

RURAL MUNICIPALITY OF VICTORIA  
WATER & SEWER MEETING MINUTES  
MONDAY, MARCH 23, 2023  
4:00PM – OLD SCHOOL  
730 VICTORIA RD, VICTORIA

Present

Councillor Jamie-Lee Brown  
Committee Members Pat Smith, Christina Wright  
Consultant Hilary Price  
CAO Anna Keenan  
FAA Marsha Empson

Regrets - Councillor Shelley Trainor

1. Call to Order

Meeting called to order by Councillor Jamie-Lee Brown at 4:07pm

Councillor Brown indicated that herself and Deputy Mayor Shelley Trainor have volunteered to fill the Chair and Vice Chair positions for the Water & Sewer Commission. CAO Keenan explained that these positions must be filled by members of council, as per the Sewer and Water Corporation Bylaw #2021-03.

***Motion moved to appoint Councillor Brown as Chair and Deputy Mayor Trainor as Vice Chair for the Victoria Water & Sewer Commission.***

***Motion moved by Councillor Brown, seconded by Member Smith.***

***Motion carried unanimously (2 votes for, 0 against).***

***Resolution #2023-28***

Consultant Hilary Price noted that, possibly for the first time, the Victoria Water & Sewer Commission consists of all female members.

Chair Brown indicated that the public will be given time to comment throughout the meeting for each agenda item.

2. Approval of Agenda

***Motion moved to approve the agenda.***

***Motion moved by Member Smith, seconded by Member Wright.***

***Motion carried unanimously (2 votes for, 0 against).***

3. Declaration of Conflict of Interest

None declared.

4. Approval of Minutes

CAO Keenan explained that the minutes from October 27, 2022 and January 28, 2023 were never approved and accepted. Former members were contacted for input and amendment suggestions; there was no response. Because current members were not present at the October 27, 2022 meeting, it was recommended that they acknowledge not being present, while accepting the minutes as written so that they could be submitted for public record. The minutes can be retroactively corrected if needed.

***Motion moved to accept the minutes of the October 27, 2022 meeting, while noting that none of the current members were present at that meeting.***

***Motion moved by Chair Brown, seconded by Member Wright.***

***Motion carried unanimously (2 votes for, 0 against).***

Discussion was had regarding whether Christina Wright left the January 28, 2023 meeting, as the minutes indicate that she left part way through. Christina indicated that she attended the entire meeting and did not leave as noted in the minutes, but rather she abstained from voting on the final item.

Additionally, there was discussion regarding email correspondence received from former W&S members that indicated that a motion to accept the causeway project Change of Scope had in fact taken place at the end of that meeting.

***Motion moved to amend the January 28, 2023 minutes that were presented to reflect that at the end of item D, under New Business, Councillor Tom Wright moved to accept the Change of Scope as presented, Councillor Brown seconded. Ian Dennison called for the vote and all present voted in favor, except for Member Christina Wright who abstained from voting.***

***Motion moved by Member Smith, seconded by Councillor Brown.***

***Motion carried unanimously (2 votes for, 0 against).***

***Action Item - amend January 28 minutes as noted.***

***Motion moved to approve the January 28, 2023 meeting minutes as amended.***

***Motion moved by Member Smith, seconded by Member Wright.***

***Motion carried unanimously (2 votes for, 0 against).***

## 5. Public Presentations

No presentations were requested from the public in advance of the meeting.

## 6. Business Arising from Minutes

### ● **6a. Causeway Project**

- Update provided by CAO Keenan and Hilary Price. CAO Keenan first gave some background on how the issue first came about: the heat trace - which had no backup - did not function after an extended power outage, leading to the freezing and breakage of the pipe across the causeway.
- The subsequent repairs were made outside of provincial water supply standards, which leads us to needing to complete a comprehensive repair now: any work that is done to change the water supply system in future must be done with the involvement and oversight of Provincial engineers.

- o CAO Keenan and Hilary Price explained the options put forward by Stantec to complete the required repairs and that the costs would be provided for from the CCBF fund. Member Smith questioned if RMV would be committed to supply water to the Hampton cottages if the Causeway project (with its current scope, recently amended by Council) goes ahead. CAO Keenan confirmed this would not be the case - while it was discussed that this project *could* open the possibility of that future expansion, but the primary goal of the current project is to re-establish a potable water status for customers across the bridge, and providing further service is not within the scope of the project, nor is the Commission obligated to provide that service in future.
- **6b. Wharf Project update by CAO Keenan and Hilary Price**
  - o CAO Keenan spoke to some rumours in the community about why this project is required and provided details and history based on her current knowledge - including that the sewage tank on the wharf is infrastructure that was installed there long prior to the municipality's modern sewage system, and before the restaurants were in place, and was simply connected to the municipal system when that system was installed. Department of Environment engineers have requested an upgrade to that system, to avoid an increasing risk of an environmental spill as the old system deteriorates, to enable the system to continue to function for a full 80 year lifespan.
  - o Stantec has been hired to engineer this project and are in the process of requesting tenders for the work. The timeline for the work to begin and be completed is now during Fall 2023, given that it can no longer be expected to be tendered and completed before the current tourism & fishing season.
  - o CAO Keenan clarified that electrical repairs taking place on the panel at the wharf this year will be taking place under general Water & Sewer maintenance.
- **6c. Generators for water supply and wastewater treatment** – CAO Keenan provided an update on the process for prioritizing and obtaining generators. The municipal operator is in the process of obtaining 3 quotes. When quotes have been obtained, the next W&S meeting will be scheduled to make a choice.
  - o Member Smith asked questions about the lift station in Dunrovin Shores subdivision, and whether it is on a priority list for also having back-up generator power. CAO Keenan responded that it is not currently on the priority list.
  - o Member Smith further asked what would happen to the homes which have a STEP (pumped) rather than STEG (gravity) sewage tank system, in the event of a power-outage. CAO Keenan responded that this is a good question, and that it could be a consideration in the upcoming Emergency Preparedness Plan discussions.
  - o Member Wright asked a question about whether the generators would be diesel or propane. CAO Keenan indicated that propane was being considered at the Schoolhouse, due to the relatively more quiet operation than diesel, in the event that the schoolhouse is used as a community warming centre. However, quotes are being requested for both potential options. Member Wright indicated that diesel

