjustment.
2. Approve a reduction of \$7,005.20 and bill based on the average consumption in this billing period for this property of \$610.00
3. Direct staff to provide a 50% reduction of \$3,807.60.
4. Approve a portion of the request based on either a percentage or amount of the \$7,615.20

Time Requirements – Staff & Elected Officials:

Some staff time will be required to communicate with the owner based on the direction of the committee.

Submitted by: 

Jenny Brunn, Manager of Operations

Reviewed by: 

Rob Williams, General Manager of Environmental Services

Approved by: 

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

Alberni-Clayoquot Regional District
LEAK POLICY

Policy Issued by: Board of Directors
Date Adopted: November 26, 2014

Purpose:

The objective of this policy is to establish a procedure that would authorize the accounting staff of the Alberni-Clayoquot Regional District to respond to requests from property owners for adjustment to their utility bill, as a result of a water leak.

Policy:

Staff will endeavor to identify excessive water consumption for customer accounts when preparing their utility invoices. Staff will make an effort to contact the property owners that have what is considered to be an extremely high consumption and indicate that there may be a leak. This will also be followed up by correspondence which will be mailed with the relevant utility invoice.

The property owner is expected to repair the leak immediately. If the leak cannot be fixed immediately, it is the property owner's responsibility to request Regional District staff to shut off the water at the meter. Or the property owner's may shut off another water valve on the property to prevent the water from escaping until the repairs can be made.

Procedure:

Accounting staff are authorized to adjust utility invoices subject to the following conditions:

1. The property owner advises the Alberni-Clayoquot Regional District, by completing the attached form, that a leak has been identified and repaired.
2. The property owner has supplied the Regional District with detailed receipts showing proof of repairs (i.e. plumber's invoice, receipts for materials, etc.) or a detailed report of the repairs performed.
3. If it is determined that the leak was repaired within a reasonable time period, an adjustment shall be calculated as fifty percent (50%) of the dollar amount of the overage that resulted from the leak.
4. Staff is not authorized to process a second adjustment within three (3) years without the request being approved by the appropriate water advisory committee.



Leak Adjustment Request Form

Property owners can apply for a leak adjustment for excess water volume charges resulting from a leak. To be eligible for a leak adjustment you must have repaired the leak in a reasonable time from the discovery of the leak, and provide proof of the leak repair (receipts for any materials or services related to that repair).

If you wish to apply for a leak adjustment, please complete the form below and return it to our office as soon as possible with the necessary receipts. If your leak adjustment request is approved, a credit of fifty percent (50%) of the dollar amount of the overage will be applied to your account, and you will receive an amended bill.

Application Date:	
Name of Owner(s)	
Telephone #:	
Mailing Address:	
Service Address:	
Description of Leak and Repairs: (if necessary, please use another page)	

Please enclose copies of the receipts for any materials or services related to the repair.

As the owner of the property, I hereby apply for a billing adjustment and confirm that the above and attached information is true and accurate.

Signature of Owner:	Date:
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Office Use Only

Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	By:	Amount:
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INFORMATION REPORT

To: Bamfield Water Advisory Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: March 11, 2019
Subject: Request for Proposal for Waterworks Contractor

Recommendation:

THAT the Bamfield Water Advisory Committee receive this report for information.

Summary:

Our current contractor has been operating and maintaining the water system since October 2011. The water system has been run very well and the contractor has met and exceeded expectations of taking on the additional workload from the new DAF plant. However, with the construction of this new water treatment facility, the scope of work has significantly changed from the original contract. In addition to requiring higher levels of knowledge, skill and certification, there is also significantly more hours required to operate and maintain this facility in addition to the existing water system operations.

In order to ensure transparency, competitive pricing for this service, and meet the requirements of our purchasing policy, this updated contract for service will be put out for competition through an RFP process. The new contract will continue to require the operation, preventative maintenance and emergency response within 1 hour for the Bamfield water system 24 hour per day, 365 days per year. The contractor will be responsible for the water intake, water treatment facility, pumping station, reservoirs, re-chlorination, control valves and distribution system infrastructure including mains, valves hydrants and all equipment associated within the water system. The contractor must provide a chief operator certified as a level 3 water treatment and level 2 distribution system with the EOCP as well as a back-up operator trained on the system in the event of an emergency and for holiday coverage.

As there are no further major changes anticipated for the water system, the contract term will be increased to 5 years with the option to continue to renew. This will reduce staff time required for issuing competitions in the future. This does not remove the ability to terminate the contract at any time if either party is dissatisfied with the relationship (while ensuring continuity of operations). Once the submitted proposals have been reviewed and evaluated, staff will bring a recommendation to the ACRD Board for award of this contract.

Prepared by:

Jenny Brunn, Manager of Operations

Reviewed by:

Rob Williams, GM of Enviro Services

Approved by:

Douglas Holmes, BBA, CPA, CA, CAO



REPORT FOR INFORMATION

To: Bamfield Water Committee

From: Jenny Brunn, Manager of Operations

Meeting Date: March 4, 2019

Subject: Clarity on Seasonal Water Shut-offs and Permanent Disconnections

Recommendation:

THAT the Bamfield Water Advisory Committee receive this report for information.

Summary:

The *Bamfield Water System Specified Area Rates and Regulations Bylaw No F1089, 2010*, states that

4.1 Consumers who wish to have their water service discontinued shall give the Bamfield Water System Contractor fourteen (14) days' notice. The service shall be cut off at the end of the month succeeding the notice of termination. Before the service is again renewed, the tenant or occupant shall pay to the Regional District of Alberni-Clayoquot the prescribed re-connection charge as invoiced for the renewal of the service as enumerated on Schedule "B" of this Bylaw

Schedule B specifies these charges as:

- a. Initial connection - \$450.00 basic charge plus the cost of fittings and parts as well as meter installed at property line.
- b. Re-connection - \$50.00 for each turn on of water service.

This language regarding shutting off water and discontinuing service is confusing to some residents and requires clarification. The use of terms including "discontinued," "cut-off" and "termination" typically refer to a disconnection of a water service which is physically removed from the water system. Whereas, the term "shut-off" typically refers to turning off the water at the property line which temporarily prevents the flow of water through the service water line.

As is common in other water systems, the ability to have water services shut-off in the winter to avoid freezing lines is essential. However, as the bylaw refers to this action as "to have their water service discontinued" it has in the past been interpreted as a disconnection of service and therefore a discontinuation of billing during the winter months. As there is no actual physical disconnection of the service, but a turning off of the water, there should be no discontinuation of billing during the winter months. Alternatively, if a water service is removed, the billing for water use would be discontinued.

There have been a small number of properties who have been requesting their water be shut-off for the winter and have managed to avoid paying the minimum monthly water rates of \$46/month. This minimum rate is intended to recover the administrative costs of having access to the water system. Those who are connected to the water system and benefit from this service are intended to pay these rates. The \$50.00 reconnection fee is

not adequate to cover this deficit.

Although, this matter will be more clearly addressed by updating the bylaw, there is no requirement to discontinue billing during the winter months if a water service has been shut-off based on the current bylaw language. Instead, the matter can be clarified to the community in the next newsletter sent out with the water bills. The bylaw will be reviewed later in the year for further updates and brought to the committee for review.

Submitted by: 

Jenny Brunn, Manager of Operations

Reviewed by: 

Rob Williams, General Manager of Environmental Services

Approved by: 

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer