

RURAL MUNICIPALITY OF VICTORIA
WATER & SEWER MEETING AGENDA
TUESDAY, JULY 18, 2023
3:30PM – OLD SCHOOL
730 VICTORIA RD, VICTORIA

Committee members present:

Chair, Councillor Jamie-Lee Brown
Committee Members Pat Smith, Hilary Price

Regrets: Vice-Chair, Councillor Shelley Trainor

Staff: CAO Anna Keenan

1. Call to Order

Councillor Brown called the meeting to order at 3:34pm.

2. Approval of Agenda

Pat Smith moves to adopt the agenda as circulated.
Hilary Price seconds the motion.
All are in favour (2/0), the agenda is adopted.

3. Declaration of Conflict of Interest

None

4. Approval of Minutes

- a. W&S Commission meeting March 23, 2023 - [Draft minutes available on RMV website](#)

Pat Smith moves that the minutes are adopted.
Hilary Price declares her absence as she was not present at the time.
Chair Jamie-Lee Brown seconds the motion.
The minutes are adopted (2/0 with 1 abstention)

5 Public Presentations – None

6. Business Arising from Minutes

- a. **Causeway project - review and motion to approve the Island Coastal bid on the tender for the Causeway Watermain project.**

A Commission member noted the typo in the motion, which was corrected before the motion was moved. The Island Coastal bid was for \$86,390+HST: it had been typed incorrectly as \$89,360+HST. The drafted motion was updated to reflect the accurate bid price.

Action points for CAO:

- Determine the total contracted amount for Stantec for the Causeway design project, so that the full cost and any surplus in this budget line can be determined, for potential future reallocation to other projects.

- Ensure that we have the Certificate of Insurance/approval before the Causeway project begins.

Questions from commission members: what is the guarantee that this will work?

- The Engineer's stamp.
- The heat trace input for a generator or battery is a safety feature to ensure that a crack due to freezing won't happen again - but it will require human response in a power outage.

Hilary Price moved the following motion, seconded by Pat Smith. The motion was adopted (2 in favour, 0 against):

WHEREAS Stantec completed their engineering work on the Causeway Watermain project, on behalf of the W&S Commission, and the Municipality secured all required permits, and that Stantec therefore put out [a Tender notice](#) that was open for bids between June 15 and June 29, 2023.

WHEREAS a single bid (see attachment) was received from Island Coastal, for a total cost of \$86,390+HST, attesting that the work can be completed within a window of 17 days, and this amount is within the \$155,000 Capital budget that Council had reserved for the Causeway project.

WHEREAS the bid from Island Coastal bears the recommendation of the Stantec engineers who work for the municipality

BE IT RESOLVED that the Water & Sewer Commission accepts the bid from Island Coastal, for the watermain-replacement project on the Causeway bridge.

b. Review and motion to approve Annual Financial Statements report to IRAC and to Council.

Suggested corrections from Commissioners:

- Correction to Schedule 3 (page 3): "Number of Proportionate Units Billed" should be used, rather than "Number of Feet on Which Frontage Rates are Charged" (33 and 47)
- Account code 536 Other Sewer Revenues (\$604) - this amount should likely be \$0, and the \$604 should appear at Account code 474 Other Water Revenues (this amount is likely the fee charged for turning on and off water supply for seasonal properties)
- Account code 650 Salaries and Wages - Administrative Employees (\$20,834) - this amount should be split 50/50 with Sewer (Account code 750 Salaries and Wages - Administrative Employees)
- 610 Water repairs \$11,820 appears to be in the wrong account code. There is nothing noted for the water & sewer testing fees, which is normally a much larger expense.
- All of the above will change the net surpluses for water & sewer.

Questions:

- Should the Commission consider in future paying down some of our loans faster? To be considered at a future meeting.
- Do restaurant businesses pay more for Water & Sewer fees?

- Yes. The rates charged are fixed, depending on the tariff structure (from IRAC). Restaurants are charged depending on the number of seats in the restaurant. e.g. the
- **Action point:** Municipal staff to familiarize themselves with the rate structure.

Motion from Pat Smith:

That the auditor make the above-noted corrections discussed by Commissioners, and subsequently finalize the statements for submission to IRAC and Council.

Seconded by Hilary Price

Motion adopted (2/0).

c. Scheduling a tour of the town's W&S facilities for Commission members, with our operator

Pat Smith and Hilary Price both noted that they likely don't need a tour, because of their previous experience with the system, so to prioritize Councillor Trainor and Councillor Brown's availability.

Action-point: CAO will reach out to identify a suitable time with Councillor Trainor and Councillor Brown, and recommend times to Preston Silliker. Councillors will also be invited.

d. Generators for Water supply and Wastewater treatment - update on process

3 quotes received, but not according to any common set of specifications. We have made 1 request for an engineer to do up drawings.

Action points for CAO

- gather all the quotes received so far and forward them to W&S Commission members
- Follow up with the engineer

e. Wharf project - update on process

Steps expected from here:

1. Krista (Stantec Engineer) will deliver engineering package - which we have been waiting on for some time
2. DFO letter of support (previously expired multiple times)
3. Building permit and all environmental approvals
4. Tender issued
5. Bids received
6. Work to happen ideally in the fall.

The recent sewage leak from the wharf is an indication of why this project is so necessary.

Actions being taken in response to the sewage leak:

- Grease trap cleaning bylaw
- Do not flush babywipes
- Training for W&S backup operators
- Sign at the warning light
- Audible alarm at the warning light
- Padlocked chain under the hatch

- And prioritizing moving the major capital project forward.

7. New Business

None

Councillor Brown declared the meeting adjourned at 4:40pm