may have some benefits, and CAO Keenan suggested that we should have this discussion after the quotes arrive.

- **6d. IRAC rate increase application approved** – CAO Keenan confirmed that the requested rate increase for annual water, sewer, and frontage rates was approved by IRAC. Approval notification was sent to the email distribution list for municipal information. Billing is underway, retroactive to April 1, 2022. CAO Keenan indicated that this rate increase significantly helped with balancing the budget for the 2023/24 year.

Consultant Hilary Price left the meeting at this point.

#### New Business

**7. Report from CAO sharing essential learnings for onboarding new W&S Commission members** – largely based on a meeting with Morley Foy, Approvals & Compliance Engineer for Drinking Water and Wastewater, Department of Environment, Energy and Climate Action.

- **7a. Water testing processes and oversight** – CAO Keenan explained that the province oversees testing results and that those results must meet certain parameters.
  - Member Wright asked if residents could request testing if they feel there is an issue. It was confirmed that this could be arranged. The option to get free testing from the province was mentioned by FAA Empson, but CAO Keenan confirmed that this is not recommended by Morley Foy.
    - **Action item** – CAO Keenan to discuss testing possibilities for individual resident homes with the Operator
- **7b. Operator certification** – CAO Keenan explained how provincial certification works and what is required for a municipal operator, and the frequency for recertification.
- **7c. Septic system maintenance** – CAO Keenan explained that municipally installed septic tanks for residential homes that were purposely oversized, allowing for less frequent pumping and lower yearly associated costs. Expected frequency of pumping is every 7-11 years.

CAO Keenan indicated that she had gone on a tour of water and sewer facilities with the municipal operator and indicated that if any members of the Commission or council wanted a tour then that could be arranged.

**Action item** – Arrange a tour of water & sewer facilities for Members Smith and Wright, Councillor Brown and Deputy Mayor Trainor.

#### 8. Closed in-camera meeting as per MGA Section 119 (1) (d)

***Motion moved that Victoria Water & Sewer Commission move to in-camera portion of the meeting at 5:09pm.***

***Motion moved by Member Smith, seconded by Member Wright.***

***Motion carried unanimously (2 votes for, 0 against).***

***Motion moved that Victoria Water & Sewer Commission come out of in-camera portion of the meeting at 5:19pm.***

***Motion moved by Member Wright, seconded by Member Smith.***

***Motion carried unanimously (2 votes for, 0 against).***

**9. Review Proposed Capital Budget and Provide Recommendations to Council**

CAO Keenan reviewed the capital budget. She clarified that the Commission did not need to approve the capital budget, but could make recommendations to council. No questions or recommendations to council.

***Motion moved that the Victoria Water & Sewer Commission recommend to council to accept the capital budget.***

***Motion moved by Member Smith, seconded by Councillor Wright.***

***Motion carried unanimously (2 votes for, 0 against).***

***Resolution #2023-29***

**10. Discuss, Amend and Approve the Water & Sewer Budget**

CAO Keenan reviewed the water & sewer budget.

***Motion moved to accept the water & sewer budget as presented.***

***Motion moved by Member Smith, seconded by Councillor Wright.***

***Motion carried unanimously (2 votes for, 0 against).***

***Resolution #2023-30***

**11. Review of Last Report to Council of Former W&S Chair Brian Clapson**

Former Water & Sewer Commission Chair, Brian Clapson, stepped down from the chair position, a written letter of resignation was provided. As well as the chair, 3 other members of the commission also resigned since the last water & sewer commission meeting.

Member Smith indicated that she had questioned former member Clapson as to his reasoning for stepping down, and he referred her to his final report. Member Smith raised the question of liability for members, and whether CAO Keenan was comfortable with the level of liability for members, taking into consideration there is dual oversight through provincial requirements, should there be issues with village water or sewer services.

Action item - CAO Keenan to speak with Cooke Insurance about current policy and the terms of that policy in relation to water & sewer items and the personal liability of commission members.

It was confirmed that Preston Silliker, the village water & sewer operator, is required to, and does, hold his own insurance. CAO Keenan spoke to concerns regarding testing that were brought to her. She is confident in Preston and that he is doing his job as required, but she's willing to hear any concerns that members or residents may have and she will investigate them further.

The next meeting of the Victoria Water & Sewer Commission is to be determined, and will be scheduled as needed.

**Chair Brown adjourned the meeting at 6:02pm.**